Developing Policies and Procedures to Support Mental Health Consultation

The table below lists programmatic areas where administrators should ensure that policies and procedures are developed to guide program practices. Each policy and procedure area includes relevant references to key Head Start Performance Standards (Office of Head Start, 2009). Because mental health consultation is collaborative in nature – involving the consultant, teachers, and other program staff – some Performance Standards are referenced twice to reflect the influence in both programmatic areas. When using the Performance Standards to guide policy and procedure development, each policy and procedure should also be specific to your unique program and translated into your program’s work plan for monitoring and accountability.

<table>
<thead>
<tr>
<th>Areas for Policy and Procedure Development for Mental Health Consultation</th>
<th>Relevant Performance Standards</th>
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| 1. Roles/responsibilities of the mental health consultant working collaboratively with parents and staff and providing consultation services | 1304.24(a) (1)(i-vi): Collaboration with Parents  
1304.24(a) (2-3)(i-iv): Schedule and Frequency of Consultation  
1304.20(b) (2): Direct Guidance on Screening  
1304.20(b)(3): Multiple Sources of Information  
1304.20(c) (1): System of Ongoing Communication  
1304.20(c) 4: IEPs/IFSPs  
1304.20(e)1-3: Familiarize Parents with Procedures  
1304.21(a)3: Support Social Emotional Development  
1304.40(b)(1): Accessing Community Services/Resources  
1304.40(c)(1(iii): Services to Pregnant Women  
1304.40(f) (1): Parent Involvement in Mental Health Education  
1304.40(f) (4)(i-iii): Mental Health Education Program  
1304.52(j)(iii): Mental Wellness Information to Staff  
1308.19: Children with Disabilities; Developing IEP’s |
| 2. Roles/responsibilities of teaching and other staff in working with the mental health consultant | 1304.20(a)1(i-iv): Screening and Obtain Further Testing  
1304.20(b)1: Screening for Developmental, Sensory and Behavioral Concerns  
1304.20(b)(2): Direct Guidance on Screening from Consultant  
1304.20(b)(3): Multiple Sources of Information on Child’s Development  
1304.20(c) (1): Communication with Parents and Follow-up  
1304.20(d): Ongoing Care and Observation  
1304.20(e)(1-5): Parent Involvement in Child’s Care  
1304.21 (a-c): Support Social and Emotional Development  
1304.24(a) (1)(i-vi): Collaboration with Parents  
1304.41(a): Community Partnerships/Information Sharing  
1304.41(a)(2)(ii) Community Mental Health Services Providers  
1308.19: Children with Disabilities; Developing IEP’s |
<p>| 3. Governance/organizational role and composition of the Mental Health Workgroup | 1304.41(b): Advisory Committees |</p>
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<td>4.</td>
<td>Hiring or contracting the mental health consultant</td>
<td>1304.24(a)(2-3): Schedule and Frequency of Consultation 1304.52(d)(4): Licensure, Certification, Experience</td>
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<td>5.</td>
<td>Monitoring and accountability for consultation services</td>
<td>1304.51(g): Record Keeping Systems 1304.51(h)(1-2): Reporting Systems 1304.51(i)(2): Program Self-Assessment and Monitoring 1304.52(a)(2)(i-iii) Organizational Structure/Management 1304.52(h)(1)(i-iv) Standards of Conduct/Contracts 1304.52(i) Performance Appraisals</td>
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<td>10.</td>
<td>Involvement in transition planning for children</td>
<td>1304.41(c)(1)(ii): Transitions and Communication</td>
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