

PROCEDURES

HEAD START/EARLY HEAD START MENTAL WELLNESS

- 1. Mental Wellness Tier**
- 2. Referral for Support Services**

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Mental Wellness Support Tier	Section: Mental Wellness
Program: Head Start/Early Head Start	Date Revised: October 20, 2020
Regulation Reference:	45 CFR Part(s): 1302.33(b)(1)(2)(3)

Tier 1 Mental Wellness Support

All or any of the following actions could apply:

1. Review of records including: ECI information, LEA SPED information, 504 documents, medical diagnosis, evidence of prior outside services for speech, OT, or PT.
2. Contact parent/guardian and/or family services staff for more information and input.
3. Gather teacher/staff data.
4. Offer tangible items such as fidget toys, alternate seating, etc.
5. Recommend that the disability specialist, nutrition specialist or nurse observe for possible needs.
6. Informal observation by the mental wellness specialist could result in:
 - a. Strategies for working with individual child and check back by a certain date
 - b. Recommendation to complete an HS 111 in order to move to Tier 2 support
 - c. Monitor until Developmental and Social Emotional Screener complete
7. Informal recommendations for the teacher:
 - a. Related to classroom management or environment in collaboration with education specialist
 - b. To manage personal stress factors

Tier 2 Mental Wellness Support happens after the Referral for Support Services (HS. 111 is completed and reviewed by committee)

All or any of the following actions could apply:

1. Review and analyze Social Emotional Screener scores.
2. Request for the teacher and/or parent/guardian to complete a DECA checklist for analysis and strategies based upon results.
3. Collaborate with parent/guardian and request assistance from family services staff if a family need is identified versus a student need.
4. Formal observation or multiple observations based on Mental Wellness specialist's determination that could result in:
 - a. Written Behavior Support plan, individualized to student needs
 - b. Recommendation that the disability specialist, nutrition specialist or nurse observe for more information
 - c. Recommendation for next step which could include but isn't limited to:
 - i. Referral for outside counseling for individual or family
 - ii. Referral to school district for formal special education evaluation
 - iii. Referral to Developmental-Behavioral Pediatric Specialist utilized by program
5. Offer additional tangible items based on new information.
6. Targeted Social Skills Instruction including social stories, lessons, if then charts.
7. A formal or informal ACES/trauma assessment to identify child's needs and offer suggestions to the teacher
8. Formal recommendations for the teacher:
 - a. Related to classroom management and environment in collaboration with ed specialist
 - b. To manage personal stress factors

PROCEDURE

Mental Wellness Support Tier

Page 2

Tier 3 Mental Wellness Support

All or any of the following actions could apply:

1. Review and analyze Social Emotional Screener results
2. DECA checklist provided for teacher/and or parent/guardian.
3. Functional Behavior Assessment
4. Adjustments to the Behavior Support plan based on additional information from:
 - a. Observations
 - b. Teacher, parent and/or specialist input
 - c. Results of other evaluations: LEA or Developmental-Behavioral Pediatric Specialists
5. Update recommendations for the teacher:
 - a. Related to classroom management and environment
 - b. To manage personal stress factors
6. Refer to outside counseling if not previously recommended
7. Contact the Assistant Director to request the team approach to address student needs:
 - a. Team includes: Assistant director, lead nurse, family services specialist, mental wellness specialist, education specialist, and education coordinator
 - b. Team completes observation(s) as designated by the team
 - c. Team offers a written recommendation for the teacher/site which designates what support has been given by Head Start Staff and what additional support could be provided.

NEW PROCEDURE

REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

Subject: Request for Support Services (HS.111) Meeting	Section: Mental Wellness
Program: Head Start/Early Head Start	Date Revised: October 20, 2020
Regulation Reference:	45 CFR Part(s): 1302.33(b)(1)(2)(3)

Teacher must complete the Request for Support Services (HS.111) and email to Assistant Director for a formal observation by a Mental Wellness Specialist. The following process will be instigated:

- HS.111 team comprised of Education Specialist, Mental wellness Specialists, Disability Specialist, Coordinator of Support Services, Coordinator of Education, and Assistant Director meet weekly to review the submitted HS.111 forms.
- Decisions will be made based on the information. Options include:
 - Monitor
 - Rescreen or gather additional information
 - Observation by a Mental Wellness Specialist
 - Observation by Disability Specialist
 - Observation by Nurse
 - Refer to Local Education Agency (LEA)
 - Refer to Developmental Pediatric Specialist