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SAN BERNARDINO
COUNTY

Preschool Services

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Mental Health Referrals

Overview

Purpose	The purpose is to provide mental health linkage to children with social-emotional and/or challenging behavior concerns with services.

Reference	The policies and regulations referenced are: • Head Start Performance Standards §1302.46(b)(iv)

Policy Overview	The following is the policy overview: • Teacher III recommendations are to be followed by teaching staff with ongoing documentation. • Classroom referrals will not by accepted by Mental Health without Teacher III observations and recommendations.

Contents

About the ASQ SE 2

Introduction	All children are screened with the ASQ-SE 2 screener at enrollment. The Program Generalist administers the screening and the parent answers the questions. The Program Generalist reviews and scores the ASQ-SE 2 screener.
How to administer the ASQ-SE 2	Review the ASQ-SE 2 with the parent/guardian to ensure there is a concern. Once the ASQ-SE 2 is administered, the Program Generalist calculates the scoresheet.
ASQ-SE 2 referrals	The following is when to send a Mental Health referral based on the score of the ASQ-SE 2: • If the child's ASQ-SE 2 Score Interpretation total score is in the Black area of the arrow. • When a parent has a behavioral concern at the time of enrollment, the Program Generalist automatically sends out the Mental Health referral.

When to Refer

When to refer immediately

In the following situations, refer to Mental Health immediately.
- A parent has a concern
  - Child behavior
  - Traumatic event or crisis
- Family is experiencing a crises
- Frequent self harm to self (including but not limited to: self-biting, head banging, pinching, punching themselves, punching or kicking walls)

How to complete an immediate referral

The Teacher completes an immediate referral by completing the following:
1. Email the Behavioral Specialist with the concern.
2. CC the Mental Health Office Assistant.
3. Enter the ChildPlus ID in the email.
4. Complete the referral using a transaction in ChildPlus see page 5.

Policy

Teacher III recommendations are to be followed by teaching staff with ongoing documentation.

Classroom referrals will not by accepted by Mental Health without Teacher III observations and recommendations.

Concerns from parents are automatic referrals.

Reasons for possible classroom referrals

The following are reasons for possible classroom referrals.
- Aggression with peers (hitting, biting)
- Excessive anxiety or fears
- Isolation from others
- Scores significantly below expected developmental range on DRDP in area of social emotional approaches to learning.

When to Refer, Continued

Referral process   The following is the referral process for a concern that does not meet the immediate referral criteria.

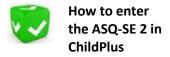| Stage	Who	Does what
1	Teacher and Teacher III	• Observes the child at least three weeks in an effort to build a relationship with the child and family. • Completes classroom observations including CLASS ECERS review, and TPOT/TPITOS. • Make a classroom support plan with recommended strategies. <table><tr><td>**When the concern…**</td><td>**Then …**</td></tr><tr><td>Is still present after three weeks</td><td>Go to Stage 2.</td></tr><tr><td>Is no longer present after three weeks</td><td>Do not refer.</td></tr></table>
2	Teacher III	Decides if the referral will stay in Education or be transferred to Mental Health. <table><tr><td>**When the concern…**</td><td>**Then …**</td></tr><tr><td>Stays in Education</td><td>Teacher III will follow up with the teacher.</td></tr><tr><td>Is transferred to Mental Health</td><td>Go to Step 3.</td></tr></table>
3	Teacher III	• Enters the referral in ChildPlus. • Emails the Behavioral Specialist to notify them of the referral. • Enters the ChildPlus ID in the email. • CCs the Mental Health Clerk on the email.

Entering a Referral in ChildPlus

How to enter a referral in ChildPlus using a transaction

The Teacher III uses the following to enter a referral in ChildPlus using a transaction.

Step	Action
1	Search for the child file and click on it.
2	Click the **Mental Health** tab in the child's file.
3	Click on the green **Add Transaction** button.
4	Complete the following: • **Transaction Date:** Enter the date you complete the referral • **Transaction Type:** Select **Referral** • **Status:** Select **Follow-up** • **Completion Date:** today's date • **Source:** Select **Teacher** • **Provider:** Select **Head Start Staff** • **Funding:** Select **Head Start** • **Refer to:** Select **Head Start**
5	• Add **Transaction Notes** • Click the **Clock** icon to time stamp the note.
6	Upload the observation report in the **Mental Health** section under the **Attachment** tab.
7	• Send an email with observations to the Behavioral Specialist notifying them of the referral. • CC the Mental Health Clerk. • Use the ChildPlus child ID in the email, not the name of the child.

Entering the ASQ-SE 2 in ChildPlus

How to enter the ASQ-SE 2 in ChildPlus

Use the following to enter the ASQ-SE 2 in ChildPlus.

Step	Action
1	Select the child's file.
2	Click on the **Mental Health** tab.
3	Click on the green **Add Transaction** button.
4	Complete the following: • **Transaction Date:** Enter the date you complete the referral • **Transaction Type:** Select **Referral** • **Status:** Select **Follow-up** • **Completion Date:** today's date • **Source:** Select **Teacher** • **Provider:** Select **Head Start Staff** • **Funding:** Select **Head Start** • **Refer to:** Select **Head Start**
5	In the Transaction Notes: • Enter: "*The ASQ-SE 2 is the black area*" or *"Parent concern regarding the ASQ-SE 2".* • Click the **Clock** icon to time stamp the note.
6	• Send an email to the Behavioral Specialist notifying them of the referral. • CC the Mental Health Clerk. • Use the ChildPlus child ID in the email, not the name of the child.

Approved by: Jacquelyn Greene, Interim Director

Prohibiting Time Out Usage

Overview

Purpose

The purpose of this policy is to ensure proper guidance techniques and positive adult-child interactions.

Reference

The policies and regulations referenced are:
- Head Start Performance Standards: §1302.45(a)(1), 1302.45(b)(1)(3)(4), 1302.90(c)(i), 1302.90 (ii)(b)(f)
- Community Care Licensing: §101223(3)

Policy overview

Preschool Services Department *does not* approve of:
- excluding a child from outside play,
- restricting him from favorite toys,
- isolating him from the other children at mealtimes,
- denying a child certain food (except for a health plan),
- verbally belittling or demeaning a child, or
- any similar form of punishment.

Contents

The following is a table of contents.

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Time Out Usage	2

Time Out Usage

Policy

Preschool Services Department ***does not*** approve of:
- excluding a child from outside play,
- restricting him from favorite toys,
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- denying a child certain food (except for a health plan),
- verbally belittling or demeaning a child, or
- any similar form of punishment.

Rationale

Sending a child to the 'time out area' or the 'quiet down chair' delivers the same message as the old method of putting dunce cap on the child in the corner: everyone in the room, including the child himself, is reminded that he is bad.

The focus is placed on the 'bad' child rather than on the 'bad' or inappropriate behavior. This practice does not support the Head Start /State Preschool's goals to increase each child's sense of worth.

If a child accepts they are 'bad', they will not be capable of learning new behaviors, more appropriate behaviors, and problem-solving skills.

Support from other agencies

It is important to recognize that the national Association for the Education of Young Children (NAEYC), the Federal Head Start Performance Standards, and the High/Scope foundation, all disapprove of the use of Time Out.

Redirecting policy

See the Redirecting policy for alternative strategies for teachers to help children with challenging behaviors.