

Performance Standard	Objective	Strategies	Person Responsible	Time Frame	Documentation
<p>1304.24(a)(1)(i)</p> <p>1304.24 (a)</p> <p>1304.24 (a)(1)</p>	<p>Child Mental Health</p> <p>Mental Health Services</p> <p>Grantee and delegate agencies work collaboratively with parents by :</p>	<p>Agreements are established with Ann Helton and Pamela Foster at Options Counseling Inc. , Glyn Byte with Byte and Associates and Dr. Lurna Champ as a consultant.</p>	<p>Mental Health Mgr</p>	<p>July August</p>	<p>Mental Health Agreements</p>
<p>1304.24 (a)(1)(i)</p>	<p>Soliciting parental information, observations, and concerns about their mental health;</p>	<p>Promoting discussions at enrollment, parent meetings or IEP, IFSP meetings between parents and staff while focusing on a variety of topics in seeking to identify the mental health needs of children and families. Staff will have many opportunities to exchange information with parents on child development and growth. They will be available for home visits to support parenting in the first few months following a birth of a child. They will assist parents in helping children deal with separation issues. Washita Valley CAC Head Start will encourage parents to spend time in the classroom with their child, bring tangible reminders of home and family and assist the child to play out themes of separation and reunion to help reassure the child.</p>	<p>Head Start Staff</p> <p>Family Advocate Mental Health Mgr</p> <p>EHS Teaching Staff</p>	<p>on-going</p> <p>Birth of Child</p> <p>Enrollment as needed</p>	<p>Family Contact notes IEP Meeting Notes Application</p> <p>Home visit form handouts</p>

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<p>1304.24 (a)(1)(ii)</p>	<p>Sharing staff observations of their child and discussing and anticipating with parents their child's behavior and development, including separation and attachment issues;</p>	<p>Discuss and exchange information with parents at formal and informal meetings about their child's development and behavior.</p>			
<p>1304.24 a(1)(iii)</p>	<p>Discussing and identifying with parents appropriate responses to their child's behavior</p>	<p>Children are taught and encouraged to use their "words" to settle differences. Mental Health lessons include identifying the name of different emotions. Staff will model appropriate behavior in regard to others' rights and cultural differences. Children are encouraged to take turns and share. Staff will model this attitude of sharing as well. Many of the toys and classroom materials are provided in small quantities to encourage the ability to share. Children are taught and encouraged to use their "words" to settle differences. Many activities such as games and music are put on the lesson plan to encourage socialization. Parents are informed of the child's social and emotional progress in the classroom.</p>	<p>Teaching Staff</p> <p>Mental health mgr and Education mgr</p> <p>Teaching Staff</p>	<p>When lessons are given</p> <p>Weekly</p> <p>on-going</p>	<p>Documentation on lesson plan</p> <p>Observations and documentation</p> <p>Lesson Plans</p>

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<p>1304.24 (a)(1)(iv)</p>	<p>Discussing how to strengthen nurturing, supportive environments and relationships in the home and at the program;</p>	<p>Provide staff training and technical assistance on supportive environment in the home and at the Head Start Center.</p> <p>Staff and parents will encourage positive social behavior among children through modeling, coaching and encouraging appropriate behaviors.</p> <p>Books, dolls, teaching, pictures, and environmental print will be provided in different cultures and language.</p> <p>Classroom materials will be monitored to rule out those that show bias, or stereotyping of race, religion, gender, ethnic groups, or disabilities. Parents and Guardians are invited to share in celebrations, holidays, and cultural events.</p> <p>Staff have been trained and encouraged to use positive language and behaviors with children. Staff is nurturing and sensitive to each child's needs. Positive self-esteem of each child developed by genuine praise, with learning task geared to each child's developmental level. Staff is to be sensitive to the uniqueness of each child and family.</p>			

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1304.24 (a)(1)(vi)	Supporting parents' participation in any needed mental health interventions.	Work with parents to develop and join support groups and access present community resources.	Mental health mgr	on going	Handouts Letters Family Contact Notes
1304.24 (a)(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 manner of identification and intervention in family and staff concerns about a child's mental health'; and	Scheduling frequency will allow the mental health professional ample time to observe and identify in order to meet the child's needs. taking into account the assistance, consultation and needed treatment.	Mental Health Mgr	on going	Mental Health Professional Notes and Schedule
1304.24 (a)(3)	Mental health program services must include a regular schedule of onsite mental health consultation involving the mental health professional, program staff and parents on how to;	Develop a schedule in which mental health professionals will perform on onsite observation at each center throughout the program year in order to ensure the day to day program practices that promote mental health. Options Counseling will travel to all site at the beginning of the year to meet parents, observe classroom and visit with teaching staff.	Mental Health Mgr	Beginning of Year	Schedule and Notes

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<p>1304.24 (a)(3)(i)</p>	<p>Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children;</p>	<p>The individual mental health needs of a child are addressed throughout the daily lesson plans and implemented in the classroom activities.</p>	<p>Teaching Staff</p>	<p>Weekly</p>	<p>Lesson Plans and Procedures</p>
		<p>Age appropriate developmental and social emotional screening are conducted using the Brigance Preschool Screen II. These screens are conducted within 30 days of entering into the program and are entered into the online system within 10 days after administering.</p>	<p>Teaching Staff and Disability/Mental Health Mgr</p>	<p>first 30 days</p>	<p>Brigance Screens</p>
		<p>Second Step Mental Health Curriculum is provided for every classroom and will be documented on the lesson plan weekly and will be reinforced on a daily basis.</p>	<p>Teaching Staff Mental Health Mgr</p>	<p>Weekly</p>	<p>Lesson Plans and Procedures</p>
<p>Head Start will utilize the mental health professionals for on-site training and observations and in in-service training as needed.</p>	<p>Mental Health Mgr</p>	<p>As needed or requested</p>	<p>Agendas and Sign in Sheets</p>		

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<p>1304.24 (a)(3)(ii)</p>	<p>Promote children's mental wellness by providing group and individual staff and parent education on mental health issues;</p>	<p>Provide opportunities for parents and staff to learn about mental health issues including specific guidance on how to seek help by providing training on the outcomes of the staff survey.</p> <p>Teachers will have one mental health lesson or activity per week.</p> <p>Provide opportunities for parents to share their own experiences and to learn from one another at parent training and meetings.</p> <p>When available post a schedule of mental health professional on-site visits for parents and staff.</p> <p>Encourage the mental health professional to participate in classroom or group activities during the onsite observations.</p>	<p>Mental Health Mgr</p> <p>Teaching Staff</p> <p>Family Service Mgr and Center Directors</p> <p>Teaching Staff</p> <p>Mental Health Mgr Teaching Staff</p>	<p>as requested or needed</p> <p>Weekly</p> <p>on going</p> <p>when available</p> <p>on going</p>	<p>Agenda and sign in sheet</p> <p>Lesson plan</p> <p>Agendas and sign in sheet</p> <p>Posted Schedule and/or family contact notes/fliers</p>

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<p>1304.24 (a)(3)(iii)</p>	<p>Assist in providing special help for children with atypical behavior or development; and</p>	<p>For children recognized as having a disability, the mental health professional may help parents and staff to gain access to community agencies to ensure the IEP is properly implemented by suggestions or discussion at IEP meeting.</p>	<p>Mental Health Mgr</p>	<p>When needed</p>	<p>Documentation</p>
<p>1304.24 (a)(3)(iv)</p>	<p>Utilize other community mental health resources, as needed.</p>	<p>The mental health consultant and the mental health providers will train and assist staff in locating and utilizing existing community mental health resources, including specified contact persons in each county served such as:</p> <p>Health Department psychologist in both Grady and Caddo counties.</p> <p>Community Mental Health Centers in Grady and Caddo counties.</p> <p>Child Study Centers in Oklahoma City, Norman, and other facilities located throughout Grady and Caddo Counties.</p> <p>The Health Services Advisory Committee may also be of assistance in locating outside resources.</p>	<p>Mental Health mgr</p>	<p>ongoing or as needed</p>	<p>Agenda and sign in sheets</p>

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<p>1304.24 (a)(1)(iv)</p>	<p>Discussing how to strengthen nurturing, supportive environments and relationships in the home and at the program;</p>	<p>Provide staff training and technical assistance on supportive environments in order to develop emotional reverence and supportive environment in the home and at the Head Start Center.</p> <p>Staff and parents will encourage positive social behavior among children through modeling, coaching, and encouraging appropriate behaviors.</p> <p>Books, dolls, teaching pictures, and environmental print reflect different cultures and language. Classroom materials will be monitored to rule out those that show bias, or stereotyping of race, religion, gender, ethnic groups, or disabilities. Parents and Guardians are invited to share in celebrations, holidays, and cultural events.</p> <p>Staff have been trained and encouraged to use positive language and behaviors with the children. Staff is nurturing and sensitive to each child's needs. Positive self-esteem of each child is developed by genuine praise, with learning task geared to each child's developmental level. Staff is to be sensitive to the uniqueness of each child and family.</p>	<p>Head Start Mgrs</p> <p>Teaching Staff</p> <p>Teaching Staff Head Start Mgrs</p> <p>All Staff</p>	<p>as needed</p> <p>on-going</p> <p>throughout the year</p> <p>in service Training</p>	<p>agenda and sign in sheet</p> <p>Policy and Procedures</p> <p>on going monitoring</p> <p>Agenda and sign in sheets/notes</p>

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1304.24 a(1)(v)	Helping parents to better understand mental health issues; and	Provide training at parent meeting, volunteer training and policy council on mental health related issues. Send information home in newsletters and when needed.	Mental Health Mgr Family Advocates	as needed or requested	Agenda and Sign in sheet
1304.24 a(1)(vi)	Supporting parents' participation in any needed mental health interventions.	<p>Providing opportunities for parents to learn about the mental health professional, such as at parent orientation, parent meetings and volunteer trainings.</p> <p>Discussing the importance of interventions for the mental health of the whole family.</p> <p>Obtaining parent signature on the referral form for mental health services.</p> <p>Will assist parents to break down barriers to services such as attending training where the mental health professional will be speaking, helping with transportation and/or childcare needs, and providing assistance to pay for interventions and services.</p>	<p>Mental health mgr</p> <p>All Staff</p> <p>Teaching Staff Mental Health mgr</p> <p>Mental Health Mgr Family Advocates</p>	<p>as needed</p> <p>on going</p> <p>When referring a child</p> <p>on going</p>	<p>agenda and sign in sheet</p> <p>Referral forms</p>

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1304.24 a(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	The mental health professionals will be available to help staff and families whenever necessary. The schedule of the mental health professionals will be frequent enough to allow them to become familiar with the needs of the children, families, and staff.	Mental Health mgr	As Needed	Schedule of visits
1304.24 a(3)	Mental health program services must include a regular schedule of onsite mental health consultation involving the mental health professional, program staff, and parents on how to:	The mental health manager and mental health professionals work closely to ensure that day to day program practices promote mental health.	Mental Health Mgr	on going	Communication Log Emails Phone Calls End of Month Report
1304.24 a(3)(i)	Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.	Through a combination of planned activities and interventions the mental health professional will assist staff and parents to help children practice skills that foster mental wellness.	All Staff	as needed	End of Month Report
1304.24 a(3)(ii)	Promote children's mental wellness by providing group and individual staff and parent education on mental health issues	Training will be provided to staff and parents throughout the year at in-services, volunteer training, policy council, and parent meetings. Training to parents on Second Step will be provided by staff at monthly parent meetings.	Mental Health Mgr	On going	Agenda Sign in Sheets

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1304.24 a(3)(iii)	Assist in providing special help for children with atypical behavior or development; and	The mental health professional will provide staff and parents opportunities to discuss ways of structuring the child's program and implementing strategies that will foster development.	Mental health mgr	on going	End of Month Report
1304.24 a(3)(iv)	Utilize other community mental health resources as needed.	The mental health professional will assist staff and families to make contact with and to take advantage of any and all existing resources that promote the healthy development of children. The family advocates and mental health manager will also provide resources as needed.	Teaching Staff Mental Health Mgr Family Advocates	when needed or requested	