



# Monterey County Special Education Local Plan Area

Monterey County Behavioral Health Services (MCBH)  
through the Individualized Education Program (IEP) Process

## Related Services Provided by MCBH

When school-based interventions are determined by the IEP team to be insufficient for meeting the needs of the student, a referral may be made for related services (E.C. § 56302) provided by the Monterey County Health Department, Behavioral Health Bureau (MCBH).

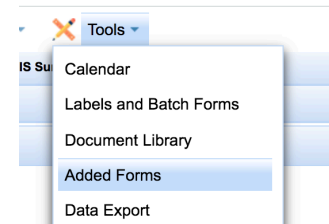
For further guidance, please refer to the following:

- *Monterey County SELPA Procedural Handbook* (Part I, Section 7.13): [Social/Emotional/Behavioral Development](#)
- [Memorandum of Understanding between the County of Monterey, on Behalf of the Monterey County Health Department, Behavioral Health Bureau and the Monterey County Special Education Local Plan Area for Mental Health Services](#)

**\*All required forms (listed below) are found on the SIRAS website:**

Step 1: Login to [Siras Systems website](#)

Step 2: Tools → Added Forms → **RE: Referral and Requests**



Step 3: Scroll for the heading of RE: Referral and Requests within the added forms. All forms are there to download for use.

RE7MCBHReferralForm.pdf	[RE 7] MCBH Referral Form
Parent Guide to MCBH Services (1).pdf	Parent Guide to MCBH Services
SPANISH -Parent Guide to MCBH Services (1).pdf	Parent Guide to MCBH Services (Spanish)

## **MCBH Services through the IEP Process: Training Videos**

Series Topic	Necessary Forms	Link to Video	Next Step(s) and/or Considerations
<b>School-based Mental Health Supports for Students with IEPs</b>	<ul style="list-style-type: none"><li>• Refer to district and/or site administration regarding the necessary forms to obtain <u>school-based</u> mental health supports for students with IEPs.</li></ul>	<a href="#">School-Based Mental Health Supports for Students with IEPs</a> <i>Length: 10:41</i>	<ul style="list-style-type: none"><li>• IEP teams meet to discuss the effectiveness of school-based mental health supports.</li></ul>



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			<ul style="list-style-type: none"> <li>IEP teams can add a goal(s), adjust accommodations, consider service/consultation (from district/site staff) as appropriate to student needs.</li> </ul>
<b>Student Considerations and Pre-Referral Activities</b>	<ul style="list-style-type: none"> <li>Refer to district and/or site administration regarding any district-specific forms that are required when conducting a file review.</li> </ul>	<a href="#">Student Considerations and Pre-Referral Activities</a> <i>Length: 5:28</i>	<ul style="list-style-type: none"> <li>School staff conducts a thorough file review to include: <ul style="list-style-type: none"> <li>Current services and goals; and</li> <li>Recent assessment results.</li> </ul> </li> </ul>
<b>School Staff Responsibilities in the Referral Process</b>	<ul style="list-style-type: none"> <li><i>Notice of Procedural Safeguards (NC 1)</i></li> <li><i>Notice of Referral for Reassessment and Proposed Action (NC 2B)</i></li> <li><i>Assessment Plan (NC 3)</i></li> <li><i>Parent Consent and Release of Information (NC 9)</i></li> <li><i>Notice of IEP Meeting (NC 6A)</i></li> <li><i>MCBH Referral Form (RE 7)</i> <ul style="list-style-type: none"> <li><i>See video below for steps to complete this form.</i></li> </ul> </li> <li><i>Parent Guide to MCBH Services</i></li> </ul>	<a href="#">School Staff Responsibilities in the Referral Process</a> <i>Length: 16:22</i>	<ul style="list-style-type: none"> <li>IEP team meeting is held and the decision to refer the student to MCBH is documented.</li> <li>If there is agreement to refer the student to MCBH, the required paperwork is completed for parent/guardian notice and consent.</li> <li>The completed referral paperwork is then submitted to MCBH.*</li> <li>Assessment phase begins (50-60 days).</li> </ul>
<b>Monterey County Behavioral Health Referral Form</b>	<ul style="list-style-type: none"> <li><i>Referral for Monterey County Behavioral Health Services (RE 7)</i></li> </ul>	<a href="#">Monterey County Behavioral Health Referral Form</a>	<ul style="list-style-type: none"> <li>Referral for Monterey County Behavioral Health form is</li> </ul>

\*Within five days of parent consent for assessment.



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		Length: 9:42	completed as a part of the referral process (see above).
<b>Overview of the Dismissal Process for Monterey County Behavioral Health Services</b>	<ul style="list-style-type: none"> <li>• <i>Notice of Procedural Safeguards (NC 1)</i></li> <li>• <i>Notice of Referral for Reassessment and Proposed Action (NC 2B)</i></li> <li>• <i>Assessment Plan (NC 3)</i></li> </ul>	<a href="#">Overview of the Dismissal Process for Monterey County Behavioral Health Services</a> Length: 7:23	<ul style="list-style-type: none"> <li>• MCBH Clinician, School Psychologist, and Case Manager consult and discuss student progress.</li> <li>• Parent/Guardian communication from school team/MCBH.</li> <li>• Assessment paperwork is presented to the parent/guardian.</li> <li>• IEP team meeting is held within 60 days to review assessment results and discuss dismissal/fading as appropriate.</li> </ul>
<b>MCBH Clinician IEP-Related Responsibilities</b>	<ul style="list-style-type: none"> <li>• <i>Present Levels - Goals (IEP 3A) OR</i></li> <li>• <i>Present Levels - Goals &amp; Benchmarks (IEP 3B)</i></li> <li>• <i>IEP Progress Reports</i></li> <li>• <i>Service Logs</i></li> </ul>	<a href="#">MCBH Clinician IEP-Related Responsibilities</a> Length: 1:57	<ul style="list-style-type: none"> <li>• Based on the assessment results, the MCBH Clinician proposes a goal to the IEP team in addition to related services and supports.</li> <li>• Progress toward goal(s) is documented on the IEP Progress Report.</li> </ul>
<b>Additional Services Provided by MCBH for Students with IEPs</b>	<ul style="list-style-type: none"> <li>• <i>IEP - Notes/Additional Information</i> <ul style="list-style-type: none"> <li>○ See the <a href="#">MCBH SELPA IA/MOU</a> - page 25</li> </ul> </li> </ul>	<a href="#">Additional Services Provided by MCBH for Students with IEPs</a> Length: 5:39	<ul style="list-style-type: none"> <li>• MCBH Clinician proposes the HART goal and the service minutes to the IEP team; they would then submit the referral to the provider.</li> </ul>

Total Length (all videos): approximately 60 minutes