

- Area:** Mental Health Services
- Subject:** MH03 – Preschool Social Emotional Classroom Observation  
TPOT: Red Flag Subscale
- Reference:** 1304.24 (a) (3) (i)
- Policy:** A social-emotional classroom observation will be completed for all preschool center based teachers during the program year in order to implement program practices that are responsive to individual and groups of children.

**Procedure:**

1. The Master Teacher/designated staff will complete the *Teaching Pyramid Observation Tool (TPOT) for Preschool Classrooms: Red Flag Subscale* during the program year for all center based preschool teaching teams.
2. After the Master Teacher/designated staff complete the *Teaching Pyramid Observation Tool (TPOT) for Preschool Classrooms: Red Flag Subscale* follow up will be provided and documented to address scores less than 20% (3 or less marked “yes”).
3. If the educator scores more than 25% (4 or more marked “yes”) the Master Teacher/designated staff will provide Technical Assistance (TA) to follow up on areas of concern. In this case a second *Teaching Pyramid Observation Tool (TPOT) for Preschool Classrooms: Red Flag Subscale* will be completed to verify that the educator’s areas of concern have been rectified. \*\*
4. Time line for the completion of the Red Flag Subscale based on days of operation are as follows:

Days of Operation	1 <sup>st</sup> Observation	2 <sup>nd</sup> Observation **
MSHS Less than 90 days	Within first 30 calendar days.	Within first 50 calendar days.(20 days after 1 <sup>st</sup> )
MSHS 90 days or more	Within first 45 days of service.	Within first 90 days of service. (45 days after 1 <sup>st</sup> )
RHS	Within first 45 days of service.	Within first 105 days of service. (60 days after 1 <sup>st</sup> )

5. Master Teacher/designated staff will score the *TPOT: Red Flag Subscale* by:
  - a. Responding to each question as Yes or No using the provided guidance material in the User manual on pages 56-58.
  - b. Totaling the number *Yes* and *No* responses in the ‘Total Box’
  - c. Calculating the Red Flag percentage score.
    - Red Flag percentage score is obtained by adding the number of red flags scored *Yes*, divided by the total number (17) and multiply this result by 100 to get percentage.
6. Once the *TPOT: Red Flag Subscale* has been completed, the following activities will take place within two weeks of completing the tool:
  - a. Master Teacher/designated staff will review the completed *TPOT: Red Flag Subscale* with the observed educator and determine next steps to provide

- Technical Assistance (TA) if needed based on score.
- b. A copy of the completed *TPOT: Red Flag Subscale* will be route mailed to the Grantee Disabilities Supervisor/Designee.
  - c. File the completed TPOT: Red Flag subscale in confidential file on site.
  - d. Master Teacher/designated staff will enter the *TPOT: Red Flag Subscale* data into COPA.
    - For additional information on how to enter *TPOT: Red Flag Subscale* data into COPA refer to COPA procedure *H 07- Entering TPOT: Red Flag Subscale*.
7. The following actions are the options regarding next steps to provide Technical Assistance (TA):
- a. The Master Teacher/designated staff will provide coaching (i.e. incorporate into individual's Practice Based Coaching (PBC) plans) in order to strengthen the educator's skill level specific to the Red Flag questions identified as an area of concern.
  - b. Utilize ONE of the following options as a guide to address specific TPOT: Red Flag Subscale scores greater than 20%:
    - *Option One:* Complete all **or** relevant sections of the TPOT Observations tool (Key Indicators Subscales)
    - *Option Two:* Complete all **or** relevant sections of the S.C.O.E. Preschool Social Emotional Health Classroom Observation Tool (which is also based on C.S.E.F.E.L.)
    - *Option Three:* Contact Grantee Disabilities Supervisor/Designee to address any support needs regarding areas of concern and implementing "Level One: CSEFEL/Conscious Discipline Implementation Plans".
8. TPOT: Red Flag subscale COPA data and completed individual teacher red flag observation tools will be monitored as part of the agency's self-monitoring practices. The Grantee will complete annual Program Evaluations and site visits periodically through-out the program year for compliance.

<b>Supervised by:</b>	Director II, Grantee Disabilities Supervisor
<b>Performed by:</b>	Master Teacher, designated staff, Child Development Specialists
<b>Forms needed:</b>	Teaching Pyramid Observation Tool (TPOT):Red Flag Subscale, S.C.O.E. Preschool Social Emotional Health Classroom Observation Tool MH-7P (optional), T-POT for Preschool Classrooms tool (optional)
<b>Form (s) Filed:</b>	Guide to Program Implementation Binder, on site
<b>COPA Procedure:</b>	H 07- Entering TPOT: Red Flag Subscale
<b>COPA Report:</b>	630- Staff Performance Report
<b>Frequency:</b>	<p><u>Programs operating more than 90 days:</u> First observation completed within 45 calendar days of service. Second observation completed within 105 calendar days of services for RHS programs. MSHS programs complete second observation within 90 days of service.</p> <p><u>Programs operating 90 days or less:</u> First observation completed within 30 days of service. Second observation completed within 50 calendar days of service.</p>