



Mental Health Services Procedure

PURPOSE

To ensure that children and families that require mental health services receive appropriate early intervention through the Coalition.

Referral Procedure

- The following Inclusion services are required to be implemented prior to referral:
 1. Classroom observation;
 2. Training and technical assistance to the teacher/center;
 3. Child observation;
 4. Verification that child does not have a cognitive or physical impairment that he/she is not receiving services for.
- Inclusion Staff will identify children who exhibit social, emotional, and behavioral challenges.
- Children who continue to display challenging behavior and have not improved since Inclusion services have been implemented will be referred to the Infant/Toddler Therapist.
- Inclusion staff will be responsible for completing a referral packet with the following items:
 1. Behavioral information form (see attached);
 2. Consent form for services (mental health);
 3. Child and Classroom observation;
 4. List of interventions used to improve challenging behaviors in the classroom;
 5. ASQ-SE (or appropriate concrete qualifier) completed by the teacher and parent/guardian.

Referral Criteria for ASQ-SE

1. Score is **above** the cutoff, indicating the child **has** a problem: Immediate referral for Mental Health Services;
 2. Score is **near** the cutoff, indicating the child **may** have a problem: In addition to the scoring range indicated on the ASQ-SE Information Summary and documentation of the parental and/or teacher concern documented on the ASQ-SE.
 3. Score is **below** the cutoff, indicating the child **does not** have a problem: Inclusion staff will continue to monitor the provider and child and provide them with information and support on the specific behaviors that are of concern. If Inclusion staff continues to have concerns about the child's social and emotional behaviors, either
 - Administer an ASQ-SE with another caregiver;
 - Utilize a professionally administered tool to validate or rule out concern.
 4. Parent/Teacher concern: Follow up on any parent or teacher concern indicated in the questionnaire. Provide information or referrals to appropriate areas of concern such as Early Steps and FDLRS.
- Once the referral packet is complete, it will be forward to the Quality Manager. The Quality Manager will arrange a staffing with the following staff:
 1. Inclusion staff;
 2. Quality Manager;
 3. Therapist.
 - Child can qualify for therapeutic services if:
 1. The complete referral packet is submitted;
 2. If the child's ASQ-SE scores are borderline or above the cutoff score;
 3. Infant/Toddler Therapist, Inclusion Specialist and Quality Manager agree it is in the best interest of the child.
 - If child is approved for services he/she will initially be eligible for four (4) sessions.
 - Recertification is required for an additional two (2) sessions.

Insured Child

- Infant/Toddler Therapist, Inclusion Staff and Quality Manager will determine if the child will benefit from up to six (6) in-house therapy sessions.
- If after a maximum of six (6) sessions the child is in need of further services the Infant/Toddler Therapist will give the caregiver resources to contact for additional mental health services.

Uninsured Child

- Infant/Toddler Therapist, Inclusion Staff and Quality Manager will determine if the child will benefit from up to six (6) in-house therapy sessions.
- If after six (6) sessions the Infant/Toddler Therapist determines that the child is still in need of mental health interventions, the uninsured child will be eligible for an additional six (6) sessions.

Children will not receive more than twelve (12) therapy sessions per fiscal year.

Approved: Board of Directors – September 24, 2009