

Performance Standards–1304.24
Mental Health

Program Year: 2015-2016

Approved: June 10, 2015

Child Mental Health

1304.24
Child Mental Health
(a) Mental Health Services

Procedure	Responsibility	Time Frame	Documentation
There is one mental health professional (MHP) on staff on a regular basis.	HS/MHC	August to June	

1304 (a) (1) (i)
(a) Mental Health Services.

(I) Grantee and delegate agencies must work collaboratively with parents (see 45CFR 1304.40(f) for issues related to parent education by:

(i) Soliciting parental information, observations, and concerns about their Childs mental health:

Procedure	Responsibility	Time Frame	Documentation
<p>A Parent Interest Survey is given to parents to see what educational issues they would be interested in for further parenting training</p> <p>The Mental Health professional attends all orientation meetings for parents and explains role.</p> <p>Monthly Parenting skills Training session are held where parents are offered workshops on issues such as: budgeting, child abuse, parenting skills, and , safety nutrition</p> <p>MHP is available for informal conversation with parents voicing concerns about their children. MHP attends PPT's where parents are encouraged to voice their concerns.</p>	<p style="text-align: center;">FA/ MHP</p> <p style="text-align: center;">MHP/people from the community, nurse</p> <p style="text-align: center;">MHP Health Manager</p> <p style="text-align: center;">Staff & parents</p>	<p style="text-align: center;">At home Visit</p> <p style="text-align: center;">September</p> <p style="text-align: center;">September/June</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">In FA files</p> <p style="text-align: center;">In calendar of appointments</p> <p style="text-align: center;">Weekly sign in sheets</p> <p style="text-align: center;">PPT records</p>

Procedure	Responsibility	Time Frame	Documentation
A well-rounded series of workshops dealing with numerous issues including mental health issues such as (but not limited to), emotional wellbeing, social emotional competency, stress, decision making, etc., are offered on a monthly basis. Parents/caregivers participate in fun, hands-on activities with other parents/caregivers.	MHP, outside speakers and Family Advocates	Ongoing	Attendance records of each meeting

Performance Standards

1304.24 (a) (1) (IV)

(iv) Supporting parent’s participation in any needed mental health interventions

Procedure	Responsibility	Time Frame	Documentation
Parents are an integral part of the education process, which may include mental health treatment services for a child and family. Families in need of long-term treatment are referred as indicated by the MHP, School Nurse, or Family Advocate. Directories of community resources are available for staff and parents. Staff will assist the parents when necessary, in contacting the appropriate agency.	MHP	Ongoing	SRBI/PPT minutes
	MHP/Health Manager Family Advocate	Ongoing	Resource Booklet
	All Staff		

1304. (A) (2)

(2) Grantee and delegate agencies must secure the services of mental health professionals on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in family and staff concerns about a child’s mental health; and Performance Standards

Procedure	Responsibility	Time Frame	Documentation
<p>A Mental Health Professional is a permanent member of the staff.</p> <p>The MHP attends tri-annual Child Study Team meetings held to discuss the progress of each child. If a child is not progressing as expected, a referral may be made for SRBI services. The Education Manager and the MHP would oversee an assessment and treatment plan process.</p>	<p>MHP</p> <p>MHP/Ed Manager/Teacher/Health Manager</p>	<p>Ongoing</p> <p>November & May</p>	<p>Weekly plan book</p> <p>On record in Ed. Coordinator's office</p>

Performance Standard

1304. (A) (3)

Mental health program services must include a regular on-site mental health consultation involving the mental health professional, program staff, and parents.

Procedure	Responsibility	Time Frame	Documentation
<p>A MHP is on-site full-time and her schedule is consistent with the school's weekly schedule. At Orientation, she will confirm the times that she is available. The Parent Handbook details the MHP's roll.</p>	<p>MHP</p>	<p>Orientation & Ongoing</p>	<p>Posted Schedule/Parent handbook</p>
<p>The MHP meets regularly with the Ed. Coordinator, Director, Family Advocates, and Health Manager & Teachers. At these meetings, concerns regarding children are raised and brainstorming occurs in an effort to put into place a preventive intervention.</p>	<p>Managerial staff And support staff</p>	<p>Ongoing</p>	<p>Minutes of meetings</p>

Performance Standard

1304. (A) (3) (i)

(i) Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children:

Procedure	Responsibility	Time Frame	Documentation
<p>The MHP meets weekly with managers to discuss the program, the monthly parent meetings, a particular child's behavior, an intervention that may be needed for a child and any other concerns of the group.</p> <p>DECA results are used for individual planning for children showing social-emotional needs.</p> <p>The CSEFEL (Pyramid Model), along with strategies and technical assistance from the Conscious Discipline model are used as group tools to help children identify feelings and develop social emotional skills.</p>	<p>All Managers</p> <p>Ed. Manager MHP/Teachers</p>	<p>Ongoing</p> <p>October, then ongoing</p> <p>On going</p>	<p>Minutes of minutes</p> <p>DECA Profiles Minutes of meetings</p> <p>Schedule of class visits with MHP</p>

Performance Standard

1304. (a) (3) (ii)

(ii) Promote children's mental wellness by providing group and individual staff and parent's education on mental health issues;

Procedure	Responsibility	Time Frame	Documentation
<p>The MHP meets regularly with Family Advocates. In addition to the MHP, the Education, Health and family Service manager will attend these meetings. These meetings provide opportunity for the advocates to review cases of concern.</p>	<p>MHP/Nurse/Ed. Manager/Family Service staff</p>	<p>October and then ongoing</p>	<p>Recorded in Support Team Case Reviews notebook and copies placed in each child's folder. SWIS and Child Plus</p>

Updated for 2012/2013