



**INTERNAL REFERRAL FORM (IRF)-- MENTAL HEALTH**

Date: \_\_\_\_\_

Referral From: \_\_\_\_\_  
Staff Name Title

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Classroom: \_\_\_\_\_

I have notified parent/guardian about this referral:

In person       By phone       Other \_\_\_\_\_       Not notified

I am currently talking with the Classroom Coach & Mentor about how to support this child/family:  Yes       No

|   |  |                                   |
|---|--|-----------------------------------|
| <b>Concerns:</b> (Check all that apply)   |  |                                   |
| <input type="checkbox"/> Behavior / mental health concern - child   | <input type="checkbox"/> Expressed by parent       | <input type="checkbox"/> Mild     |
| <input type="checkbox"/> Family concern (e.g. CPS case, family illness or death, other traumatic event, etc.) | <input type="checkbox"/> Expressed by staff        | <input type="checkbox"/> Moderate |
|   | <input type="checkbox"/> Expressed by other: _____ | <input type="checkbox"/> Severe   |

**Detailed Reason for Referral:**

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**Other Agencies Currently Involved:** \_\_\_\_\_

**Plan of Action:** (Check all that apply)

- Nothing for now. I will implement the strategies listed below and keep the Classroom Coach & Mentor updated on the progress of the concern.
- Request Classroom Coach & Mentor to come observe/meet; implement eDECA strategies
- Request Early Childhood Mental Health Consultant referral
- Request Multi-Disciplinary Team Meeting support (Please complete as many Behavior Incident Reports over the next two weeks in preparation for the meeting)



**FOR CHILD CONCERNS:** Please check the strategies you will use with the child to address area(s) of concern

| <u>Area to Strengthen</u>      | <b>What Teachers will Implement in Classroom</b><br><i>(Check all that apply)</i>   |
|--------------------------------|---|
| <u>Relationship</u>            | <ul style="list-style-type: none"> <li>[ ] Notice the child during the behavior you are looking for</li> <li>[ ] Use positive language – tell child what TO DO</li> <li>[ ] Examine own beliefs/perceptions about child's behavior</li> <li>[ ] Take 1 on 1 time to build positive bond with child</li> <li>[ ] Adults need to model for this child</li> <li>[ ] Adults need to consistently use composure skills</li> <li>[ ] Avoid judging the child when they are exhibiting this behavior and instead provide positive intent. (Use the words "You wanted ____." Or "You were hoping ____.")</li> <li>[ ] Hand over hand assistance through activities</li> <li>[ ] Reflect on child's perspective, experience, and needs</li> </ul> Other: _____ |
| <u>Environment</u>             | <ul style="list-style-type: none"> <li>[ ] Use interactive Visual Schedule throughout the day</li> <li>[ ] Post and review Classroom rules/expectations daily</li> <li>[ ] Rearrange classroom to reduce high-conflict areas</li> <li>[ ] Use space markers for circle-time, meals, lining up, etc.</li> <li>[ ] Give the child a specific job to do</li> <li>[ ] Add sensory breaks; add sensory or movement to activity</li> <li>[ ] Limit wait time/make wait time active/let child go first</li> </ul> Other: _____   |
| <u>Social-Emotional Skills</u> | <ul style="list-style-type: none"> <li>[ ] Teach child to "pause and think"</li> <li>[ ] Two positive choices</li> <li>[ ] Use first and then language</li> <li>[ ] Teach about emotions (books, track own feelings)</li> <li>[ ] Provide an "I Love You Ritual" during a specific part of the daily routine</li> <li>[ ] Teach child new skill with social story</li> <li>[ ] Practice calm breathing</li> <li>[ ] Teach friendship skills</li> <li>[ ] Use visual aids/signs to communicate needs, show child sequence of activities/routines</li> <li>[ ] Use tools to help reduce conflict (timer, sign-up sheet)</li> </ul> Other: _____   |

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

CCM signature: \_\_\_\_\_

Date: \_\_\_\_\_

DSC signature : \_\_\_\_\_

Date: \_\_\_\_\_

Parent/guardian signature [if in person]: \_\_\_\_\_

Date: \_\_\_\_\_