

## Planned and Documented Intervention (PDI) Referral, Implementation & Follow Up Procedures

### Policy

A planned and documented intervention (PDI) plan is designed to provide interventions and strategies for children that are displaying challenging behaviors or atypical development. The purpose of the PDI is to identify the challenging behavior, complete a functional behavioral assessment of the behaviors and as a team, to strategize goals and interventions for desired behaviors.

### Procedure

1. The Lead Educator or Site Program Manager will notify the Disabilities and Mental Health Manager of the recommendation to create a planned and documented intervention.
2. The Disabilities and Mental Health Manager will set up a meeting with the Lead Educator and other site staff to complete a Functional Behavioral Assessment Checklist and identify desired behaviors.
3. The Lead Educator will identify what interventions have been attempted prior to the PDI request.
4. The Lead Educator, Family Support Specialist and/or Disability and Mental Health Manager will notify the parent/guardian of the child to set up a meeting to discuss the results of the Functional Behavioral Assessment.
5. Team members at the meeting may include: Parent or Guardian, Lead Educator, Classroom Staff, Disability and Mental Health Manager, Behavior Specialist and Family Support Specialist and any other outside consultants or support staff (i.e. family therapist, paraprofessional)
6. Team members will review the results of the Functional Behavioral Assessment and work together to identify the challenging behaviors to decrease and then discuss and set interventions and goals for the child.
  - a. Team will select ONE challenging behavior to target.
  - b. Team will select ONE desirable behavior to increase.
  - c. Team will identify strategies and interventions that will be used to target the behaviors.
  - d. Team will set goals that identify the desired behavior.
  - e. Team will set time lines for evaluation that are appropriate to the goal.
7. Once the behaviors have been identified and strategies and goals discussed and set, the Disabilities and Mental Health Manager will draft a Planned and Documented Intervention document for all team members and record the PDI in the data recording system.
8. The Team will meet again, as outlined in the PDI, to discuss if interventions are working and if goals are being met.

## Follow Up:

1. If parents refuse to play an active role in the PDI, the Lead Educator or Disabilities and Mental Health Manager may need to notify parents that the child will need to stay home until they agree to the plan and to working with Head Start staff.
2. At the designated time and date, the Team will meet to review the goals of the PDI. The Lead Educator is responsible for sharing the progress report and supporting documentation (BIRs, anecdotal notes, etc.)
3. At the follow up meeting, a Fidelity of Strategy Implementation will be completed to ensure interventions were implemented as intended by the goals.
4. The team will discuss if the goals are being met or if further interventions are required.
5. If goals have been met, the team will refer to the list of challenging behaviors and discuss their next behavior to target and/or increase by creating a new PDI.
6. If goals have not been met, the team will discuss the data collected, what interventions should be tried or if the current interventions should continue.
7. Alternative Programming: If there is insignificant progress and continued challenging behavior and the child is on an alternative programming schedule, the team will discuss if alternative programming should be considered. This could include other Head Start program options or termination from Head Start with a recommendation of other programs. *Per the Head Start Parent Contract, the schedule for a child will be individualized according to the child's needs. "I understand that the structure of certain programs, days per week, and hours may not be appropriate for all children. If this should be the case for my child, the educator will meet with me to discuss other options to ensure a successful Head Start experience for my child. This may include reduced hours or days per week."*
8. In extreme cases, challenging behaviors might need to be addressed immediately, especially when the behavior endangers the safety and security of that child or the safety of others in a group/classroom setting. When this happens, Head Start staff will work quickly to assist parents in finding more appropriate Early Childhood Education options
9. The PDI will be updated by the Disabilities and Mental Health Manager and provided to all team members.

This policy complies with Head Start Performance Standard 45CFR Section 1302.45

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