**POA Plan of Action for ASQ-SE 2015-2016**

**ASQ-SE (45 Day item)**

**ASQ-SE is completed at the time of enrollment with parent. ASQ/SE will be completed by whoever does the enrollment with parent. POA will be entered into Child Plus under ASQ/SE as action.**

**Reasons for a POA form**

Child scored above the cut off score

Parent has concerns on child’s behavior

Teacher concerns (5 behavior observation forms)

**Teachers/FSWs**

* When a child does not meet the passing criteria for the ASQ-SE cut off score, or parent has concerns on any of the questions on the ASQ-SE. A POA is done with the parent to determine the next step.
* The POA members should include at least one parent and one staff member
* The team can decide to refer to MH/Disability staff within 5 days.
  + Explain to the parent the referral process. Which Includes meeting with MH/Disability staff and a meeting with a Licensed Professional Counselor.

* + Parent can decline referral to MH/Disability staff.
  + If parent declines referral a POA form is fill out along with the decline form and a copy is sent to MH/Disability staff.

* POA’s must be sent to Team Leaders/Site Manager first, before submitting to MH/Disability staff.
* Don’t leave blanks on forms, Fill in the discussion section of the POA
* MH referrals will be file in flap 3 of the child’s brown folder.
* POA’s are entered in Child Plus under the Health Events (please see screen shots for direction).

**Teachers – Behavior Observation POAs**

* Teachers go over the Behavior Observation forms with parents DAILY – don’t let them pile up. Discuss them with parents during pick up or drop off if possible
  + Show on the Behavior Observation what methods were tried and what the parent reaction was or if there are changes in the home, etc.
  + Document Mental Health activities on the lesson plan with an MH once a week.