

DISCLAIMER: This form is a general reference intended only to illustrate sufficient compliance with relevant law and policy. It is NOT a substitute for understanding federal and state guidelines and/or the appropriate state and local policies nor is it a comprehensive description of all applicable legal and contractual obligations.

[LEA]

Application Checklist
 Outside Behavioral Health Provider (BHP) Services
 Under La. R.S. 17:173 and 3996(B)(45) and PPSB Policies and Procedures

Student Name: _____ Grade: ____ School: _____

Parent Name: _____ Parent Phone #: _____

BHP Name: _____ BHP Phone #: _____

Application Requirement	Date Received	Meets Requirement	Comments
PARENT			
Parent Request/Acknowledgment Form (Example Form 2)			
Parent Consent to Release (Example Form 3)			
BHP Evaluation <ul style="list-style-type: none"> • Student diagnosis • Type of intervention • Identification of student goals • Identification of impact of student behavior on educational program 			
BHP			
BHP Request to Serve Student (Example Form 4)			
Copy of current Louisiana License			

Application Requirement	Date Received	Meets Requirement	Comments
BHP Identified as Evaluator or Reviewer			
Student Treatment Plan Verified			
General Liability Insurance			
Professional Liability Insurance			
Worker's Comp. Insurance			
Auto Liability Insurance			
Criminal Background Check Report (LSP)			
Drug Screen Report			
Designated Single Point of Contact for BHP; Contact Info Provided			
MOU (Signed)			

Operations Procedures	YES	NO	DATE(s)	COMMENTS
Initial Approval Granted				
Date BHP Authorized to Contact School Leader				
Notice to School Leader (Form 696-5)				
Request for Renewal Granted (each 9 weeks)			Review 1: Review 2: Review 3: Review 4:	
Notice to School Leader of Renewal			Notice 1: Notice 2: Notice 3: Notice 4:	

Post Application Implementation Checklist

Requirement	Date	Date Due	Comments
BHP reports to school office upon entering campus			
BHP presents picture ID and completes sign-in/sign-out visitor sheet for each visit			
Meeting with School Leader (initial and any follow-up meetings requested)			
Service Times Designated by School Leader			
School Leader Assigns Designated Service Area			
School Leader Designates Method of Summoning Student			
Mutually Determined Collaboration Schedule			
Mutually Determined Progress Reporting Requirements			5 days prior to each reporting period
BHP Advised of the School's Emergency Protocol/Reporting Requirements for Threats of Violence and Threats of Terrorism			
BHP's Service/Activity Schedule Submitted to School Leader			