



### INDIVIDUALIZED PROGRAMMING PLAN – CHECKLIST

**Student’s Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Staff involved:** \_\_\_\_\_

- An administrator has approved individual programming  
Name of administrator: \_\_\_\_\_
  
- Clinical staff and/or Administrator determine if a crisis assessment is needed utilizing the crisis services policy as necessary.
  - Licensed clinical staff complete an assessment. Recommendations:  
\_\_\_\_\_  
\_\_\_\_\_
  
  - Crisis team was contacted for “alert”. By whom: \_\_\_\_\_
  - Crisis team contacted for evaluation. What was the outcome of the evaluation?  
\_\_\_\_\_  
\_\_\_\_\_
  
- A physical space has been designated for the student’s IP. Specify place and times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- The IP interventions will be implemented with the student in regular programming. Specify any restrictions regarding participation in routine programming:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Level of supervision:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Specialized transition plan. Please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Student's belongings were removed.
  - What was removed:  
\_\_\_\_\_
  - Where were items stored: \_\_\_\_\_
  - When & who will assess when & what items will be returned: \_\_\_\_\_

- Separation from peers.
  - Which peers and when, please specify:  
\_\_\_\_\_

- Specialized search plan.
  - Room search, how often and what items are staff looking for?  
\_\_\_\_\_
  - Person/body search, how often and with what focus?  
\_\_\_\_\_

- Student has participated in safety planning by identifying distress tolerance skills and self-soothing activities (crocheting, drawing, etc.). Specify what skills and activities will be utilized:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Schoolwork has been provided by teacher, or designee. Provide brief explanation of expectations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Processing has been provided. Specify assigned packet:  
\_\_\_\_\_

- Emphasis on skill development in the following areas:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Skill coaches have been assigned. Specify assignments & plan: \_\_\_\_\_  
\_\_\_\_\_
  
- All incident reports have been written
- PRN has been offered (if prescribed)
- IP has been discussed with student
  
- Student's HEC treatment team (clinical, academic, administrators), guardian/family, & referring agencies have been informed. By whom: \_\_\_\_\_  
Any special instructions given: \_\_\_\_\_
  
- Special or Emergency Team Meeting has been scheduled for: \_\_\_\_\_