



Expanding, Enhancing Emotional Health (E3)

Policies and procedures included in this checklist are BEST PRACTICES for the E3 Program. This list is not exhaustive and therefore your fiduciary may have, and is encouraged to have, more than listed below. This document may duplication in sections.

Administrative Policy and Procedures (Best Practice)	
<input type="checkbox"/> Non-Discrimination Policy: The program has a non-discrimination policy; services are offered without regard to sex, race, religion or sexual orientation.	<input type="checkbox"/> Walk-In Services: Walk-in services are available.
<input type="checkbox"/> Evaluation of Staff: Staff performance evaluation process and measures.	<input type="checkbox"/> Emergency Plan: Site-specific emergency instructions are posted, and the emergency plan includes staff, actions and/or responsibilities for emergency situations (fire, power outage, violence, theft). The plan is accessible, reviewed and updated.
<input type="checkbox"/> The E3 program may provide services (other than therapy) that are reflective of the needs of the school and relevant to mental health, including: treatment groups, school staff training/professional development, school climate initiatives, classroom education and/or case management.	

Mental Health Policies and Procedures (Best Practice)	
<input type="checkbox"/> Crisis Response Plan: A crisis response plan and communication plan exist where appropriate between the CAHC/sponsoring agency and the client's school.	<input type="checkbox"/> Missed Appointments: A follow-up mechanism in place for missed appointments.

Treatment Groups: Each treatment group has an established number of structured sessions with at least one documented topic, with defined goals/outcomes for the treatment group.

Treatment Group Participant Mental Health Record: Each group participant has a mental health record that contains: a signed consent as necessary, a signed agreement/contract to participate and an understanding of confidentiality guidelines, diagnostic assessment, and individual treatment plan reflecting the group topic, current documentation completed after each session.