



## Memphis–Shelby County Schools Early Childhood Division

### Behavioral Health Referral Process

#### Step 1. Begin Documentation (Required)

- The teaching team documents behavior concerns using *Anecdotal Record* and *Child Behavior Log* forms.
- The teacher continues documenting throughout the process and the Family Engagement Specialist (FES) documents behavior concerns communicated to them as individual mental health case notes in **GoEngage**.

#### Step 2. Notification of Concern/Observation

- The teacher contacts the assigned **Behavior Specialist (BS)** to request an observation. **Staff should not wait until things are critical with a child to request an observation.** The teacher should also notify their immediate Supervisor (Principal, Site Manager, Director and Instructional Advisor) of the behavior concerns.
- The BS will observe the child using the *BS Observation Form* and make recommendations.
- Based on the BS Observation, the process will move forward with either **Option 1 and/or Option 2**.
  - ❖ **Option 1: Observation and Coaching/Intervention Strategies:** The *Instructional Advisor (IA)* will complete an observation using the *Classroom Observation Form – Behavior Concerns*, provide coaching support, suggest classroom management strategies to be implemented with fidelity by the teaching staff, and continue follow-up/monitor progress of the teaching staff.
  - ❖ **Option 2: Refer for Behavioral Health Consultation:** The FES contacts the Parent to request a meeting to discuss identified behavior concerns and next steps.
- The BS documents all actions as individual mental health case notes in GoEngage.

**Copies of the completed BS and IA observations are placed in classroom files and the BS will also submit copies of the observations with the referral documents if Option 2 is chosen.**

#### Step 3. Consent Parent Meeting

- The Teacher, FES, Parent, and other invitees (assigned Health Services Advisor (HSA), BS, assigned IA, administrative staff, etc.) meet to discuss the behavior concerns, the behavioral health referral process, and obtaining parental consent. The meeting is documented by the FES using the *Student Support Team Minutes* form and given to the BS to enter in GoEngage as an individual mental health case note.
- Based on input of all team members, a decision is made to proceed to **Option 1** or **Option 2**.
  - ❖ **Option 1:** Parental consent is obtained to refer a student using the *Consent for Individual Observation and Behavior Consultation Services* form.
    - The Teacher completes the *Request for Behavioral Health Consultation* form.
    - All referral forms should be given to the Behavior Specialist by the FES for referral packet submission.
  - ❖ **Option 2:** If parents decline services, Leadership will be notified and will work with the team to explore other options to implement. The team will also continue to work with the student, parent, and teacher to address behavior concerns and provide classroom/learning support.
- The FES will enter minutes as either an individual mental health case note, or an internal/external referral case note in GoEngage based on the outcome of the meeting.

#### Step 4. Referral for Behavioral Health Consultation

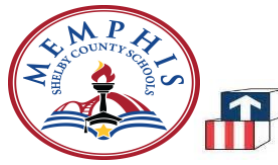
The BS compiles the referral packet documents and submits it to the assigned **Health Services Advisor (HSA)**.

- **The Referral packet includes the following:** *Consent for Individual Observation and Behavior Consultation Services Form, Classroom Observation Form - Behavior Concerns, BS Observation Form, Request for Behavioral Health Consultation Form, all Anecdotal Record Forms and Behavior Logs, and any other pertinent documentation.*

**(Note: The Consent Form MUST be signed and submitted to begin the process.)**

**Once all forms have been gathered, the following steps should be taken:**

- A. The Behavioral Health Team Lead forwards the referral packet to the assigned Mental Health Consultant (MHC).



The MHC schedules an Individual Observation of the child within 5 - 10 days. The MHC also schedules the Observation Report Parent Meeting with the Parent and notifies the Lead HSA. The Lead HSA notifies all team members of the meeting details once the observation process has been completed.

- B. The BS enters individual internal referral case notes for all actions regarding the referral process/submission and indicates the child has been referred for mental health consultation in GoEngage.

### Step 5. Observation Report Parent Meeting (Required)

A Parent meeting is held to discuss the observation results and recommendations of the MHC. Team members at this meeting may include the following: Parent, Mental Health Consultant, Teacher, Health Services Advisor, Behavior Specialist, Family Engagement Specialist, Instructional Advisor, and Principal/Site Manager/Center Director. The meeting should be documented using the *Student Support Team Minutes form*. The BS enters all meeting minutes as internal/external referral mental health case notes in GoEngage.

(Note: In school-based sites, the School Counselor should also be invited to this meeting by the Teacher, FES, or BS if the team believes additional concerns may be valid).

#### Mental Health Consultation may include:

- Planning further behavior interventions/strategies and developing Behavior or Safety Plans (as needed). The Safety Plan is developed jointly by the Teacher, Parent, HSA, BS, IA, and center/school administration,
- The teaching staff implements interventions/strategies and the Safety Plan with fidelity.
- The BS and MHC will complete weekly check ins with the teaching staff to assess progress and offer coaching/guidance.
- The FES will check in with the family weekly to provide/receive updates and get insight.
- Follow-up meetings will be scheduled every 4-6 weeks or as often as necessary based on the student's support needs.
- If a parent reschedules a meeting a 2nd time and is a no show, the meeting will be held, and minutes provided to the Parent via email or the FES.
- Referral to the Local Education Agency (LEA) for evaluation will occur as deemed necessary by the team (the School Counselor must be involved in this process at school-based sites).

### Step 6. Referral to Student Support Team (SST)

If additional concerns are noted by the Behavioral Health Team members, the child will be referred to the **Student Support Team (SST)** to discuss possible further evaluation. If agreed upon by the SST members, the child will be referred to the LEA for further evaluation.

**School-Based Sites:** The FES will contact the School Counselor or SST Chairperson to initiate the process.

**Center-Based Sites:** The FES will compile the necessary referral packet documentation (listed below). The referral packet is then given to the HSA to process with Colonial. The FES will need to keep a copy of the referral packet. The HSA will ensure the referral process is followed.

**Community Partner Sites:** The FES will assist the parent in scheduling an appointment with the LEA and continue to follow-up with the Parent throughout the process. The FES will also notify the HSA of the referral and provide updates throughout the process.

#### The following items must be included in the referral packet:

- Copy of vision screening results (must state "Passed" status)
- Copy of hearing screening results (must state "Passed" status)
- Copy of speech screening results
- Brigance Screener
- Copy of any evaluations from outside agencies or FBA/BIP (if applicable)
- The Head Start Referral for Further Evaluation Form (Center-based sites)
- Any additional documents requested by the LEA
- Copies of all Student Support documents

\*\*\*\*CRITICAL means a student is exhibiting continuous harmful or unsafe behaviors\*\*\*\*