



## Intervention Plan Review Form Instruction Sheet



### **PURPOSE STATEMENT:**

The Intervention Plan Review Form is used to assist those reviewing the Intervention Plan.

### **TIMELINE:**

The Intervention Plan Review Form is used when the Intervention Plan team feels that the original plan needs to be reviewed for successes, changes and additions. This is usually within 4 weeks of the intervention plan being created.

### **STAFF RESPONSIBLE:**

- Program Support staff completes the Intervention Plan Review Form.
- The Intervention Plan is approved by a licensed Mental Health professional via their signature on the document and the licensed Mental Health professional is provided with a copy.

### **INSTRUCTIONS:**

- Completely fill out the form during the Intervention Plan Review Meeting.
- Have everyone present sign the document.
- Have Licensed Mental Health Professional review and sign the document and provide the Licensed Mental Health Professional with a copy.
- Place the original in the Child File in Section 6.
- If there are new staff in the classroom, always make sure that they are familiar with the Intervention Plan. This should occur through communication between the teaching staff, Site Supervisor, and Program Support staff assigned to the site.
- Remember that this is a “live” document, so changes may occur in the form of additions, accomplished tasks, changes in staff, etc.

*\*\*If an SAFETY PLAN is developed as part of the Intervention Plan, always complete the “SAFETY PLAN” section and review the written text provided below this section.\*\**