**Monthly Program Action Tracking Form**

Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Classrooms Participating: \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actions** | **Week 1**Date: \_\_\_\_  | **Week 2**Date:\_\_\_\_  | **Week 3**Date: \_\_\_\_  | **Week 4**Date:\_\_\_\_ | **TOTAL** |
| [[1]](#footnote-1)Calls to Families about child’s behavioral concerns(email) |  |  |  |  |  |
| Calls to families about child’s behavior concerns that result in an early pick-up or sending a child home |  |  |  |  |  |
| [[2]](#footnote-2)Family conferences scheduled to address child’s behavioral concerns |  |  |  |  |  |
| [[3]](#footnote-3)Requests for assistance from mental health consultant, psychologist, or other professional due to child’s behavioral concerns |  |  |  |  |  |
| Transfer to different program due to child’s behavioral concerns |  |  |  |  |  |
| Dismissal from program due to child’s behavioral concerns *(with no transfer to alternate program)* |  |  |  |  |  |

*Please place a 0 in any of the categories if there were no occurrences*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BIR Actions by Classroom** | **Week 1****Date: \_\_\_\_**  | **Week 2****Date:\_\_\_\_**  | **Week 3****Date: \_\_\_\_**  | **Week 4****Date:\_\_\_\_** | **TOTAL** |
| **EXAMPLE:** **Classroom 1****Teacher** 3 |  |  |  |  | 10 |
| Classroom 1[[4]](#footnote-4)Teacher \_\_\_ |  |  |  |  |  |
| Classroom 2Teacher \_\_\_ |  |  |  |  |  |
| Classroom 3Teacher \_\_\_ |  |  |  |  |  |
| Classroom 4Teacher \_\_\_ |  |  |  |  |  |
| Classroom 5Teacher \_\_\_ |  |  |  |  |  |
| Classroom 6Teacher \_\_\_ |  |  |  |  |  |

*Please tally total problem behaviors per classroom by week. Only include total “Problem Behaviors”. Other information included in the BIR is not included here. Please place a 0 in any of the categories if there were no occurrences*

1. Only record phone calls that are not routine and are specifically conducted to address topic of child’s problem behavior [↑](#footnote-ref-1)
2. Only record conferences that are convened to discuss child’s problem behavior, not routine family conferences where behavior may be discussed [↑](#footnote-ref-2)
3. Only record requests for assistance that are focused on addressing an individual child’s problem behavior, not general technical assistance [↑](#footnote-ref-3)
4. Include Classroom and teacher naming convention (e.g. for classroom one indicate the teacher, T1 or T2) The codes here should match all other submitted data. [↑](#footnote-ref-4)