

Behavior Intervention Checklist



Child's Name:

Area Manager:

Student ID:

Center:

Step	Description	Responsible	Timeline	Completed By:
1	ASQ-SE Screening during enrollment intake process	Mental Health Coordinator Area Manager Family Service Worker	Prior to enrollment	
2	Teaching Staff Review of ASQ-SE Results Acknowledge Form	Mental Health Coordinator Teaching Staff	Prior to enrollment	
3	Child Behavior Daily Observation Notes Shared with Parents	Teaching Staff Area Managers	Upon Occurrence	
4	Behavior Incident Report Referral with Parent Consensus Submitted to MH Coordinator with ASQ SE Screening and Child Behavior Daily Observation Notes	Area Manager Family Service Worker Teacher	As needed	
5	Initiate Referral and Tracking Process using Behavior Intervention Checklist and creating the ChildPlus Portfolio	Mental Health Coordinator	Within 7 days upon receipt of referral	
6	Schedule Contracted Mental Health Observation	Mental Health Coordinator T&TA Specialist	Within 7 days upon receipt of referral	
7	Notify Center Staff of Scheduled Observation	Mental Health Coordinator Area Manager	Within 2 days of approved contract	
8	Functional Behavior Assessment (FBA)	Mental Health Consultant	Within 10 days of receipt of referral	
9	Recommended Behavior Intervention Plan (BIP) if necessary	Mental Health Consultant	Within 10 days of receipt of referral	
10	MH Consultant with Teaching Staff	Mental Health Consultant	Within 2 days of observation	
11	Submit Report FBA, BIP, and Individual Consultation Report to Mental Health Coordinator	Mental Health Consultant		
12	Conduct Outreach to School District and ECI Partners to include in decision-making process	Director of Children's Health and Safety Mental Health Coordinator		
13	ACT Meeting to determine recommendations for a Plan of Action	Action Planning Team (ACT)		
14	Schedule Staffing with Parent to review findings and recommendations with ACT	Area Manager Family Service Worker		
15	Parent Staffing to finalize Plan of Action	Director of Children's Health and Safety Mental Health Coordinator		
16	Initiate and Proceed with Plan of Action and update all transactions into ChildPlus	Director of Children's Health and Safety Mental Health Coordinator Teaching Staff		
17	Re-Evaluation Period to determine further actions	Director of Children's Health and Safety Mental Health Coordinator	Every 2 months upon placement if needed	