

Procedure 3500 Mental Health Subset

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Review training provided to staff and families related to behavior guidance	Determined by Direct Service Provider	December and April	Direct Service Provider and MARC Mental Health & Disabilities Manager
Review Childplus to ensure social and emotional screenings have been completed for all newly enrolled children within the first 45 days.	Childplus Report #2515 (Head Start) #2516 (Early Head Start)	Monthly	Direct Service Provider and MARC Mental Health & Disabilities Manager
Ensure that behavior plans written by mental health staff or consultant for identified children have been reviewed with teaching staff	Determined by Direct Service Provider	December and April	Direct Service Provider, MARC Mental Health Consultant and MARC Mental Health & Disabilities Manager
Review PIR Mental Health Consultations (Tier 3 only)	PIR-RD Report (Tier 3 only)	Monthly	Tier 3 Direct Service Provider/Mental Health Staff
Review training on self-care for staff	Determined by Direct Service Provider	December and April	Direct Service Provider and MAHS Mental Health & Disabilities Manager