

**FAMILY RESOURCE AGENCY OF NORTH GEORGIA
 HEAD START/EARLY HEAD START/PRE-K
 Center Manager Mental Health File Checklist ---Yellow**

File Order

Left Inside-File Checklist

- _____ Mental Health Procedures Checklist (Center Manager)
- _____ Mental Health Tracking/Contact Form
- _____ Child Behavior Violation Notice(s) (Pink Copy)
- _____ Permission for Consultant Services (Copy)
- _____ Child Observations (Copy)
- _____ Child Observation Checklist (Copy)
- _____ Interventions, Supports and Strategies to Address Behavior Documentation (Copy)
- _____ Mental Health Consultation Follow Ups (White Copy; must be in place before next Occurrence can be sent home)
- _____ Psychological Reports (if needed)
- _____ Misc. (Specify)_____

- * INSTRUCTIONS:**
1. Create a yellow file whenever a Child Behavior Notice is sent home or a consultant is called to observe a child.
 2. Place a Mental Health Tracking/Contact Form in file to document the steps taken by Head Start to provide help for the child. All contacts (i.e. phone calls, forms sent, notes, etc.) made by the Center Manager to anyone (i.e. parent, consultant, CDC/EHSC, Asst.Dir.) on behalf of this child's Mental Health Services must be documented on this form.
 3. Follow the procedures for Mental Health services on the bottom of the Mental Health Tracking/Contact Form

Reviewed:	Date	Signature/Position

Yellow

(Once full, staple another checklist to the front of this one)