

## Monthly Program Action Tracking Form

---

This form is to be used to record weekly incidents completed by staff in order to address behavioral concerns of child/children.

### Procedures for Completing

- At the start of each month, complete top portion of form for each identifier: *Program name; Month; Staff ID; Phone Number; Number of Classrooms Participating.*
- At the start of each week please record the date underneath the week number.
- Throughout the week record any occurrence of incidents with a check or tally mark.
- If there are no occurrences for the entire week in any category; put a 0 in that category
- At the end of 4 weeks, please tally each category in the Total column.

### Incident Category Definitions

- **Calls to Families about child's behavioral concerns.**  
This category should only be recorded when phone calls are conducted specifically to address topic of child's problem behavior. Do not record phone calls that are "routine" in nature.
- **Calls to Families about child's behavioral concerns that result in an early pick-up or sending a child home .**  
This category should only be recorded when phone calls are conducted specifically to address topic of child's problem behavior and the phone call results in the child being picked up early or being sent home for behavioral concerns.
- **Family Conferences scheduled to address child's behavioral concerns.**  
This category should only be recorded when conferences are scheduled and convened specifically to discuss child's problem behavior. Do not record any routine family conferences.
- **Requests for assistance from mental health consultant, psychologist, or other professional due to child's behavioral concern.**  
This category should only be recorded if a formal request for assistance is made to mental health consultant, psychologist, or other professional in order to obtain assistance focused specifically on addressing an individual's problem behavior. Do not record requests that are made only to obtain general technical assistance.
- **Transfer to different program due to child's behavioral concerns.**  
This category should only be recorded if child is removed from current placement and moved to a program specifically due to behavioral issues. Examples may include a more restrictive classroom placement or environment, or an alternative classroom placement that addresses child behavioral concerns or specific disabilities or needs.
- **Dismissal from program due to child's behavioral concerns (with no transfer to alternative program).**  
This category should only be recorded if child is terminated from program due to behavior, and no other placement identified or established for child.