



Notification of Appropriate Program Option/ Variation of Attendance Process Instruction Sheet



PURPOSE STATEMENT:

The Notification of Appropriate Program Option/Variation of Attendance Process form (NAPOVAP) documents the Intervention Team Meeting in which appropriate program option or variation of attendance is discussed with the parent/guardian.

TIMELINE:

The NAPOVAP form is utilized when needed.

STAFF RESPONSIBLE:

The NAPOVAP form is only completed by the Program Support licensed mental health professional.

INSTRUCTIONS:

- Prior to the Intervention Team meeting with the parent(s)/guardian(s), the licensed mental health professional fills out this form. It is then utilized to guide the NAPOVAP meeting with the parent.
- The licensed mental health professional completes the following:
 - All fields requiring dates of prior meetings/referrals/resources given to the parent(s)/guardian(s)
 - The Intervention Team's Decision of Appropriate Program Option/Variation of Attendance
- The licensed mental health professional then leads the meeting with parent(s)/guardian(s) to discuss the Intervention Team's decision of appropriate program option or variation of attendance.
- The parent is given the option to check either:
 - I agree with the Intervention Team's decision
 - I disagree with the Intervention Team's decision
- The licensed mental health professional advises the parent(s)/guardian(s) of their rights to request a meeting with the Associate Vice President (AVP) of Comprehensive Services & Quality Control to discuss the decision.
- The licensed mental health professional has everyone present at the meeting sign and date the document.
- The parent(s)/guardian(s) are given a copy of the document.
- Program Support staff will provide AVP of Comprehensive Services & Quality Improvement with a copy of the completed form.