SUBJECT: Mental Health Assessment

OBJECTIVE: To identify children with social-emotional concerns and ensure proper services are being received.

POLICY COUNCIL APPROVAL DATE: Pending

OPERATION PROCEDURE:

1. During enrollment OSU-EHS Consent to Screen (Form #0017) will be signed

2. Mental Health Consultant will visit Providers to hold a brief training on DECA and guidance in completing these assessments
   a. Mental Health Consultant will document trainings in ChildPlus

3. Mental Health Consultant emails Providers blank DECAs. Staff who has been previously trained in administering the DECA can complete follow-ups as they are needed

4. Provider must complete the DECA within 45 days of a child being enrolled in the EHS program. The Provider must have the child in their classroom for at least 4 weeks in order to complete the DECA
   a. If a child comes into the EHS program as an infant, the Provider will do the following:
      i. Complete the Infant (up to 18 months) DECA (Form #0028) within 45 days of enrollment.
      ii. Complete the Toddler DECA (Form #0027) within 45 days of child turning 18 months.
      iii. Complete a Post DECA when child is transitioning out of the EHS program
   b. If a child comes into the EHS program at 18 months, the Provider will do the following:
      i. Complete the Toddler DECA (Form #0027) within 45 days of enrollment.
      ii. Complete a Post DECA when child is transitioning out of the EHS program.
*The first week of the month, the Program Coordinator will run a report to identify children turning 17 months of age. The Program Coordinator will send a reminder email to the Providers to inform them of the children who have turned 17 months and are in need of the 18 month DECA

5. **Provider** gives the Mental Health Consultant the completed DECA

6. **Mental Health Consultant** will enter the completed DECA into the Devereux website. The Devereux system will score the DECA. The Mental Health Consultant will enter the DECA results and attach the report in ChildPlus within two weeks of the DECA being completed

7. The Mental Health Consultant and **Provider** will meet within two weeks of the DECA being scored about each child’s DECA if the scores and/or teacher indicated concerns
   a. Mental Health Consultant will provide information to Parents and Provider to assist in addressing needs identified in child’s DECA results
   b. All communication about the DECA will be entered into ChildPlus

8. The Mental Health Consultant will meet with the Provider and/or Parent/Guardian to develop and implement an Action Plan (Form #0029) if any needs are identified. This plan is based on needs identified for each child, classroom/group profiles, and/or the Environmental Reflective Checklist (separate policy)
SUBJECT: Social-Emotional Consultation and Referral

OBJECTIVE: To ensure all children are receiving appropriate social-emotional services.

POLICY COUNCIL APPROVAL DATE: Pending

OPERATION PROCEDURE:

1. The Provider will complete the Child Specific Referral for Consultation packet which includes the Parent Form (Form #0018), a DECA, and the Teacher Form (Form #0019). The completed packet will be returned to the Mental Health Consultant.

2. The Mental Health Consultant will inform the Education Specialist and Family Advocates that the Child Specific Referral for Consultation (Form #0019) was completed.

3. Mental Health Consultant will observe child in the classroom.

4. Mental Health Consultant will arrange a meeting to review the DECA and classroom observation with the Teacher, Parent, and Director. In this meeting, the group will discuss intervention strategies for the home and classroom.

5. Mental Health Consultant will enter the recommendations/intervention strategies into ChildPlus, and make Family Advocate and Education Specialist aware of these recommendations.

6. Education Specialist will observe and follow up to support Providers in the classroom, and the Family Advocate will provide support to families in implementing recommendations in the home.

7. These observations and follow up will be entered in to ChildPlus by the Family Advocate and Education Specialist.

8. If there are social/emotional concerns that need a referral, Mental Health Consultant will provide resources to the family and will let the Family Advocate know that resources have been provided.

9. The Mental Health Consultant will schedule a follow up meeting with the Parent, Teacher, and Director to discuss the success of the intervention strategies and if any further action is needed. The Family Advocate and
Education Specialist may attend if requested/needed. If further action is needed, an Action Plan (Form #0029) will be developed by the Mental Health Consultant

a. The Action Plan (Form #0029) will be uploaded into ChildPlus

10. If needed, Mental Health Consultant will make a referral to appropriate agency and inform the Family Advocate of the referral

11. The Family Advocate will follow up with the family to assure appointments have been kept

*Family Advocate, Family Service Manager, Service Integration Coordinator, Mental Health Consultant will meet monthly to discuss program needs for all children enrolled in the EHS program
SUBJECT: Developmental concerns – not reflective in DECA

OBJECTIVE: Ensure all children enrolling into EHS are receiving proper services

POLICY COUNCIL APPROVAL DATE: Pending

OPERATION PROCEDURE:

1. Refer to procedure “Child enrolling into EHS”
SUBJECT: Parent/caregiver wanting consultation for themselves

OBJECTIVE: To provide supportive services to parents with children enrolled in the EHS program.

POLICY COUNCIL APPROVAL DATE: Pending

OPERATION PROCEDURE:

1. If the Caregiver requests a mental health consultation, they will fill out the Parent/Caregiver Referral for Consultation (Form #0020) and give to the Mental Health Consultant, Family Advocate, or Director.

2. Mental Health Consultant will schedule a consultation with the Parent.

3. With Parent permission Mental Health Consultant will inform Family Advocate of resources provided.

4. After the consultation, Mental Health Consultant will enter information into ChildPlus.
SUBJECT: Environmental Reflective Checklist

OBJECTIVE: To ensure the classroom environment is set up in a manner that supports self-regulation and social-emotional development

POLICY COUNCIL APPROVAL DATE: Pending

OPERATION PROCEDURE:

1. Provider will complete the Environmental Reflective Checklist in ChildPlus two times per year. The first will be completed within two months of the start of the program year, and the second will be completed by May 15th.
   a. The Mental Health Specialist will work with the providers on how to complete the checklist and enter it in ChildPlus. The Checklist is entered under the Internal Monitoring section in ChildPlus.

2. Mental Health Consultant will review the areas of concern identified on the Environmental Reflective Checklist.

3. Mental Health Consultant will address the issues and consult with the Provider regarding strategies to improve the issues found on the checklist. A Reflective Checklist Action Plan will be developed.
   a. Mental Health Consultant will enter these results and strategies into ChildPlus under Internal Monitoring.

4. Environmental Reflective Checklists, and Reflective Checklist Action Plan will be monitored by the Education Specialists to ensure integrated services with the Education Team, Caring Communities Birth-3 Mentor/Coaches, and the Mental Health Specialist.