

SAMPLE POLICY

Integration of Mental Health Concepts

PURPOSE:

The purpose of this policy is to comply with Hawai'i Administrative Rules §17-892.1-28, Integration of mental health concepts*, which states:

Mental health aspects of child development shall be integrated into the child care program as follows:

- (1) At least one parent, guardian, foster parent, or social worker shall be interviewed prior to a child's admission to the center. The personal interview shall be conducted to secure pertinent information on the child's overall behavior and to acquaint the parent or guardian with the facility's policies. If the child is enrolled in a public or private school, the child shall also be interviewed when possible;*
- (2) The child care facility shall provide its staff with annual orientation to state or other mental health service programs for children, or otherwise familiarize its staff with consultative and clinical services and programs for the early identification of social, emotional, intellectual, and behavioral problems of children; and*
- (3) The facility shall refer parents or guardians to sources of professional consultation in mental health upon the parents' or guardians' request or upon the recommendation of the staff or the facility's health consultant.*

** See regulations for Licensing of Group Child Care Centers and Group Child Care Homes,*

<http://humanservices.hawaii.gov/bessd/child-care-program/child-care-licensing/child-care-regulations/>.

POLICY:

1. Prior to admission, at least one parent, guardian, foster parent or social worker will be interviewed by the child care facility's director or designee to secure pertinent information on the child's overall behavior. The facility's policies will be reviewed and acknowledged by the child's parent, guardian, etc. When possible, the child shall also be interviewed.
2. As part of the application process, DHS Form 908** will be reviewed by the child care facility's director. Concerns noted by the director should be discussed during the pre-admission interview.
** See *Child Care Center Licensing Forms*, <http://humanservices.hawaii.gov/bessd/child-care-program/child-care-licensing/child-care-center-Licensing-forms/>.
3. The child care facility will provide its staff with annual orientation to mental health resources available to children. These include:
 - Parent Line, <http://www.theparentline.org/>. Phone 526-1222 (Oahu); 1-800-816-1222 Neighbor Island.
 - Hilopa'a Family to Family Health Information Center, <http://www.hilopaa.org/>. Phone 791-3467 (Oahu); 333-3053 (Hawaii); 270-1536 (Maui and Lanai); 660-0063 (Molokai); 240-0485 (Kauai).
 - Early Intervention Services, Department of Health (H-KISS information and referral), <http://health.hawaii.gov/eis/>. Phone 594-0066 (Oahu); 1-800-235-5477 Neighbor Island.
4. Parents or guardians may request assistance from the child care facility for sources of professional consultation. It is recommended that the child be referred to their medical home which is their pediatric primary care provider. At times, the child care facility's director may suggest the family seek professional consultation for their child and, again, the family would be referred to their medical home.
5. The child care facility may contact their health consultant for guidance on behavioral or mental health issues for children in general, but not to review or treat an individual child.