
MENTAL HEALTH CLASSROOM OR INDIVIDUAL OBSERVATION

Purpose: To document classroom observations made by EHS Mental Health Consultants and individual child observations.

When: Group observations twice per year:
1st Observations: Begin by November 1st
2nd Observations: Begin April 1st
Individual child observations as needed.
(Note: Parent MUST be informed prior to individual observation)

1. CENTER SUPERVISOR → Schedules mental health observations with Mental Health Consultant

2. MENTAL HEALTH CONSULTANT → Attends center group and observes group and/or individual children. Debriefs with staff and Education Manager following observations.
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Completes MH Classroom Observation and/or Classroom/Family Consultation Report. Keeps pink copy of report.
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Routes white and yellow copies to EHS Center Supervisor.

3. CENTER SUPERVISOR → Files "MH Classroom Observation" yellow copy in center "Mental Health Observation" file. Files "Individual Consultation Report" yellow copy in child file.
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Routes white copy to Disabilities/Mental Health Manager within two weeks of receipt.

3. DISABILITIES/MENTAL HEALTH →
MANAGER Reviews and files report.
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Routes copy to EHS Director, and Education Managers for review and follow-up