
	<b>DHS Head Start Program Policy</b>		
<b>MENTAL WELLNESS SUPPORT SERVICES 1</b>			
<b>SUBJECT</b>	Identification of Mental Wellness Needs and Provision of Intervention through Mental Wellness Support Services		
<b>REFERENCE</b>	Mental Health		
<b>EFFECTIVE</b>	10/15/2013		
<b>Policy Council Approval: 4/23/19</b>	<b>Policy Council Revision: pending</b>	<b>Governing Body Approval: 5/23/19</b>	<b>Governing Body Revision: pending</b>
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**Policy:**

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers will provide services to children, families, and staff in need of assistance. Emphasis will be placed on the provision of training, guidance and supports to staff in order to promote staff wellness so that they are better equipped to interact with children and families in healthier and more positive ways.

The Head Start Program will develop and implement procedures for the identification of children, families and staff that need wellness supports including mental health consultation and screening.

The Head Start Program will develop and implement procedures to ensure the effective provision of mental health services to Head Start children, their family members, and to Head Start staff through the program's Wellness Support Services including utilizing professional mental health staff and consultants with experience in early childhood social-emotional development and in the provision of mental health services to young children, their families, and staff.

The Head Start Program will promote the social-emotional competence of children and the wellness of family members and staff by providing education and services at the following levels:

- **Promotion - Nurturing and Responsive Relationships and High-Quality Supportive Environments**

The Head Start Program will promote the positive social-emotional development of all children by creating and implementing an approach that focuses on positive and nurturing relationships between staff, children, and parents/guardians. This will include developing and maintaining systems and expectations for classroom management, discipline policies and guidance, and social-emotional curriculum.

- **Prevention - Targeted Wellness Supports**

The Head Start Program Head Start Grant Recipient Education will develop and implement procedures to identify and or respond to children, families, and staff in need of targeted wellness support including parent/guardian and teacher education and Mental Health Consultation.

The Head Start Program will develop and implement a system to document, report and track referrals, consultations and observations for targeted wellness supports.

- **Intensive Intervention**

The Head Start Program will develop and implement procedures to identify and/or respond to children, families, and staff in need of intensive interventions by facilitating mental health consultation and referrals to community providers of wellness services.

The Head Start Program will develop and implement a system to document, report and track referrals, consultations, and observations for intensive intervention.

The Head Start Program will develop and implement a system to respond to communicate with the City of San Antonio's Head Start Mental Health Coordinator identification and responses related to mental health emergencies.

The Head Start Program will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

All mental health documentation must be entered according to the *City of San Antonio Child Plus Data Entry Guide* and the *City of San Antonio Benchmark Due Date Guide*.

**Performance Standard(s):**

1302.45