Department: Mental Health	Effective Date: 7/1/2025	Procedure Number: 2700
Regulation : 1302.45 1302.46 1302.93	Regulation Topic: Family and Staff Wellness	Procedure Title: Procedures for Mental Health Provider Referrals
Version: 1:2024		Version Date: 7/1/2025

Procedure:

To support child and family wellness, the following procedure must be followed for referrals for external intervention and support services contracted through MARC Head Start.

- Child must be enrolled in a Head Start or Early Head Start program.
- Child/family must have received a consultation from Mental Health Consultant/Coordinator.
- When onsite therapy needs are identified, Mental Health Consultant/Coordinator will reach out to contracted mental health therapist assigned to site or MARC Mental Health and Disabilities Manager to determine if a contracted mental health provider is accepting new referrals.
- Once mental health provider has been identified, parent/guardian and staff will complete referral paperwork.
- Referrals should be emailed directly to the MARC Mental Health/Disabilities Manager and assigned mental health consultant. Once referred, staff will receive a notification that referral has been “received and sent” from MARC Mental Health/Disabilities Manager.
- Please do not contact the provider directly. Notify Mental Health/Disabilities Manager with questions, concerns, or when the child is no longer enrolled in program so that we can assist family with other mental health resources.
- Documentation of all actions must be entered in the child’s mental health section in ChildPlus. This section must be completed by the mental health staff.
- All mental health referrals (both internal and external) should be uploaded as attachments to the mental health tab. Easter Seals Midwest referrals should be uploaded to the disability tab.