

ACTION PLAN AREA: Mental Health

PROGRAM YEAR: 2011-2012

Performance Standard: 1304.24

Objective	Strategy	Staff	Resources	Time Frame
<p>Program will secure the services of mental health professionals on a timely basis to allow for effective identification and intervention as needed.</p>	<p>Collaborate with local mental health agencies who will periodically observe children in classroom.</p> <p>Mental health professional will consult with teacher and other staff on any concerns regarding the child with parent's permission.</p> <p>Staff and service provider will assure the active involvement of parents in planning and implementing the individual mental health needs of their child.</p> <p>Service provider will assist in providing special help for children with atypical behavior or development through consultation, training, or suggestion.</p>	<p>Mental Health Coordinator Center Staff</p>	<p>COPE Life Management</p> <p>Parents-Mental Health Professional</p> <p>Mental Health Professional</p>	<p>At beginning of school year and throughout the program year</p>

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Objective	Strategy	Staff	Resources	Time Frame
<p>Program will provide parents and staff educational opportunities in regard to mental health issues throughout the year</p>	<p>Promote children’s mental health wellness through providing staff and parental education on mental health issues.</p>	<p>Mental Health Coordinator</p>	<p>Mental Health Professionals Parent Meetings Home Visits Conferences In-Service Training Newsletter Staffing</p>	<p>Throughout the program year or as special need arise.</p>
<p>Program will inform parents about issues that affect their child.</p>	<p>Staff will share observations of child with the parents that will address child’s social & emotional development and factors that may affect child’s mental health in such a way that the parents will benefit from the information and gain a better understanding into issues</p>	<p>Center Staff</p>	<p>Anecdotal Observations</p>	<p>At Home Visits Parent/Teacher conferences</p>

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Performance Standard: 1304.24 (a) (1)(i) Ages & Stages Assessment

Objective	Strategy	Staff	Resources	Time Frame
<p>Program will provide parents with Ages & Stages Questionnaire to promote child's social/emotional development</p>	<p>Staff will communicate with the parents to draw upon the parent's knowledge of their child's development.</p>	<p>Center Staff</p>	<p>Informational material on assessment tool.</p>	<p>At beginning of year for Head Start. Every three months for Early Head Start.</p>
	<p>Staff will build a rapport with parents to allow parents to become comfortable enough to discuss mental health issues.</p>	<p>Center Staff</p>	<p>Mental Health Coordinator</p>	<p>Throughout the year and as needed if crisis arises.</p>
	<p>Staff will focus discussion of mental health on: Developmental and cognitive phases Child's special interests Child's special needs and strengths Any changes in child's behavior, mood, or physical appearance Any information on health condition that may influence behavior.</p>	<p>Center Staff</p>	<p>Mental Health Coordinator</p>	<p>Throughout the year and as needed if crisis arises.</p>

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PROGRAM YEAR: 2011-2012

Performance Standard: 1304.24 (a) (1)(i)(i) Mental Health Referrals (Children)

Objective	Strategy	Staff	Resources	Time Frame
<p>Children will be provided Mental Health referrals as needed.</p>	<p>Children may be referred to a mental health service provider with parents permission if a need is identified.</p>	<p>Teaching Staff Mental Health Coordinator Family Service Worker</p>	<p>Assessment Tool Parents</p>	<p>As need is identified</p>
	<p>Referral will first be discussed with parent/guardian and signed permissions will be obtained</p>	<p>Center Staff</p>	<p>Documentation Observations</p>	<p>As need is identified</p>
	<p>Family information will not be disclosed to service agency without direct and written consent of custodial family.</p>	<p>All Staff</p>	<p>Confidentiality Statement</p>	<p>Until written permission obtained</p>
	<p>Full documentation of discussion with family, permission records, and a copy of the referral will be kept in family file.</p>	<p>Family Service Worker</p>	<p>Family File</p>	<p>As need arises.</p>

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PROGRAM YEAR: 2011-2012

Performance Standard: 1304.24 (a) (1)(iv) Mental Health Referrals (Families)

Objective	Strategy	Staff	Resources	Time Frame
<p>Families will be provided Mental Health referrals by request to assist in strengthening their home environments.</p>	<p>Families may be referred to a mental health service provider upon their request.</p>	<p>Teaching Staff Mental Health Coordinator Family Service Worker</p>	<p>Mental Health Provider</p>	<p>As need is identified</p>
	<p>Referral will first be discussed with parent/guardian and signed permissions will be obtained</p>	<p>Center Staff</p>	<p>Documentation of meeting</p>	<p>As need is identified</p>
	<p>Family information will not be disclosed to service agency without direct and written consent of custodial family.</p>	<p>All Staff</p>	<p>Confidentiality Statement</p>	<p>Until written permission obtained</p>
	<p>Full documentation of discussion with family, permission records, and a copy of the referral will be kept in family file.</p>	<p>Family Service Worker</p>	<p>Family File</p>	<p>As need arises.</p>

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PROGRAM YEAR: 2011-2012

Performance Standard: 1304.24 (a) (1)(iii) Behavior Management Principles

Objective	Strategy	Staff	Resources	Time Frame
<p>Program bases behavior management on the following principles:</p> <p>Children are capable of learning self-management and socialization skills.</p> <p>Children and others will be treated with respect in all situations.</p> <p>Teaching staff are most aware of children in their class.</p> <p>Early identification of child who needs help is essential.</p> <p>All staff are responsible to keep information confidential.</p> <p>Use Intensive Individualized Intervention as necessary</p>	<p>Children will be carefully supervised at all times and Teacher and Teacher Assistant are the primary disciplinarians in the classroom</p> <p>Staff will help child develop empathy, and other social/emotional skills through an organized class schedule and curriculum.</p> <p>Adults in the class will consistently model appropriate behavior. Adults who do not do so will be asked to leave.</p> <p>Adults redirect child displaying unwanted behavior Teachers clearly define classroom expectations and rules.</p> <p>Teachers recognize that children need to be taught every rule and procedure in a variety of ways, demonstration, role-play.</p> <p>Staff will team with family to develop support plans</p>	<p>Teaching Staff</p> <p>Teaching Staff</p>	<p>Mental Health Coordinator Education Coordinator</p>	<p>Supervision is a constant</p> <p>Throughout the program year.</p>

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Performance Standard: 1304.24 (a) (1)(iii) Behavior Management Principles

Objective	Strategy	Staff	Resources	Time Frame
<p>All Head Start and Early Head Start staff will adhere to the philosophy of Positive Behavior Support.</p> <p>Staff should observe situations that are known to trigger inappropriate behavior and try to diffuse these situations before they occur.</p> <p>Redirection is the first method of discipline. Time-out is not to be used except in extreme conditions.</p>	<p>Staff will build positive relationships with children, families, and colleagues</p> <p>Staff will establish classroom preventative practices</p> <p>Staff will utilize emotional teaching strategies</p> <p>Staff will document events following each incident.</p> <p>Documentation should include staff interaction, peer interaction, intervention/strategies taken during inappropriate behavior and after the behavior.</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>Behavior Management Principles Policy</p> <p>Observation Form</p> <p>Observation Form</p>	<p>At enrollment and throughout the year</p>