

Mental Health Referral		
Task	Person Responsible	Date to be completed
1. After five (5) consecutive documentations of Behavior Incident Report (BIR) or if behaviors become aggressive, violent, or pose a risk; Health Services Coordinator (HSC) will be contacted.	<i>Teacher</i>	
2. BIR's on the specific child will be reviewed.	<i>Health Services Coordinator</i>	
3. Notify family advocate in advance & request an ACE's to be completed.	<i>HSC</i>	Immediately after review of BIR's and as needed.
4. Child will be observed and Behavioral Support Plan (BSP) will be created in conjunction with the teacher and the parent.	<i>HSC</i>	
5. BSP will be implemented in the classroom.	<i>Teacher</i>	4-6 Weeks
6. Communication regarding effectiveness of BSP will occur. This will include making changes and follow-up as necessary.	<i>HSC & Teaching Staff</i>	Ongoing
7. If agreement of progress is made, no mental health referral will be made. Determination will be documented in ChildPlus.	<i>HSC, Teacher and parent.</i>	4-6 Weeks
8. If determined no progress is made with BSP and concerns are still present, a mental health referral will be completed. Determination will be documented in ChildPlus.	<i>HSC, Teacher and parent.</i>	4-6 Weeks
9. Mental health referral will be completed with factual concerns & presented to parent.	<i>Teacher</i>	Immediately after referral decision
10. If parent does not give permission, ensure mental health referral is signed and checked no. Mental health referral will then be forwarded to the HSC. If parent, does give permission, ensure mental health referral is signed, checked yes, and forwarded to HSC.	<i>Teacher</i>	
11. Referral, TABS, BIR, BSP, and any other supporting documentation will be gathered.	<i>Health Services Coordinator</i>	Upon Completion
12. Referral & supporting documentation will be submitted to mental health consultant (MHC) via email. Health Services Manager (HSM), teacher, and area coordinator, education manager will also be carbon copied in the e-mail.	<i>Health Services Coordinator</i>	Within 2 days of

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13. Classroom observation will be scheduled for referred child. with the Health Services Coordinator.	<i>Mental Health Consultant</i>	Within 10 days of referral
14. Information regarding scheduled observation will be shared with with the teaching staff, parent, Health Services Manager, Area Coordinator and Education Manager	Health Services Coordinator	upon notification
15. After observation, meeting will occur with teacher, HSC, and parent to discuss observations.	<i>Mental Health Consultant</i>	Immediately after observation
16. Observations, findings, and recommendations will be emailed to HSC.	<i>Mental Health Consultant</i>	Within 1 week
17. Observations, findings, and recommendations will be emailed to parents, teaching staff & HSM. Information will also be shared with parents.	<i>Health Services Coordinator</i>	Within 1 week
18. Observations, findings, and recommendations will be documented in ChildPlus under Mental Health.	<i>Health Services Coordinator</i>	Within 1 week
19. Guidance & support will be provided in MHC's plan implementation.	<i>Health Services Coordinator</i>	ongoing
20. Behavior plan implementation will have follow up in 4-6 weeks to make adjustments as necessary.	<i>Health Services Coordinator</i>	