

# Mental Health Referral Flow Chart

## WCMCA, Inc. Head Start

### Elevated ASQ-SE or Parent/FES Concerns

(Other considerations: Is the child in foster care or is the child living with relatives or has child abuse report been made?)

#### FES:

- Discuss concerns or elevated ASQ-SE with parents and explain 0-5 MH referral process
- Document parent request on referral form and email to Systems Specialist

#### Parents decline MH Services or are no longer concerned:

- Systems Specialist will document and upload referral into Child Plus in Health & Mental Health
- FES will implement individualized follow-up plans to include support for home and classroom settings (i.e. child goal setting documented in GOLD; behavioral plan; Parent Education; ECSE) and document in Child Plus (CP)

#### Parents request Classroom Observation and Recommendations

- Systems Specialist will email referral form to Consultant
- Consultant will schedule observation within 7 days
- Consultant will document observation and recommendation or phone consultation in Child Plus under Mental Health within 7 days
- Consultant will notify FES, Supervisor and Systems Specialist of recommendation within 7 days

#### Parents want Mental Health Services/DA or Diagnostic Assessment (DA) is recommended:

- FES will support family throughout DA process.
- FES will complete a Release of Info to appropriate provider and email to Systems Specialist.
- Systems Specialist will document in CP and send Release to provider listed
- Systems Specialist will follow-up with MH provider within 60 days if DA is not received and keep FES, Supervisor and Health Supervisor informed of progress
- Once DA is received, Systems Specialist will email FES and Supervisor informing that DA is uploaded.

FES will discuss observation and DA recommendations with parents and communicate the requirement of three MH appointments to complete the DA process.

If parents decline further services, FES will notify Systems Specialist and Systems Specialist will document in CP

ICCPP developed as needed

#### NO Diagnostic Assessment (DA) is recommended:

- Systems Specialist will document in CP
- FES will implement individualized follow-up plans to include support for home and classroom settings (i.e. child goal setting documented in TS GOLD, behavioral plan, Parent Education, ECSE)

If a parent is requesting information about mental health services or family support, provide them with LSS contact information. The family will need to identify that they have a child in Head Start.

Ongoing monitoring occurs through email and phone communication throughout the entire process to ensure timely completion.

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### Diagnostic Assessment- How to talk to the parent(s)

- Don't need to use the word "diagnostic assessment" it is hard to understand and may lead them to believe that we are looking to label their child with something.
- Find out if they are interested in having their child observed to see if there are strategies to help with their concerns. ***"You have identified some areas of concern in the social emotional screener I sent home with you to complete and I just want to check in and see if you would like to have (insert child's name) seen by our consultant (Jody/Sharon) to find out if there are strategies that might help you when he/she is acting this way? It is a service we offer through Head Start."***
- If no, you may want to still offer to have LSS come in and do an observation. ***"I recognize your hesitancy, but I want to assure you it is not about labeling (insert child's name). Rather it is about early intervention and often time the strategies can help eliminate the behavior. They really do take (insert child's name) age and development into consideration. One thing you may be interested in instead, would be to have LSS come into the classroom and observe (insert child's name)."***
- If you have seen the behaviors that the parent is reporting, you can mention, that ***"I have also observed (insert child's name) doing similar things and agree this is something we may want to find alternative strategies for."***