Procedure 3500A Mental Health Subset

Monitoring Process	ChildPlus report, Policy or Procedure	Timeline	Responsible Staff
Yearly orientation: program introduction, role and responsibilities (staff and families)		August and September	MH Staff and Direct Service Provider
Review training provided to staff and families related to behavior guidance	Policy 2000 and 2020	Monthly (review for new education and family advocates)	MH staff and MARC Mental Health & Disabilities Manager
Check-in with referrals or children with concerns	Procedure 2000	Monthly	MH Staff
Ensure parent consent For mental health consultations was completed at enrollment/orientation	Procedure 2200	December	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. Update EDECA as appropriate.	ChildPlus Report #2515 (Head Start) #2516 (Early Head Start) Procedure 2600	Monthly	MH staff and MARC Mental Health & Disabilities Manager
Check in with teacher completion of pre and post DECAs. Ensure all appropriate staff have access.	Procedure 2600	Oct/November AND March/April	MH Staff and MARC Mental Health & Disabilities Manager
Ensure that behavior plans written by mental health staff or consultants for identified children have been reviewed with teaching staff	Procedure 2000	Ongoing	MH Staff
Update Mental Health Consultations questions	ChildPlus "Mental Health Info Tab"	Monthly	MH Staff
Review training on self-care for staff and wellness plan needs	Policy 2300	October and February	MH Staff and MARC Mental Health & Disabilities Manager
Check in with director to determine site needs or communicate follow up. Email if not in person.		Monthly	MH Staff and MARC Mental Health & Disabilities Manager

Review Edinburgh for postpartum mothers (EHS sites that serve pregnant mothers)	Procedure 2115	Two weeks after postpartum visit	MH Staff
Review enrollment flags for current and waitlisted children. Confer with Education, Disability, ERSEA and/or program staff as appropriate	Childplus report #4015 Flag Procedure	Monthly	MH Staff
Review self-assessment questions and note MARC meeting dates		January and February	Direct Service Provider, MH Staff and MARC Mental Health & Disabilities Manager
Review and update policies and procedures		June	Direct Service Provider, MH Staff and MARC Mental Health & Disabilities Manager