



Mental Health Consultation in PIDS *A new-user orientation*

The consultation workflow — and where everything lives in PIDS



THE PYRAMID MODEL
CONSORTIUM

Supporting Early Childhood PBIS

MHC in PIDS manages the **entire consultation journey** — from a **referral** to an active **case** to **closure & follow-up** — for Child, Classroom, and Program referrals alike.

WHERE MHC LIVES — TWO DASHBOARDS

MHC Referrals Dashboard

TILE = referral count

Enter, process & decide referrals.

- One sortable table (9 columns) plus 3 live graphs.
- Graphs flag referrals pending 30+ days, by type & by status.
- The black oval on the tile shows the referral count.
- “Actions” on a row: PDF View · Edit · Delete.

MHC Cases Dashboard

TILE = active cases

Manage accepted consultation cases.

- Five tables: New · Child · Classroom · Program · Closed.
- Cases are grouped by Child, Classroom & Program type.
- One bar graph: case activity by consultant.
- Accepting a referral creates the case here automatically.

THE MHC WORKFLOW — REFERRAL TO FOLLOW-UP

1 REFER

Enter a referral (Child, Classroom, or Program) on the 5-section form — with save-as-you-go.

2 PROCESS

Log statuses in the Status History; case notes archive the decision story.

3 DECIDE

Accept, Not Accept, or Accept/Waitlist. Accepting auto-creates a Case.

4 CONSULT

In the case: review Basic Info & Assessments, then log Case Notes, Services & Action-Plan goals.

5 CLOSE

Mark “ready for closure”; record outcome & family-survey results. PIDS auto-calculates duration.

6 FOLLOW UP

Add follow-up notes until none remain — Save marks the case 100% complete.

WHO CAN DO WHAT

Mental Health Consultant

Full add/view/edit/delete on their assigned cases; can enter & process referrals.

MHC Referral Coordinator

Full access to referrals; view-only on the Cases dashboard.

MHC Program Administrator

Full access to all referrals & all cases; manages classroom assignments.

REPORTABLE DATA *for data-informed decision making*

Every note, goal, and status rolls up into **real-time reports** — scoped to your program, hub, or state by role, with case duration and service time totaled automatically.

PROGRESS

Action-plan goals, statuses & progress notes across open cases — plus referrals pending 30+ days.

DETAIL BY CASE TYPE

Child, Classroom & Program cases reported separately, each with its assessments (ASQ; TPOT / TPITOS).

OUTCOMES

Case outcomes, goals-met status, family-survey results & recommendations captured at closure.

CONSULTANT CASELOAD

Case activity by consultant (bar graph), plus each consultant's live caseload & assignment history.