

**Preschool Service Department
HEAD START SERVICE PLAN**

**Subpart B- Early Childhood Development and Health Services
Content Area: 1304.24 Child Mental Health**

PERFORMANCE STANDARD	STRATEGIES	INDIVIDUAL(S) RESPONSIBLE	TIMELINE	DOCUMENTATION/ MONITORING
<p>1304.24 (a) (1) (i) (a) Mental health services (1) Grantee and delegate agencies must work collaboratively with parents (see CFR 1304.40 (f) for issues related to parent education):</p> <p>(i) Soliciting parental information, observations, and concerns about their child’s mental health.</p>	<p>The Mental Health Coordinator and/or Disabilities Coordinator work with the parents to discuss appropriate strategies for mental health intervention. Input is solicited from and discussed with parents regarding their observations and concerns with their child’s mental health. The Mental Health Coordinator and/or Disabilities Coordinator use Excel to tracks all mental health referrals and timely follow up to ensure parental access to needed services.</p>	<p>Mental Health Coordinator</p> <p>Disabilities Coordinator</p> <p>Parents</p>	<p>Ongoing</p>	<p>Permission to Refer Forms</p>
<p>1304.24 (a) (1) (ii) (ii) Sharing staff observations of their child and discussing and anticipating with parents their child’s behavior and development, including separation and attachment issues.</p>	<p>Staff record child observations and anecdotal notes each week for each enrolled child. This information is shared with parents as needed and during the bi-annual formal home visits and parent conferences.</p>	<p>Parents</p> <p>Teacher</p>	<p>Ongoing</p>	<p>Written Behavioral Observations/Child Anecdotal Notes</p>
<p>1304.24 (a) (1) (iii) (iii) Discussing and identifying with parents’ appropriate responses to their child’s behaviors;</p>	<p>Parenting workshops are offered to parents regarding appropriate responses to their child’s behaviors.</p>	<p>PSD Generalists</p>	<p>Ongoing</p>	<p>Parent Conference Meeting Notes</p>
<p>1304.24 (a) (1) (iv) (iv) Discussing how to strengthen nurturing, supportive environments and relationships in the home and at the program;</p>	<p>Mental Health Coordinator, Disabilities Coordinator and teachers discuss strengthening nurturing, supportive environments and relationships in the home and at the program. The program utilizes the ECERS environmental rating scale to ensure a positive environment.</p>	<p>Mental Health Coordinator</p> <p>Disabilities Coordinator</p> <p>Teachers</p>	<p>Ongoing</p>	<p>Desired Results Documentation</p>

<p>1304.24 (a) (1) (v) (v) Helping parents to better understand mental health issues; and</p>	<p>The Head Start program provides parents with access to mental health services via a referral process to the Mental Health Consultant and/or the local mental health resources.</p>	<p>Teachers Mental Health Coordinator Disabilities Coordinator</p>	<p>Ongoing As needed</p>	<p>Permission to Refer Forms</p>
<p>1304.24 (a) (1) (vi) (vi) Supporting parents' participation in any needed mental health interventions.</p>	<p>The Head Start program supports parents' participation in all mental health interventions (provided on-site or to local mental health resource)</p>	<p>Teachers Mental Health Coordinator Disabilities Coordinator</p>	<p>Ongoing As needed</p>	<p>Permission to Refer Forms</p>
<p>1304.24 (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</p>	<p>The Head Start program ensures that services are rendered on a scheduled basis, or as needed, if warranted. The Mental Health Coordinator and/or Disabilities Coordinator ensure that families have accessed mental health services, if referred by the Head Start program.</p>	<p>Teachers Mental Health Coordinator Disabilities Coordinator</p>	<p>Ongoing As needed</p>	<p>Permission to Refer Forms</p>
<p>1304.24 (a) (3) (3) Mental health program services must include a regular schedule of on-site mental health consultation involving the mental health professional, program staff and parents on how to;</p>	<p>Teachers and other staff in the Head Start program identify mental health concerns and the Mental Health Coordinator and/or Disabilities Coordinator will issue a referral to free or low cost mental health resources located in the community. PSD Mental Health Professional is also available as needed.</p>	<p>All Staff PSD Mental Health Specialist</p>	<p>Ongoing As needed</p>	<p>Referral Forms</p>
<p>1304.24 (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;</p>	<p>Teachers in the Head Start program incorporate mental health topics on their lesson plans, at a minimum, on a monthly basis. The Mental Health Coordinator and/or the Disabilities Coordinator provide assistance to the teachers as necessary in devising an age appropriate activity.</p>	<p>Teachers Mental Health Coordinator Disabilities Coordinator</p>	<p>Ongoing As needed</p>	<p>Lesson Plans</p>
<p>1304.24 (a) (3) (ii) (ii) Promote children's mental wellness by providing group and individual staff and parent education on mental health</p>	<p>The Head Start program provides speakers on mental wellness or related topics for parent trainings at the parents' request.</p>	<p>Teachers Generalists</p>	<p>Ongoing As needed</p>	<p>Parent Training</p>

issues;				
1304.24 (a) (3) (iii) (iii) Assist in providing special help for children with atypical behavior or development; and	The Head Start program provides training to staff and parents to assist in providing special help for children with atypical behaviors or development.	Teachers Mental Health Coordinator Disabilities Coordinator	Ongoing As needed	Referral Forms Social/Emotional Assessment
1304.24 (a) (3) (iv) (iv) Utilize other community mental health resources, as needed.	Community mental health resources, as well as the PSD Mental Health Professional, are utilized to the fullest extent possible to ensure that children, families and staff are supported for all mental health issues.	Teachers PSD Mental Health Professional	Ongoing As needed	Memorandum of Understanding.