



1013 E. Creswell Lane, Opelousas, LA 70570  
 Phone: (337) 948-3657 - Fax: (337) 942-0204  
 Milton Batiste III, Superintendent

**ST. LANDRY PARISH SCHOOL BOARD**

**APPLICATION CHECKLIST**

Outside Behavioral Health Provider (BHP) Services  
 Under La. R.S. 17:173 and 3996(B)(45) and PPSB Policies and Procedures

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Phone #: \_\_\_\_\_

BHP Name: \_\_\_\_\_ BHP Phone #: \_\_\_\_\_

Requirement	Date Received	Meets Requirement	Comments
<b>PARENT</b>			
Parent Request/Acknowledgment Form			
Parent Consent to Release			
BHP Evaluation \$ Student diagnosis \$ Type of intervention \$ Identification of student goals \$ Identification of impact of student behavior on educational program			
<b>BHP</b>			
BHP Request to Serve Student			
Copy of current Louisiana License			w/in 5 days of MOU; notification of staff changes w/in 2 days
BHP Identified as Evaluator or Reviewer			
Student Treatment Plan Verified			
<b>MOU Signed</b>			
General Liability Insurance			



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Requirement	Date Received	Meets Requirement	Comments
Professional Liability Insurance			
Worker's Comp. Insurance			
Auto Liability Insurance			
Criminal Background Check Report (LSP)			
Drug Screen Report			
Designated Single Point of Contact for BHP; Contact Info Provided			w/in 10 days of signing MOU

INTERNAL USE ONLY	YES	NO	DATE(s)	COMMENTS
<b>SLPSB</b>				
Initial Approval Granted				
Date BHP Authorized to Contact Principal				
Notice to Principal				
Request for Renewal Granted (each 9 weeks)			\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	
Notice to Principal Re Renewal			\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	



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## POST APPLICATION APPROVAL CHECKLIST

Requirement	Date	Date Due	
BHP reports to school office upon entering campus			
BHP presents picture ID and completes sign-in/sign-out visitor sheet for each visit			
Meeting with Principal (initial and any follow-up meetings requested)			
Service Times Designated by Principal			
Principal Assigns Designated Service Area			
Principal Designates Method of Summoning Student			
Mutually Determined Collaboration Schedule			
Mutually Determined Progress Reporting Requirements			5 days prior to each reporting period
BHP Advised of __PSB's Emergency Protocol/Reporting Requirements for Threats of Violence and Threats of Terrorism			
BHP's Service/Activity Schedule Submitted to Principal			