



DIVISION OF ELEMENTARY
& SECONDARY EDUCATION

Office of Early Childhood

P.O. Box 1437, Slot S140, Little Rock, AR 72203-1437

P: 501.682.8590 F: 501.683.6060 TDD: 501.682.1550

To: All Licensed Child Care Providers

From: Thomas Sheppard, OEC Asst. Director (CCDF, Better Beginnings, EHS, Procurement)

Re: Suspension/Expulsion Regulations (Read Entire Memo and Attached Procedure)

Providers,

The BehaviorHelp Support System is a holistic approach to meet the needs of children, families, and providers. The primary goals of BehaviorHelp are to create consistency of service for the child and to provide tools and ongoing support to the child care provider and/or the parent/guardian to assist the child in social and emotional development. Therefore, the OEC has created a new procedure for the purpose of meeting the needs of the child, family, and provider. In rare cases, this may include a transition to a more suitable environment.

OEC understands the need for a conversation prior to deciding if remaining in the current placement or a transition would result in the best outcome for the child. As outlined in the new procedure (see attached), OEC does not allow for the suspension or expulsion of a child receiving CCDF funding without prior authorization from the OEC Director or Director's Representative. However, OEC can facilitate a transition on a case-by-case basis as needed. Failure to follow the new procedure may result in the termination of your agency CCDF Participant Agreement.

If you have any questions regarding this memo contact Thomas Sheppard at 501-396-6158.

Respectfully,

A handwritten signature in blue ink that reads 'Thomas Sheppard'.

Thomas Sheppard

OEC Asst. Director (CCDF, Better Beginnings, EHS, Procurement)

Cc: Tonya Williams, OEC Director

Ashelyn Abney, OEC Asst. Director (Licensing)

Pamela Burton, OEC Asst. Director (Health and Nutrition, Regulatory Checks, QA)

Attachment: OEC Suspension/Expulsion/Transition Procedure

Procedure Name	OEC Suspension/Expulsion/Transition		
Unit			
Approving Authority	OEC FSU Asst. Director	Responsible Office	OEC Family Support Unit
Forms			
Contact	OEC Family Support Unit Administrator	Revised:	06/02/2021
		Revised:	
		Revised:	

I. Introduction

The BehaviorHelp Support System is a holistic approach to meet the needs of children, families, and providers. The primary goals of BehaviorHelp are to create consistency of service for the child and to provide tools and ongoing support to the child care provider and/or the parent/guardian to assist the child in social and emotional development. Occasionally, as a last resort, this requires a transition to a more suitable environment.

II. Purpose and Scope

This procedure applies to the Office of Early Childhood (OEC). This is the required procedure that child care providers and OEC must follow before a child receiving CCDF funding can be temporarily suspended, expelled, or transitioned to a more suitable environment. If possible, a transition plan to a more suitable environment is preferred to limit the disruption of services to families as evidence shows this is better for the health and wellbeing of the child. These resources are available for all children and it is strongly encouraged that they be used for all children to avoid discriminatory practices based on funding source. BehaviorHelp is not a crisis line; it is a support system for programs with children experiencing challenging behaviors. As such, submitting a referral to BehaviorHelp should be done at the onset of the challenging behavior, not after the situation has become an immediate crisis.

III. Procedure

A. BehaviorHelp Referral

- i.** Before a CCDF funded child can be suspended or transitioned, the provider must submit a BehaviorHelp referral- per the participant agreement.
- ii.** OEC will provide instructions to the facility on how to submit a BehaviorHelp referral online (see section IV).
- iii.** Once a referral has been submitted, a BehaviorHelp Specialist will conduct an interview and triage the case to either Technical Assistance and/or Early Childhood Mental Health Consultation.
- iv.** The BehaviorHelp Consultant will then be sent to the provider to conduct an observation and develop a written BehaviorHelp plan.
- v.** The provider will work with the BehaviorHelp Consultant to fit the plan to the needs of the child, parents, and the provider.
- vi.** The provider will be expected to follow the BehaviorHelp plan developed and attend any suggested professional development training recommended.

- vii. If the case is unresolved or the behavior persists, OEC will facilitate a meeting between the facility director, teacher, OEC Staff and the BehaviorHelp Team for next steps.
- viii. If the provider, BehaviorHelp Consultant, or OEC feels a transition plan is warranted, then a request must be made to the OEC Director or Director's Representative.
- ix. The OEC Director or Director's Representative renders a decision (one of the following):
 - Facility will be required to continue following the BehaviorHelp plan
 - A transition plan is created in collaboration with OEC Staff, the parents, providers, and the BehaviorHelp team.

B. Urgent Safety Concern

- i. If the behavior is a real and present danger to the child or others, the facility director may contact parents and ask that the child be picked up pending a consultation with the OEC BehaviorHelp Team. The child should be allowed to return to the facility the following morning.
 - NOTE: A BehaviorHelp referral should be made prior to the situation becoming such a crisis
- ii. The OEC BehaviorHelp Team will facilitate a meeting between the facility director and/or facility leadership and the OEC Director/BehaviorHelp Team.
 - The facility will be required to submit documentation and evidence of clear and present danger to the child or others at the meeting.
- iii. OEC Director or Director's Representative renders a decision (one of the following):
 - Facility will be required to submit a BehaviorHelp Support request and the situation will move to the "BehaviorHelp Referral" procedure category
 - A transition plan will be created in collaboration with the Family Support Specialist (FSS) assigned to the case

IV. Submitting a BehaviorHelp Referral

- A. Go to BehaviorHelpOnline.org
- B. Click on the orange "Submit a Request" button
- C. Fill out entire form (do not miss any fields)
- D. Click "Submit" at the bottom of the form
- E. Once submitted, a BehaviorHelp Specialist will contact the center to conduct an intake interview
- F. Following the interview, the BehaviorHelp Specialist will assign to case to Technical Assistance and/or Early Childhood Mental Health Consultation

V. Assumptions

- A. At any time, a child can move from either "BehaviorHelp Referral" categories to the "Urgent Safety Concern" category.
- B. Decisions on suspension, expulsion, and transition for children receiving CCDF subsidy funding are made in consultation with the OEC Director or Director's Representative.


VI. General Timelines

- A. Interview on referral 1-3 business days after initial referral
- B. Contact to set up observation 1-5 days after the interview
- C. Observation 1-7 days after initial referral
- D. BehaviorHelp Plan 1-6 months depending on needs of the child, parent, and provider.

VII. Glossary

- A. BehaviorHelp Consultant:** person(s) who go out to a child care facility and provide either technical assistance and/or early childhood mental health consultation services
- B. BehaviorHelp Referral:** behavior is not severe, or an immediate concern and child can be served through BehaviorHelp
- C. BehaviorHelp Specialist:** person(s) who conducts the interview after a referral has been made and triage's the case to Technical Assistance and/or Early Childhood Mental Health Consultation
- D. Current BehaviorHelp Referral:** referral has already been submitted to the BehaviorHelp system
- E. Urgent Safety Concern:** behavior is a real and present danger to the child or others

Approval Page:

Procedure	DCCECE Suspension/Expulsion/Transition
Adopted and/or Revised	Adopted
FSU Administrator Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
FSU Asst. Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	