

	Task A referral is only completed after the teacher and/or parent/guardian identify a concern and/or a failed TABS Screener and TABS Assessments.	Person Responsible	Date to be Completed
1	The teacher will observe, recognize and document behaviors of concern.	Teacher	
2	Complete a Social Emotional Referral Form; found on the Highland Rim Website under the Mental Health Section	Teachers, Area Coordinator	
3	Complete the form in its entirety; including the comments section with the parent/guardian. Ensure that the parent/guardian provide specific factual concerns regarding the child's behavior. Ensure that the parent/guardian sign the form along with the teacher signature.	Teachers, Area Coordinator	
4	Submit the completed Social Emotional Referral Form to the Health Services Manager (HSM).	Teachers, Area Coordinator	
5	The HSM will consult with the respective Family Advocate to set up a classroom observation.	Health Services Manager, Family Services Manager	Within one (1) business days
6	The Family Advocate will observe the child in the classroom, meet with the teaching staff and create a Crisis Plan that will be put into place until the Mental Health Consultant can meet to create an intervention plan.	Family Advocate Teachers, Area Coordinator/Education Manager	Within two (2) business days
7	The Family Advocate and HSM will contact the family to schedule an ACE Screener for the child, review the TABS Assessment, family concerns, and teacher concerns.	Family Advocate, Health Services Manager	Within two (2) business days
8	The Lead Teacher and Health Services Manager will submit the referral to the Early Childhood Consultant (ECC) to include: Release of Information (ROI), notes from the Family Advocate, TABS Assessment, TVC Referral Form, if applicable – existing crisis plan and previous observation information and notes including the ACE Screener.	Family Advocate, Health Services Manger	Within three (3) business days
9	Upon receipt of completed required documents, the ECC will schedule (with the classroom teacher and the HSM) a classroom observation	Mental Health Consultant, Lead Teacher, Health Service Manager	Within one (1) business days
10	Classroom observations will be completed within 10 business days. This observation will include a post observation conversation with the Lead Teacher.	Lead Teacher, Area Coordinator, Education Manager	

11	Within 5 business days, ECC will complete a report summarizing the observations and recommendations based on observations, referral information and best practice strategies. The report will target up to three challenging behaviors of concern, best practices strategies and resources to mitigate challenging behavior in the classroom, and will focus on both child and teacher strengths to enhance outcomes. The report will be reviewed and approved by the TVC program supervisor before submission to the teacher and HSM.	Mental Health Consultant	Within five (5) business days
12	The Comprehensive Team or C-Team will be formed to include the (Lead Teacher, Area Coordinator, Family Advocate, Health Service Manager, and the child's family). The C-Team will discuss the observation and gathered information. ECC as needed.	C-Team	Within three (3) business days
13	The Family Advocate will work directly with the teaching staff immediately following the C-Team meeting to provide support to the teaching staff as they begin the implementation of the plan. Support will continue as needed and upon the request of the teaching staff.	Family Advocate, Health Service Manager, Area Coordinator/Education Manager	
14	The Family Advocate will provide support to the family as needed to assist with implementation of the family portion of the plan (if applicable).	Family Advocate, Health Service Manager	
15	The Mental Health Consultant will follow up with the Lead Teacher no later than 4-6 weeks after the implementation of the plan. Follow up will be case specific and as requested. Follow up can entail: additional observations, plan revision resource and material sharing, teacher/center staff coaching, modeling of best practices. If the plan needs to be revised, amended, or tweaked, ECC will assist the teacher in doing so. This may or may not require another center visit or observation; that decision will be made based on the level of changes needed in the plan and can be conducted either in person or via phone depending on severity of the behaviors and teacher preference.	Teachers, Family Advocate, Health Service Manager, Mental Health Consultant	

ACES/Trauma Informed Community Referral SOP