Mental Health
**what?**

Through the **Mental Health** module, users can track and enter mental health transactions, observations and PIR information.

**data entry**

The **Transactions** tab is used to track referrals and attach any supported documents needed for mental health intervention.

Complete all fields as required by your agency.

1. For any participant in treatment, select a **Funding** source from the drop-down.
Track the observations made during each participant session.

<table>
<thead>
<tr>
<th>Observation Date</th>
<th>Observation Source</th>
<th>Observation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/30/2016</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>9/15/2016</td>
<td>Teacher</td>
<td>30</td>
</tr>
</tbody>
</table>

**Observation Date:** 9/30/16
**Summary Date:** 9/30/16
**Source:** Consultant

**Recommendation Notes:**
Mental Health Consultant recommends the child have a consultation with a Mental Health professional in her office.

**Summary Notes:**

Complete all fields as required by your agency.

1. **Source** - from the drop-down, select the person observing the child.
2. The **Recommendation Notes** section is used to document recommendations and advice pertaining to the mental health condition.
3. The **Summary Notes** section is used to type information pertaining to what was observed.

Both of these sections can contain an unlimited amount of text.
1. **Treatment Status** - current overall status.
2. **Responsible Staff** - an To-Do List View can be filtered specifically by this individual.
3. Always indicate **Consultant Assigned and Parent Permission Signed**. It is very important that parental permission is given for the agency to render services.

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Information must be completed in the **Mental Health Information** section in order to count towards PIR, regardless of what is entered in the **Transactions and Observations** tabs.
Data Entry Exercise - Ava Claiborne

**Directions**

Enter the appropriate Observations/Transactions in the Mental Health module for Ava Claiborne. Document the consultant and permission information in the Mental Health Info tab.

On 8/30/16, Mara Forney, Family Service Worker, completed a Behavioral Screening on Ava Claiborne. At this time, she observed Ava seemed withdrawn, not wanting to speak with the teacher or play with the other children. Mara will rescreen Ava in 2 weeks.

1. Upon rescreen on 9/13/16, Mara Forney observed the same withdrawn behavior and recommended that Jasper Aquilar, the Mental Health Coordinator, also observe Ava.
2. On 9/16/16 Ms. Forney did an in-house referral to Jasper Aquilar.
3. Mr. Aquilar observed Ava for 30 minutes on 9/16/16. His observation was that Ava appeared withdrawn and was not playing with other children. She preferred to play alone.
4. On 9/19/16, Mr. Aquilar spoke with Ava's mother about his concerns. Ava's mother expressed concern as well. A recent death in the family has seemed to affect Ava's behavior at home as well. Mr. Aquilar received signed permission to have Ava observed by a consultant from the Mental Health Center.
5. Patricia Hudson was assigned as the consultant from the Mental Health Center. She observed Ava on 9/23/16 and also noted Ava seemed to prefer to play alone and even pushed another child when the child approached her to play.
6. Ms. Hudson consulted with the parent regarding her observations and recommended that the parent make an appointment for further evaluation and support for Ava.
7. The first session was 10/3/16 and it was determined that Ms. Hudson will work with Ava for at least three more sessions. After the third session, Ms. Hudson will consult with the parent.
8. On 11/4/16, Ms. Hudson consulted with Ava's parent. Ava has shown great improvement and Hudson feels they can stop the weekly appointments. Should Ava's mother have any concerns in the future, she should feel free to contact Ms. Hudson.