



**Benjamin Franklin Elementary
Mathematics and Science School**
Charlotte L. Matthew, M.Ed., Principal
Nichelle Logan-Jones, M.Ed., Assistant Principal
Patrice Joseph, M.Ed., Assistant Principal

LEGACY OF EXCELLENCE

APPLICATION CHECKLIST

Outside Behavioral Health Provider (BHP) Services
 Under La. R. S. 17:173 and 3996(B)(45) and PPSB Policies and Procedures

Student Name: _____ Grade: _____ School: _____

Parent Name: _____ Parent Phone: _____

BHP Name: _____ BHP Phone: _____

Requirements	Date Received	Meets Requirement	Comments
PARENT			
Parent Request/Acknowledgement Form (Form SS-2)			
Parent Consent to Release (Form SS-3)			
BHP Evaluation <ul style="list-style-type: none"> • Student diagnosis • Type of intervention • Identification of student goals • Identification of impact of student behavior on educational program 			
BHP			
BHP Request to Serve Student Form SS-4			
Copy of current Louisiana License			Notification of staff changes w/in 2days
BHP Identified as Evaluator or Reviewer			
Student Treatment Plan Verified			
General Liability Insurance			
Worker's Comp. Insurance			

Requirements	Date Received	Meets Requirement	Comments
Auto Liability Insurance			
Criminal Background Check Report (LSP)			
Drug Screen Report			
Designated Single Point of Contact for BHP; Contact Info Provided			
MOU (Signed)			

INTERNAL USE ONLY	YES	NO	DATE(s)	COMMENTS
Notice to Teachers				
Request for Renewal Granted (each 9 weeks)				
Notice to School Leader Renewal				

POST APPLICATION APPROVAL CHECKLIST
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Requirement	Date	Date Due	
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 the School's Emergency Protocol/Reporting Requirements for Threats of Violence and Threats of Terrorism			
BHP's Service/Activity Schedule Submitted to School Leader			