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<b>Ref #:</b> 1304.24(a)	<b>Policy Council Approval Date:</b> 6/22/10	

**COMPONENT: MENTAL HEALTH**

**SUBJECT: COLLABORATION WITH PARENTS**

**PERFORMANCE OBJECTIVE:** To ensure staff work collaboratively with parents by soliciting parental information, observations, and concerns about their child’s mental health; sharing staff observations of their child and discussing and anticipating with parents their child’s behavior and development, including separation and attachment issues; discussing and identifying with parents appropriate responses to their child’s behaviors; discussing how to strengthen nurturing, supportive environments and relationships in the home and at the program; helping parents better understand mental health issues; and supporting parents’ participation in any needed mental health interventions.

**POLICY AND PROCEDURE:**

During the enrollment process, parents/guardians complete the *Health/Psychological/Nutrition History* which provides staff with information related to maternal experiences during pregnancy, past health and developmental status of the child, and any current health or developmental concerns.

Teachers or designee will complete a TABS (Temperament and A Typical Behavioral Scale) on all children within 45 days of first day of attendance. If the screener indicates further testing is necessary, a TABS assessment will be completed by the parent/guardian and teacher.

The teacher or designee will also complete a *Health & Behavioral Observation* on all children, two times a year; the first within 45 days of the first day of attendance and second compliance is in February.

Once all items are completed the teacher(s) will discuss with the parent(s)/guardian(s) the results. If concerns are noted, the Family Advocate will complete a Family Partnership Agreement goal and enter in ChildPlus under follow-up action. The Family Advocate will meet with parents to obtain permission to refer the child for further observation. If permission is granted a referral will be completed and submitted to the Health Services Manager. If no concerns are addressed, the items will be forwarded to the Family Advocate for filing.

For children who have noted concerns and which have been referred for observation:

- The Health Services Manager will forward all documentation to the Mental Health Consultant.

- The Mental Health Consultant will notify the Health Services Manager of the date scheduled to complete the observation. Health Services Manager will forward date to teacher, Area Coordinator, Family Advocate, Education Manager and notify the parent/guardian.
- The Mental Health Consultant will observe child and meet with the teacher and parent/guardian the same day of the observation unless otherwise stated. The Mental Health Consultant will also provide a tentative copy of the observation report and/or behavioral plan to teacher, parent/guardian and Health Services Manager. Once the observation report and/or behavioral plan has been finalized and forwarded to the Health Services Manager, it will then be forwarded to the parent/guardian, teacher, Area Coordinator and Family Advocate to file.

Parents will be provided with information on positive guidance and appropriate behavior management at various times throughout the year. Information is provided at enrollment as well as the initial home visit. More in depth information will be provided as needed or requested.

The Mental Health Consultant will host a parent training for each site annually. This training is held during a monthly Parent Committee Meeting. During this training, parents will be provided with information on mental wellness issues and about resources that are available to them in the community.