

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/CMO]
Notification Checklist
Act 696 Behavioral Health Services

Date:	
To:	
From:	
Re: Behavioral Health Provider Request/Approval	

The following individual/agency has:

_____ **REQUESTED** to provide behavioral health services at your school during the school day. You will be notified once the individual/agency has met necessary requirements to deliver behavioral health services at your school during the school day. **NO behavioral health services may be provided at your school until approval is granted by this office.**

_____ **MET REQUIREMENTS** to provide behavioral health services at your school during the school day. In keeping with **[LEA]** policies and procedures, the individual must first set up a meeting with you to determine space availability and a schedule for delivery of services to the student. You should also establish the protocol that you expect to be followed for the individual to sign-in and sign-out and for summoning the student from class.

_____ **NOT MET REQUIREMENTS** to provide behavioral health services at your school during the school day. The individual/agency is **NOT authorized** to access the student for services during the school day. Please direct the individual to this office.

Name of Student: _____

Name of Behavioral Health Provider/Agency: _____

Name of Specific Provider (if different from above): _____

Date BHP is Authorized to Begin Services: _____

Frequency and Duration of Services: _____

Anticipated Length of BHP's Services: _____

**Complete attached checklist to ensure that [LEA] procedures are being followed.
Immediately report any violations of procedures to this office.**

Requirement	Date	Due Date	Comments/Description
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 [LEA's] Emergency Protocol/Reporting Requirements for Threats of Violence and Threats of Terrorism			
BHP's Service/Activity Schedule Submitted to School Leader			
Other:			