Department: Mental Health	Effective Date: 7/1/2014	Procedure Number: 2000
Regulation : 1304.24(a)(1)(iv); 1304.24(a)(3)(iii) MAHS Policy 2010	Regulation Topic: Withdrawal of Services	Procedure Title: Procedures for Responding to Chronically Aggressive Behaviors
Version: 1:2014		Version Date: 5/19/2014

Procedure:

In accordance with Policy 2000, the procedure must include the following in regard to training, intervention, and transitions.

Training should include:

- Positions required for training:
  a) All internal staff, partnership staff, contracted staff, and community & parent (ongoing) volunteers
- Documentation requirements to verify completion of required training to include:
  a) Signature
  b) Date
  c) Examples: sign-in sheets & agenda, or certificate of completed training
- Means for ongoing mental health training and support provided throughout the program year

Procedures for Intervention should include:

- An outline of appropriate intervention including a provision for formal evaluation of the child's needs
- A formal evaluation process to include classroom observations by a licensed mental health professional
- Documentation of formal evaluations are to be included in the child's mental health file
- Prevention strategies to include support for teachers and the child's family to enable the child to learn and display appropriate classroom behaviors
- Prevention strategies may require ongoing consultation with mental health professionals and/or special education service providers
- Documentation of all actions must be entered in the child's mental health section in ChildPlus® and a hard copy placed in the child's mental health file

Transition Planning should include:

- Specific action steps by staff and family outlining the procedures for contacting and utilizing additional outside resources
- Clearly defined steps to manage any transfer to an outside agency
- Documentation of all actions must be entered in the child's family service section in ChildPlus® and a hard copy placed in the child's permanent file