

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person (s) Responsible	Timetable for Completion
<p>1304.24 (a) (1) (i) (a) Mental health services (1) Grantee and delegate agencies must work collaboratively with parents (see 45 CFR 1304.40(f) for issues related for parent education) by: (i) Soliciting parental information, observations, and concerns about their child's mental health;</p>	<p>Children demonstrating inappropriate behavior in the classroom, or who score above the cut off on the Preschool Behavior Checklist or ASQ: SE, individual planning is done with input from staff, parents, and the Special Services Office to implement strategies in the classroom.</p> <p>Case Reviews are held if warranted with involvement and input from Education Staff, and Mental Health Consultant</p> <p>Case Conferences are held if warranted with the involvement and input from Education Staff, Parents and Mental Health Consultant</p> <p>Mental Health, Behavioral and Disability Concerns and History are discussed with parent upon program entry</p> <p>Upon parent request, the mental health consultant will visit the family</p>	<p>Parent/Teacher Conferences PBCL ASQ: SE</p> <p>Progress/Observation Notebooks, Child Specific observation reports, concern forms</p> <p>Running Record, Child Specific Observation Reports, Concerns Forms, Progress/Observation Notebooks</p> <p>Special Services History Form</p> <p>Adult and Child Mental Health Referral form, MH Consultant reports, Teacher's Inventory, SS Assistant Observations</p>	<p>Classroom Staff, Parent, Special Services Manager, Special Services Assistant II/Behavioral Specialist</p> <p>Teacher, SS Manager, SS Assistant II/ Behavioral Specialist, MH Consultant, Leadership Team</p> <p>Teacher, SS Manager, SS Assistant II/ Behavioral Specialist, MH Consultant, Leadership Team, Parent</p> <p>Family Advocate or Teacher</p> <p>SS Manager, SS Assistant , Mental Health Consultant, Classroom Staff, and Parent</p>	<p>Within 45 days of entering program.</p> <p>As needed</p> <p>As needed</p> <p>As needed</p> <p>Upon entering program</p> <p>As needed</p>

<p>1304.24 (a) (1) (ii)</p> <p>(ii) Sharing staff observations of their child and discussing and anticipating with parents their child's behavior and development, including separating and attachment issues;</p>	<p>Social adjustments, classroom behavior and concerns are discussed on a regular basis to keep communication open</p> <p>Twice a year teacher's meet for parent/teacher conferences</p> <p>Education staff review goals and objectives with the parents to meet the child's development on social and emotional domains</p>	<p>observation, family contact, Progress/Observation notebook, Concern Forms and Communication Notebooks</p> <p>Running Record and Individual Child Outcome Summary Report</p> <p>Individual Child Outcome Summary</p>	<p>Classroom staff, Family Advocates, SS Manager, Leadership Team</p> <p>Teacher and Parents</p> <p>Teacher and Parents</p>	<p>As needed</p> <p>Ongoing</p> <p>Ongoing</p>
<p>1304.24 (a) (1) (iii)</p> <p>(iii) Discussing and identifying with parents appropriate responses to their child's behaviors;</p>	<p>Offer opportunities for parents to take part in Exploring Parenting workshops</p> <p>Parent Education is provided on home visits through the use of; Mental Health and OT handouts</p> <p>ASQ: SE is completed by the parent and reviewed by the classroom staff with the parent</p> <p>To promote positive interactions in the home the Mental Health Consultant will develop, review and track Positive Behavior Intervention Plans for use in the home.</p>	<p>Successful completion of program</p> <p>consultation/behavior management plan parent meetings</p> <p>ASQ: SE, Parent/Teacher Conference, SS Assistant provides handouts addressing areas of concern</p> <p>Behavioral Assessments, MH Consultants Observations</p>	<p>Family Advocates</p> <p>Family Advocates, Education Staff and MH consultant</p> <p>Parent, Classroom Staff, SS Assistant</p> <p>MH Consultant and Family</p>	<p>Offered periodically throughout the year</p> <p>Ongoing and as needed</p> <p>Every 6 months</p> <p>As Needed</p>
<p>1304.24 (a) (1) (iv)</p> <p>(iv) Discussing how to strengthen nurturing,</p>	<p>Model positive social behavior among adults and children. Coach, encourage, establishing a supportive environment.</p> <p>Mental Health consultant meets classroom staff and</p>	<p>classroom observation</p> <p>MH Consultant reports, behavior</p>	<p>education staff</p> <p>MH consultant, Classroom Staff and</p>	<p>Ongoing</p> <p>Bi-weekly intervals as needed</p>

<p>supportive environments and relationships in the home and at the program;</p>	<p>consults with families in the home.</p> <p>Parents review and sign off on lesson plans prior to classroom implementation.</p> <p>Use positive practices gained from special needs consultants (Head Start and Early Head Start)</p> <p>Education staff complete a minimum of 2 Teaching Home Visits per year.</p>	<p>management plans</p> <p>Lesson Plans</p> <p>Consultant report</p> <p>Teaching Home Visit Summary</p>	<p>Families</p> <p>Classroom Staff and Parents</p> <p>consultant</p> <p>Classroom Staff and Parents</p>	<p>Ongoing</p> <p>Ongoing monthly visits throughout program year</p> <p>Twice a year</p>
<p>1304.24 (a) (1) (v)</p> <p>(v) Helping parents to better understand mental health issues; and</p>	<p>Provide mental health activities (mental health handouts, parent/child home activities). Referral to support groups and mental health consultant. Engage in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports.</p>	<p>Behavioral Assessment, family contact, family needs assessment, center reports, Family Survey, Balanced Life Wheel, Eco Map and Home Visit summary</p>	<p>Classroom staff, Mental Health Consultant, SS Manager, Family Advocate</p>	<p>Upon entering program</p> <p>As needed</p> <p>Ongoing</p>
<p>1304.24 (a) (1) (vi)</p> <p>(vi) Supporting parent' participation in any needed mental health interventions.</p>	<p>Provide an opportunity for parents to become familiar with Mental Health Consultant and resources in their community (parent orientation)</p> <p>Assist parents to break down barriers to services.</p> <p>Invite all Head Start and Early Head Start parents to parent orientation.</p> <p>Assist in locating transportation and assist with child</p>	<p>Parent Meeting</p> <p>family contact</p> <p>Family Needs Assessment, family contact</p> <p>family contact</p>	<p>SS Manager, PI Coord., Center staff</p> <p>Family Advocate</p> <p>Family Advocate and Classroom Staff</p> <p>Teacher, Family</p>	<p>Sept. & ongoing for new families</p> <p>Ongoing</p> <p>Ongoing</p> <p>New Parent</p>

	<p>care needs to enable families to attend counseling.</p> <p>Provide agency referrals and information and community health insurance options.</p>	<p>family contact, center reports</p>	<p>Advocate</p> <p>Family Advocate, MH Consultant, SS Manager</p>	<p>Orientation, As needed</p> <p>Ongoing</p>
<p>1304.24 (a) (2)</p> <p>(2) Grantee and delegate agencies must secure the services of mental health professionals on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in family and staff concerns about a child's mental health; and</p>	<p>Arrange for mental health professionals to be available for the needs of the families.</p> <p>Meeting with colleagues to recruit interns in the field of social services and family counseling.</p> <p>Staff have been notified of the MH consultant's schedule</p> <p>Case Reviews are scheduled in the program calendar</p>	<p>Mental Health Consultant contact, center reports, attendance at health advisory meetings</p> <p>memo of understanding with colleges</p> <p>MH Consultant's schedule</p> <p>Program Calendar</p>	<p>SS Manager, MH Consultant, PI Coord., FCP Coord., family</p> <p>SS Manager, MH Consultant, PI Coord., FCP Coord., family</p> <p>MH Consultant and SS Manager</p> <p>All Leadership Staff</p>	<p>Sept., ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>1304.24 (a) (3)</p> <p>(3) Mental health program services must include a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents on how to :</p> <p>1304.24 (a) (3) (i)</p> <p>(i) Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of</p>	<p>Staff training that includes assessment of child's strengths and needs and individualized planning (Therapeutic Crisis Intervention)</p>	<p>Completion of the PBCL, ASQ: SE, TCI training evaluation</p>	<p>Special Services Office</p>	<p>August</p> <p>Throughout the year</p>

<p>children;</p>	<p>Training provided to enhance curriculum in the area of mental health. (Second Step Violence Prevention Curriculum)</p> <p>Training is updated and ongoing with utilization of community resources, etc.</p> <p>Community based trainings are offered to staff on the needs of infants and toddlers and their special development</p> <p>Annual update of behavior management policy and procedure</p> <p>Case Reviews are scheduled each month on the program calendar</p> <p>MH activities are planned for each month on the lesson plans</p>	<p>training evaluation</p> <p>Trainings and Conferences</p> <p>Revisions</p> <p>Program Calendar</p> <p>Lesson Plans</p>	<p>Special Services Office</p> <p>All Coordinators</p> <p>Community and Head Start</p> <p>Special Services Office</p> <p>Revisions go to policy council for approval</p> <p>All Leadership Staff</p> <p>Classroom Teachers</p>	<p>Aug., ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>June</p> <p>Ongoing</p> <p>Monthly</p>
<p>1304.24 (a) (3) (ii)</p> <p>(ii) Promote children's mental wellness by providing group and individual staff and parent education on mental health issues;</p>	<p>Therapeutic Crisis Intervention Training</p> <p>Training On Positive Behavior Intervention Manual</p> <p>Individualized Planning for Children</p> <p>Recommend resources</p> <p>Exploring Parenting</p> <p>Case Reviews/Case Conferences</p> <p>Positive Behavior Intervention Plans</p>	<p>Training Evaluation</p> <p>Training Materials</p> <p>Child Specific Observation Report, Behavior Plan, Lesson Plan</p> <p>successful completion of program</p> <p>Progress/Observation Notebooks, Child Specific observation reports, concern forms, Running Record</p> <p>Behavioral Assessments,</p>	<p>Certified TCI trainers</p> <p>Education Staff</p> <p>SS Assistant , Teachers, MH Consultant</p> <p>Family Advocates</p> <p>Teacher, SS Manager, SS Assistant</p> <p>, MH Consultant,</p>	<p>Ongoing</p> <p>Orientation</p> <p>Ongoing</p> <p>Offered periodically throughout the year</p> <p>As needed</p> <p>As Needed</p>

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