



Ben Shelly
President

Rex Lee Jim
Vice President

NHSPC 223-01-2014

**RESOLUTION OF THE
NAVAJO HEAD START POLICY COUNCIL**

NAVAJO HEAD START POLICY COUNCIL SUPPORTS AND APPROVES THE IMPLEMENTATION OF THE NAVAJO HEAD START ANNUAL REVISION OF POLICY & PROCEDURES (INCLUDING FORMS, PROFESSIONAL DEVELOPMENT, FLOW CHART & TRACKING) AND SERVICE DELIVERY PLANS 2013-2014 IN THE AREA OF EARLY CHILDHOOD MENTAL HEALTH.

WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the "Board" is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation, including the Navajo Head Start program. 10 N.N.C. §106[A]; 10 N.N.C. §51. The Board carries out its duties and responsibilities through the Department of Diné Education. 10 N.N.C. §106[G][3]; and
2. Pursuant to 45 CFR 1304-50. Program Governance and Appendix A. The Navajo Nation Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45CFR 1304.51(a)(1)(iii) Management Systems and procedures-Program planning must include: the development of written plans(s) for implementing service in each of the program areas covered by this part (e.g. Early Childhood Development and Health Services, Family and Community Partnership, and program Design and Management);
4. Pursuant to 45 CFR 1304.51 (a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed; and
5. Pursuant to 45 CFR 1304.24 Child Mental Health policies and procedures and service delivery plans helps to promote and support the social and emotional development of infants, toddlers and young children; as well as support the staff and families to be actively engaged with the children to promote and teach health social and emotional development; and
6. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: **(a)** in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and **(b)** through the provision to low-income children and their families of health, educational nutritional social, and other services based on family needs assessment; and
7. Navajo Head Start provides children with experiences that encourage and stimulate intellectual and social growth opportunities, promote Navajo Language and culture, and provides access to necessary medical, dental, and nutritional services under the Head Start and Early Head Start programs; and
8. The Navajo Nation Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

NOW, THEREFORE BE IT, RESOLVED:

Supports and approves the implementation of the Navajo Head Start Annual Revision of Policy & Procedures (including forms, professional development, flow chart & tracking) and Service Delivery Plans 2013-2014 in the area of Early Childhood Mental Health.

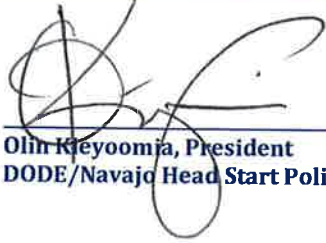
CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the DoDE Education Building which a quorum was present and that it was passed by vote of 12 in favor, 0 opposed, and 2 abstained, this 23rd day of **January 2014**.

NNHSPC 223-01-2014

Motion by: Brady Clark

Second by: Rafael DeJesus



Olin Kleyoomja, President
DODE/Navajo Head Start Policy Council



Ben Shelly
President

**DEPARTMENT OF DINÉ EDUCATION
THE NAVAJO NATION**

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Rex Lee Jim
Vice-President

NNBEJA-NHS-011-2014

**RESOLUTION OF THE
NAVAJO NATION BOARD OF EDUCATION**

Approving the Implementation of the Navajo Head Start annual revision of policy & procedures (including forms, professional development, flow charts, and tracking) and Service Delivery plans 2013-2014 in the area of Mental Health Services.

WHEREAS:

1. The Health, Education, and Human Services Committee is the oversight committee for the Department of Diné Education and Navajo Nation Board of Education [2 N.N.C. § 401 (C)(1); 10 N.N.C. § 1(B)]; and
2. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. [10 N.N.C. § 106 (A)] The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”) [10 N.N.C. §106 (G)(3)]; and
3. The Department of Diné Education (hereinafter the “Department”) is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Navajo Nation Board of Education. 10 N.N.C. §107(B); and
4. The Navajo Head Start (“NHS”) Program, which is located within the Department of Diné Education as approved by the Department’s Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations; and,
5. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families. The 2013-2014 Navajo Head Start Policy and Procedures and Service Delivery Plans is revised annually for implementation of Head Start/Early Head Start services
6. The Board acknowledges the Navajo Head Start Resolution #223-01-2014 passed on January 23, 2014, Approving the Navajo Head Start to implement the policy and procedures

BOARD OF EDUCATION

Jimmie C. Begay, President · Dolly C. Begay, Vice President · Dr. Bernadette Todacheene, Secretary
Members: *Katherine D. Arviso · Rose J. Yazzie · Gloria Johns · Bennie Begay · Patrick D. Lynch*
Timothy Benally, M.Ed, Acting Navajo Nation Superintendent of Schools

and service delivery plans, as it relates to services within the program; and Recommending Approval through the Navajo Nation Board of Education, and the Health, Education, and Human Services Committee of the Navajo Nation Council.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Navajo Nation Board of Education hereby approves the Navajo Head Start Policy and Procedures and Service Delivery Plans.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) and other designated members of the Navajo Nation Council to advocate on behalf of the Navajo Nation consistent with the services stated in this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Superintendent of Schools to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Katherine D. Arviso and seconded by Gloria Johns and that the same was passed by a vote of 5 in favor; 0 opposed; 0 abstained, this 29th day of January 2014.

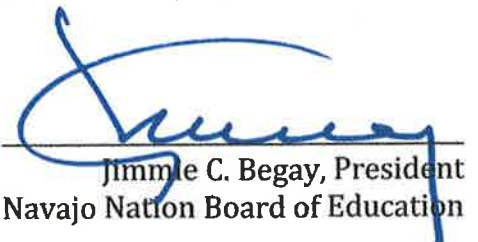

Jimmie C. Begay, President
Navajo Nation Board of Education

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NAVAJO HEAD START

EARLY CHILDHOOD MENTAL HEALTH POLICIES AND PROCEDURES

Policy ID: NHS MENTAL HEALTH 01

Subject: Prevention and Early Intervention

Performance Objective: Navajo Head Start (NHS) must collaborate with parents and community members to educate them about the importance of early childhood mental health for children, families and staff.

Operational Procedures:

Navajo Head Start must conduct trainings to educate parents/guardians and staff to comprehend the importance of early childhood mental health wellness to support their overall growth and development.

A. The information will assist in addressing early childhood mental health needs:

1. Education for Staff and Families: Trainings will be provided according to annual educational trainings for staff and parents specific to mental health topics.
2. Solicitation of parent input: Parent input must be obtained to complete the Social/Emotional checklist.
3. The Social/Emotional Checklist will be completed if-needed and utilized if there is a child behavioral concern in the classroom setting, or if the Brigance results indicates a need for further assessment-observation and follow recommended recommendation thereafter.
4. Training Topics (include but are not limited to the following):
 - a. Attachment: promote a nurturing relationship with primary caregivers.
 - b. Separation: encourage primary caregiver's participation to establishing positive separation and reunion practices.
 - c. Child Development: Information collected by parents/guardians will provide a better understanding of a child's behavior, which will include prenatal health through the current age of the child.
 - d. Recognizing and Understanding Behavior: cultural sensitivity will be taken into account for each child's/family when sudden changes in child behavior occurs.
 - e. Supporting new parents during pregnancy, during the first few months after birth; and to provide support and assistance in understanding the development of their newborn through childhood, and adolescents.
5. Encourage the importance of a nurturing, stable and supportive environment at home and in the classroom.
6. Support parents/guardians/families in their child's behavior intervention process

Related regulations: 1304.24 a; 1304.24 a (1) (i-vi); 1304.40

Policy ID: NHS EARLY CHILDHOOD MENTAL HEALTH 02

Subject: Prevention and Early Intervention

Performance Objective: Navajo Head Start Licensed Mental Health Professionals will provide early childhood mental health services and trainings for children, families, and staff.

Operational Procedures:

Navajo Head Start's License Mental Health Professionals must provide early childhood mental health services on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in a family or staff's concerns about a child's early childhood mental health. Early Childhood Mental Health services may extend into the summer months per budget allocations, client needs and continuity of services

9. Crisis Prevention and Intervention Services
10. Implement Best Practices in supporting direct service staff in using Positive Behavior Interventions and Support in working with children.
11. Establish and facilitate family/staff support groups, as needed.

Related Regulations: 1304.24. a (2)

Policy ID: NHS **EARLY CHILDHOOD** MENTAL HEALTH 03

Subject: Prevention and Early Intervention

Performance Objective: Navajo **Early Childhood** Head Start Mental Health Coordinators will assist and support the Licensed Mental Health Professional in coordinating and managing the mental health services and education/trainings for children, families, and staff within their respective agencies.

Operational Procedures:

The Mental Health Coordinator and the Licensed Mental Health Professional must provide regularly scheduled **early childhood** mental health services throughout the school year. **Early Childhood** Mental Health services may extend into the summer months per client needs and continuity in service delivery for Navajo Head Start children, families and staff.

D. The Mental Health Coordinator must:

1. On-site visitations will be done at least once every two months for all classroom and home base programs.
2. Implement program policies per Navajo Nation Personal Policies, job descriptions, and/or scope of work, and Navajo Head Start Policies and Service Delivery Plans.
3. Resources: Utilize and collaborate with community resources to assist children, families, and staff with **early childhood** mental health services as needed.
4. Referrals must be completed, submitted, tracked and forwarded to the appropriate service providers.
5. Review, file, track and monitor all Social/Emotional Checklists, Brigance, Devereux Early Childhood Assessment (DECA) or the Devereux Early Childhood Assessment-Infant Toddler (DECA-I/T), in accordance to the needs of child behavioral concerns, and/or Brigance results.
6. Review, file, track and monitor classroom observation reports.
7. Review, file, track and monitor written documentation that supports children and their families are receiving services.
8. Provide **early childhood** mental health education, when appropriate and with assistance from a Licensed Mental Health Professional, through individual and group settings for children and their families.
9. File all mental health services documentation while maintaining confidentiality. Locked file cabinets must be used to file documents.
10. Research, attend trainings, and assist in coordinating the initial implementation of Positive Behavior Intervention and supports in Navajo Head Start.
11. Initiate introduction of Best Practices in supporting the staff whom provide direct services in using Positive Behavior Interventions and Supports when working with children, where applicable.
12. Mental Health Coordinators will work with Licensed Mental Health Professionals in reporting mental health services and hours of services delivered in monthly reports. For Program information reporting (PIR), mental health service hours will be calculated in increments of quarter hours; ie., 1.00=1 hour, 1.25=1 hour 15 minutes, 1.50 hours=1 hour 30 minutes, and 1.75 hours=1 hour and 45 minutes, etc.
13. Must attend all agency staff meetings, Family Service Liaison meetings, Education Component meetings, to ensure thorough **early childhood** mental health service delivery for children and families.
14. Will attend all ~~Conscious Discipline~~ best practices meetings with Licensed Mental Health Professionals, Consultants, etc.

Related Regulations: 1304.24 a 3; 1304.24 a 3 i; 1304.24 a 3 ii; 1304.24 a 3 iii; 1304.24 a 3 iv

Mental Health

Standard 1304.24 (a)(1)(i-vi); 1304.40(f)

Purpose: Early Childhood Mental Health: Coordinate with Mental Health Professionals to provide quality, culturally sensitive mental health services for children for families, and staff.

Objective: Scheduling of Services; Established Early Childhood mental health training plans for parents and staff to meet the children needs.

Plan of Action:

1. The Mental Health Professional shall, on a schedule of sufficient frequency, provide timely and effective identification of and intervention in, family and staff concerns about early childhood mental health. Navajo Head Start' on-site visits will be at the minimum of 2 hours per each head start center, home-based centers and home-based centers, consultations, observations or follow-ups for children/families/staff. Monthly schedules will be provided before the 1st of every month to each center, home base program, and Mental Health/Disability Coordinator for respective agencies.
2. The Mental Health Professional must collaborate with program staff, and parents to create and provide a schedule of regular on-site early childhood mental health consultations, sessions, observations, and follow-up visits.
3. The mental health professional shall provide a schedule of on-site trainings and support groups for parents and staff. Such schedules shall be provided to the Mental Health/Disability Coordinators (Region and Central), Administrative Staff member at regional offices, classrooms and home base programs.
4. Service Delivery Time Frame: Early Childhood Mental Health services will be provided during the school year and exceptions may be granted to provide services through the summer based on client needs, case loads and best practices with continuity of services.

Responsible: *Mental Health Professional, Mental Health/Disability Specialist, Mental Health/Disability Coordinators, Sr. Education Specialist, Parent Involvement Coordinator, Administrative Assistant, and other key staff as needed.*

Reference: *Family Partnership Agreement, Mental Health Parent and Staff training Plan relating to Early Childhood Mental Health topics, and Navajo Head Start Policies and Procedures.*

Standards: 1304.24 (a)(1)(i-vi); 1304.40 (f)

Purpose: Services for Children (Birth to 5 Years of age/Pregnant Women Program):

Plan of action:

1. For children identified as needing assistance per referrals from the social-emotional checklist data, mental health professional, parents, or staff, periodic conferences will be held formally or informally with parents and/or staff. Conferences will take place to collaborate and provide support for developmentally appropriate practices in the home and in the classroom to assist the identified child/children.
2. The mental health professional will collaborate with local community programs and resources to assist the identified behavioral and early childhood mental health concerns of an individual child or group of children.
3. The mental health professional will provide individual counseling sessions to children who are identified as needing assistance.
4. Review of Behavioral Support Plan will be implemented as needed for children. Review of Behavioral Support Plan will be based on a decision from the review of Behavioral Support Plan that will consist of at least the following members:
 - a. Parent/Guardian
 - b. Teacher
 - c. Mental Health Coordinator
 - d. Licensed Mental Health Professional (as needed)
5. Crisis Prevention and Intervention Services

Responsibility-Mental Health/Disability Specialist, Mental Health/Disability Coordinators, Mental Health Professional, Sr. Education Specialist, Mental Health Professional,

Reference: Navajo Head Start Mental Health Contracts, Community Resources, Navajo Head Start Policies and Procedures.

Standards 1304.24 (a)(3)(i-iv); 1304.24 (a)(3)(i-iv)-

Purpose: Early Head Start Services

Plan of Action:

1. The mental health professional will provide early childhood mental health services to infants, toddlers, and pregnant women participating in the Early Head Start program through individual sessions or group socialization activities to foster and strengthen healthy, positive parent-child relationships.

2. The mental health professional will provide early childhood mental health services and education for staff to assist them with providing quality services and to implement practices that are responsive to infants, toddlers, and pregnant women and their rapidly changing needs.

Responsible:

Mental Health Professional (s), Mental Health/Disability Specialist, Mental Health/Disability Coordinators, Disabilities, Mental Health Professionals, Sr. Education Specialist, etc.

Reference:

Navajo Head Start Mental Health Contracts, Community Resources, Navajo Head Start Policies and Procedures.

Standards: 1304.24(a)(2)

Purpose: Education and Support Groups

Plan of Action:

1. The mental health professional must promote early childhood mental wellness by providing individual and group education for staff and parents regarding mental health topics/issues, providing positive environments at home and in the classroom, and on building nurturing parent-child relationships.
2. The mental health professional must promote early childhood mental wellness by providing support groups for staff regarding their early childhood mental health issues.
3. The mental health professional must promote early childhood mental wellness by providing support groups for parents regarding their early childhood mental health issues.
4. Positive Behavior Interventions and Supports will begin to be implemented and taught Navajo Head Start parents, and Navajo Head Start staff to support and provide quality service delivery for children.
5. Training and technical assistance to parents and staff.

Training Topics to include, but not be limited to, the following:

- Domestic Violence
- Stress Management
- Anger Management
- Early Childhood Development
- Conflict Resolution, etc.
- Impact of Trauma on Children/Families
- Early Brain Development
- Developing Positive Self-Esteem in Children
- FAS Prevention / Education
- Positive Behavior Interventions and Supports
- Suspected Child Abuse and Neglect Training (SCAN),
- Implementing and Incorporating: Conscious Discipline (Hand On),
- Conscious Discipline Management,
- Classroom Management,
- Improving Relationships between staff and children
- Promoting Alternative Thinking Strategies

Responsible:

Mental Health Professional(s), Sr. Education Specialist, Parent Involvement Coordinator, Mental Health/Disabilities Specialist, Education Specialists, Family Service Liaisons, Home Visitors and other pertinent staff as needed.

Reference:

Navajo Head Start Mental Health Contracts, Community Resources, Navajo Head Start Policies and Procedures

Referrals for children, families and staff

Purpose: To provide Early Childhood Mental Health services for children and their families; and to provide quality early childhood mental health services to staff in order to support their personal, emotional professional development to enhance service delivery for Navajo Head Start children and parent/families.

Plan of actions:

Referrals will be acted upon in a timely manner, and service delivery will be provided, in order of importance, for:

1. Children
2. Parents/Families
3. Staff

Services for staff will be provided to support the personal, emotional professional development to ensure quality service delivery for children and their parents/families.

Crisis situations will also take precedence when addressing referrals.

Responsible:

Mental Health Professional, Mental Health/Disabilities Specialist, Mental Health/ Disability Coordinator, Education Specialists, Family Service Liaisons, Home Visitors and other pertinent staff as needed. Navajo Head Start Policies and Procedures,

Reference:

Navajo Head Start policies and Procedures, Classroom Observation, Staff, Parents.