

Children's Mental Health

Task: Mental Health Referral

Task	Person Responsible	Date to be Completed
1. After five (5) consecutive documentations of Behavior Incident Report (BIR) or if behaviors become aggressive, violent, or pose a risk; Health Services Manager (HSM) will be contacted.	Teacher	
2. BIR's on the specific child will be reviewed.	Health Services Manager	
3. Notify Family Advocate in advance and request an ACE's to be completed.	Health Services Manager	Immediately after review of BIR's and as needed
4. Child will be observed and Behavioral Support Plan (BSP) will be created in conjunction with the teacher and the parent.	Health Services Manager	
5. BSP will be implemented in the classroom.	Teacher	4-6 weeks
6. Communication regarding effectiveness of BSP will occur. This will include making change and follow-up as necessary.	Health Services Manager/Teaching Staff	Ongoing
7. If agreement of progress is made, no mental health referral will be made. Determination will be documented in ChildPlus.	Health Services Manager/Teacher/Parent	4-6 weeks
8. If determined no progress is made with BSP and concerns are still present, a mental health referral will be completed. Determination will be documented in ChildPlus.	Health Services Manager/Teacher/Parent	4-6 weeks
9. Mental Health referral will be completed with factual concerns and presented to parent.	Teacher	Immediately after referral decision
10. If parent does not give permission, ensure Mental Health Referral is signed and checked "no". Mental Health Referral will then be forward to the Health Services Manager. If parent does give permission, ensure Mental Health Referral is signed and checked "yes", then forwarded to Health Services Manager.	Teacher	
11. Referral, TABS, BIR, BSP, and any other supporting documentation will be gathered.	Health Services Manager	Upon completion
12. Referral & supporting documentation will be submitted to Mental Health Consultant via email. Health Services Manager, teacher, Area Coordinator, and Education Manager will also be carbon copied in the e-mail.	Health Services Manager	Within 2 days of referral
13. Classroom observation will be scheduled for referred child with the Health Services Manager.	Mental Health Consultant	Within 10 days of referral
14. Information regarding scheduled observation will be shared with the teaching staff, parent, Area Coordinator, and Education Manager.	Health Services Manager	Upon Notification
15. After observation, meeting will occur with teacher, Health Services Manager, and parent to discuss observations.	Mental Health Consultant	Immediately after observation
16. Observations, findings, and recommendations will be emailed to Health Service Manager	Mental Health Consultant	Within 1 week
17. Observations, findings, and recommendations will be emailed to parents, and teaching staff. Information will also be shared with parents.	Health Services Manager	Within 1 week

18. Observations, findings, and recommendations will be documented in ChildPlus under Mental Health	Health Services Manager	Within 1 week
19. Guidance and support will be provided in Mental Health Consultant's plan implementation.	Health Services Manager	Ongoing
20. Behavior plan implementation will have follow-up in 4-6 weeks to make adjustments as necessary.	Health Services Manager	