

Developmental and Mental Health Referrals

Head Start Program Performance Standard

§ 1302.33, 34

§ 1302.4

§ 1302.45, 46

§ 1302.60, 63

Policy

Head Start/Early Head Start staff will refer any child needing developmental support as indicated by an **Ages and Stages Questionnaire-3 (ASQ-3)** to the Northwest Regional Education Service District (NWRES D) via the Disabilities and Mental Health (D&MH) Supervisor. Head Start/Early Head Start staff will refer any child who they or the parent(s)/guardian(s) identify as needing support for mental health and social-emotional development as indicated by an **Ages and Stages Questionnaire: Social-Emotional-2 (ASQ:SE-2)** to LifeWorks Northwest (LWNW) via the D&MH Supervisor. Parent(s)/guardian(s) can always request a referral, regardless of the score on the Ages and Stages Questionnaires.

Teachers/Home Visitors may request support from the D&MH Team (D&MH Supervisor and Behavioral Specialists) to discuss concerns and provide guidance if families are unsure about making a referral for NWRES D or LWNW services. The D&MH Team may assist the Teacher/Home Visitor by making a call to the family, joining a meeting, or by attending a home visit or Coordinated Care Meeting to answer questions the family may have regarding screenings, the referral process, and services. If a Teacher/Home Visitor is unsure if a referral may be necessary, they can consult with the D&MH Supervisor to determine the best course of action.

Developmental Referrals

Making a Referral to NWRES D

The **ASQ-3** tool is used to screen all children for developmental concerns, as outlined in the **Developmental & Social-Emotional Screenings P&P**. If the **ASQ-3** indicates concerns, or if the Teacher/Home Visitor or parent(s)/guardian(s) suspects that a child has a developmental delay or requests assistance about a developmental concern, the Teacher/Home Visitor will:

- Discuss a referral with the parent(s)/guardian(s) and provide information on Early Intervention (EI) or Early Childhood Special Education (ECSE) to the family. Informational resources are found on:
 - Drive: S:\HeadStart\Programs\Disabilities and Mental Health Resources\Referral Resources
 - DMH website: <https://sites.google.com/view/community-action-dmh/home>
- If the parent(s)/guardian(s) requests or agrees to a referral to NWRES D, the Teacher/Home Visitor will complete a **Screening Supplement** form. The purpose of the **Screening Supplement** is for the Teacher/Home Visitor to document the reason for the referral, as well as their own concerns and observations of the child's development for the NWRES D evaluation team.

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- The Teacher/Home Visitor may either use the electronic **NWRES D ROI** or provide the family with a paper **NWRES D ROI** to complete and sign.
- The Teacher/Home Visitor will attach the **Screening Supplement** and **ROI** to ChildPlus under the Disabilities tab. Staff will complete the online “**NWRES D Referral Submission Form.**” Staff will indicate in this submission form if there is any additional vision or hearing screening information and/or information about any medical concerns or medical diagnosis that may be contributing to the developmental concerns.
 - <https://forms.gle/idrk4MALCtP7ejq69>
- The PA3 and D&MH Supervisor will check to confirm that the **Screening Supplement** form, **ROI**, **ASQ-3** and **ASQ:SE-2** done within the last 90 days, are fully completed, signed, and dated.
- If all documents are complete and a referral can proceed the PA3 will:
 - Send the required documents to the NWRES D Evaluation Team.
 - Document this referral in ChildPlus under the Disabilities Tab.
 - Add an Action to the ASQ Event using the date the referral was submitted to the NWRES D.
 - Reply to the email sent by the Teacher/Home Visitor within 48 hours to confirm that the referral was received and is complete and has been received by the NWRES D.
- If any documents are incomplete and a referral cannot proceed the PA3 will:
 - Reply to the email sent by the Teacher/Home Visitor within 48 hours to explain what is missing or incomplete.
 - Upload and document all forms to Child Plus as they are completed and returned by the Teacher/Home Visitor.

Receiving an Evaluation and Services from NWRES D

*Once a referral has been submitted to the NWRES D, it can take **60 calendar days** for the NWRES D to reach out to the family and to schedule an evaluation.*

The D&MH Supervisor monitors the progress of referrals weekly and notifies the Teacher/Home Visitor when the evaluation is scheduled, or if NWRES D has made attempts to contact the family. Head Start and Early Head Start Teachers may also check on the status of a referral by asking the NWRES D EI/ECSE Teacher or Speech and Language Pathologist (SLP) serving their classroom for an update. Home Visitors may check on the status of a referral by contacting the D&MH Supervisor or the EI/ECSE Coordinator for the NWRES D o-3 team.

If a family has not responded to NWRES D attempts to schedule an evaluation, Teachers/Home Visitors will follow up and encourage the family to schedule the appointment. If the family is experiencing barriers to scheduling or attending an evaluation, Teachers/Home Visitors will support them to problem-solve.

If the child is determined eligible for Early Intervention/Early Childhood Special Education services, the EI/ECSE Service Coordinator must hold a meeting within 30 days of the eligibility determination to develop an Individual Family Service Plan (IFSP) for the child. Program staff will support the child's education by participating in the IFSP process, helping parent(s)/guardian(s) support their child's learning, and continuing to help the child meet his or her IFSP education goals.

Families may refer themselves to the NWRES D by calling 503-614-1446. *When this happens, Teachers/Home Visitors will inform the D&MH Supervisor via email that the family has decided to self-refer. Additionally, program staff will inform the D&MH Supervisor of any children in the program*

Forms Referenced:

[NWRES D ROI, LWNW ROI,
ASQ-3, ASQ:SE-2, Screening Supplement Form,
Home Visitor MHC Planning Form]

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referred to NWRESO or other Early Intervention Services by their doctor. The D&MH Supervisor will document this referral in ChildPlus under the Disabilities Tab.

Mental Health Referrals

Referring an Individual Child to LifeWorks Northwest Mental Health Consultation

The **ASQ:SE-2** tool is used to screen all children for social-emotional developmental concerns, as outlined in the **Developmental & Social-Emotional Screenings P&P**. If the **ASQ:SE-2** indicates concerns, or if a Teacher/Home Visitor or a parent(s)/guardian(s) identifies that a child needs social-emotional support, the Teacher/Home Visitor will:

- Prior to making a referral, staff should reach out to their assigned Behavior Specialist to schedule an observation using the **Behavior Specialist Observation Support Form** found on the DMH Website: <https://forms.gle/QYx9x7ej2ARNoCWD7>
- Discuss a referral with the parent(s)/guardian(s) and provide information on the role of the Mental Health Consultant (MHC). Informational resources are found on:
 - Drive: S:\HeadStart\Programs\Disabilities and Mental Health Resources\Referral Resources
 - DMH website <https://sites.google.com/view/community-action-dmh/home>
 - Prior to making a referral, staff may also consult with the MHC about how to discuss concerns with a family and how to explain MHC services to the family.
- If the family consents to a referral, the Teacher/Home Visitor may either use the electronic **LWNW ROI** or provide the family with a paper **LWNW ROI** to complete and sign.
- The Teacher/Home Visitor will attach the **LWNW ROI** on ChildPlus under the Mental Health tab. They will complete the online “Mental Health Consultation Submission form.”
 - <https://forms.gle/dJnXMEKLneNqsZ8S9>
 - Staff will indicate on this form the reason for the referral. Examples include, the family is in crisis, social emotional support is needed, experiences with trauma, family separation, medical concerns and diagnosis, etc.
 - They will also indicate whether the family is interested in therapy resources.
- The D&MH Supervisor will confirm that the **LWNW ROI** is completed, signed, and dated.
 - If the **LWNW ROI** is complete and a referral can proceed the D&MH Supervisor will:
 - Document this referral in ChildPlus under the Mental Health Tab.
 - Add an Action to the **ASQ:SE** Event using the date the referral was submitted to the MHC.
 - Email the Teacher/Home Visitor within 48 hours to confirm that the referral is complete and has been received by the MHC.
 - If any documents are incomplete and a referral cannot proceed the D&MH Supervisor will:
 - Email the Teacher/Home Visitor within 48 hours to explain what is missing or incomplete.

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Receiving Services from LifeWorks Northwest

Children are not evaluated for MHC services and do not need to meet eligibility criteria to receive services.

For Children Enrolled in Head Start and Early Head Start Center-Based:

- Once the referral has been received, the MHC will contact the classroom Teacher. The purpose of this first contact will be to discuss concerns and schedule an Individual Observation of the child.
- The Teacher and MHC will then determine next steps regarding services for this child in alignment with the **Role of Mental Health Consultants Policy and Procedure**. The MHC will be responsible for recording all observations, recommendations, and consultation services in ChildPlus in the Mental Health Tab.

For the Home-Based Program:

- Once the referral has been received, the MHC will contact the Home Visitor and schedule a time to complete the **Home Visitor MHC Planning Form**. This form will be provided and completed by the Home Visitor. While completing the form, the Home Visitor and MHC will discuss concerns for the child and create a plan to support the family.
- After the **Home Visitor MHC Planning Form** is complete, the Home Visitor will schedule a time for the MHC to join a home visit. The Home Visitor will ensure the family knows that the MHC will be joining the home visit and what to expect at the home visit.
- Following the home visit, the Home Visitor and MHC will schedule a time to complete the review section of the **Home Visitor MHC Planning Form**.

MHC duties are outlined in the **Roles of The Mental Health Consultant P&P**. When it is decided by the Teacher/Home Visitor and the parent(s)/guardian(s) together in collaboration with the MHC that a child no longer requires additional social-emotional support, the MHC will notify the D&MH Supervisor.

Referrals to Other External Mental Health Services

Teachers, Home Visitors and the Mental Health Consultant may also refer children and parents/guardians to external mental health services at any time during the program year. When an external referral is made, an email needs to be sent to the D&MH Supervisor informing them of the referral. External referrals may include but are not limited to:

- Referrals to the Promotoras Program
- Referrals to a Parent Child Interactive Therapy Program (PCIT)
- Referrals to mental health resources for parents/guardians/pregnant parents
- Referrals to external mental health resources for children such as counseling or therapy

Forms Referenced:

[NWRESO ROI, LWNW ROI,
ASQ-3, ASQ:SE-2, Screening Supplement Form,
Home Visitor MHC Planning Form]