

Family Child Care Monthly Program Action Tracking Form

Program Name: _____

Month: _____

Person Completing: _____

Phone Number: _____

Actions	Week 1 Date: _____	Week 2 Date: _____	Week 3 Date: _____	Week 4 Date: _____	TOTAL
¹ Calls to Families about child's behavioral concerns					
² Requests for assistance from mental health consultant, psychologist, or other professional due to child's behavioral concerns (e.g. CCR&R Consultant, AEA, local school district staff)					
³ Family conferences scheduled to address 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

¹ Only record phone calls that are not routine and are specifically conducted to address topic of child's problem behavior

² Only record requests for assistance that are focused on addressing an individual child's problem behavior, not general technical assistance

³ Only record conferences that are convened to discuss child's problem behavior, not routine family conferences where behavior may be discussed

Family Child Care Monthly Program Action Tracking Form

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

Procedures for Completing

- At the start of each month, complete top portion of form: Program name; Month; Person Completing and Phone Number
- 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.
- **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 child's problem behavior. Do not record requests that are made only to obtain general technical assistance.
- **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.
- **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.