



POST-PARTUM DEPRESSION SCREENING REFERRAL PROCEDURE

1. When a family requests a Post-Partum Referral, staff will complete the form with the parent.
2. The original Post-Partum Referral form goes in the family file. The second copy goes to your supervisor. The supervisor submits the referral to the EHS Education Program Manager.
3. The EHS Program Manager will contact consultant.
4. The EHS Program Manager will connect the consultant and staff making the referral, to ensure communication and collaboration.
5. Staff and the consultant will work together to make contact with the parent requesting the Post-Partum Referral.
6. Within one month of receiving the referral, the consultant will provide a report with the contact dates, general nature of contacts and follow-up to the EHS Program Manager.
7. If there are concerns, the consultant will refer the parent to their primary care physician or to the Early Learning Mental Health Consultant.
8. If the parent requests a mental health referral, the consultant will notify the referring staff who will complete the Mental Health Referral form with the parent. Staff will refer to the Mental Health Specialist Services procedures for follow-up.
9. The EHS Program Manager will email staff when the Post-Partum Referral report has been completed, placed in their mailbox for follow-up and entered into Child Plus.