Mental Health Referral Process

GENERAL PLAN/APPROACH:

Mental Health referrals are determined through information from many sources, including health and development history taken at registration and during the Initial Home Visit, developmental and behavioral screenings, parent concerns and input, teacher, family advocate and specialists home visits, and classroom observations made by staff and Mental Health Consultants/Child Development Specialists (CDS). CDSs will suggest a referral when they believe treatment services may be needed. Family advocates and specialists will provide support to parents through the referral process if needed.

HEAD START PROGRAM PERFORMANCE STANDARD:

1302.45-Child Mental Health and Social and Emotional Well-Being
1302.46-Family Support Services for Health, Nutrition, and Mental Health
1302.52-Family Partnership Services
1302.53(a)- 1302.53(a)(2)(ii)-Community Partnerships and Coordination with other Early Childhood and Education Programs

PROCEDURES:

A) CDS Referral

- The CDS does an individual observation (contingent upon an ROI) and completes the Classroom/Family Consultation Report. The CDS debriefs with Southern Oregon Head Start (SOHS) staff to discuss the recommendation for a referral. Staff and sometimes the CDS meet with the parent to discuss the recommended referral.

- When a referral has been recommended by the CDS the Head Start family advocate or Early Head Start specialist enters the recommendation into the data system and begins the referral process. For each county, there is a referral packet that explains the procedure for a referral and contains checklists and forms necessary to complete the task.

- Family advocates or specialists assist the parent in the referral process, helping to fill out paper work that completes a Mental Health packet that is then faxed to the appropriate agency. A copy of the referral packet is sent to the Disabilities and Mental Health Manager. If necessary, the family advocate or specialist arranges transportation for the family to the appropriate agency.
• The family advocate or specialist does a minimum of one contact per month to follow-up with the family on the referral process and how the services are going once they begin. Families who entered the program already receiving services receive a minimum of one follow-up contact per month, as well. The corresponding information is entered into the data system by the family advocate or specialist.

B) Parent Requested Referral

• A parent can begin the referral process at any time independent from the agency. When this is the case, the family advocate or specialist completes the same procedure as indicated above to assist the parent in obtaining services.

C) Mental Health Release of Information (ROI-MH-2)

• ROI-MH-2 is used to obtain permission to initiate the process of obtaining Mental Health services for children attending SOHS. The ROI gives SOHS staff permission to correspond with the specified agency to which that child is referred. Parents who are already receiving services when their child enters SOHS are also asked to complete an ROI. The ROI is part of the Mental Health Referral packet that is faxed to the appropriate agency. A copy of the ROI is kept in the child’s file at the center.