

**PBS Kansas Organization-wide Planning Checklist  
(Quarterly)**

**Organization** \_\_\_\_\_ **Date of Report** \_\_\_\_\_

**Region** \_\_\_\_\_ **County** \_\_\_\_\_ **State** \_\_\_\_\_

**INSTRUCTIONS:** The PBS team should complete both checklists quarterly to monitor activities for implementation of PBS in the organization.

**PBS Team Members** \_\_\_\_\_

\_\_\_\_\_

**Person(s) Completing Report** \_\_\_\_\_

<b>Checklist #1: Start-Up Activity</b>						
<b>Complete &amp; submit Quarterly.</b>		<b>Status: <u>A</u>chieved, <u>I</u>n Progress, <u>N</u>ot Started</b>				
		<b>Date:</b>	<b>Oct.</b>	<b>Dec.</b>	<b>Mar.</b>	<b>May</b>
		<b>(MM/DD/YY)</b>				
<b>PBS Team</b>						
1. Team established (representative)	Status:					
2. Team has regular meeting schedule, effective operating procedures	Status:					
3. Team has clear purpose and vision for PBS	Status:					
4. Team has administrative support	Status:					
5. Administrator's support & active involvement	Status:					
<b>Staff Commitment</b>						
6. Staff are directly involved in establishing and reviewing goals	Status:					
7. Staff are invested and support PBS efforts	Status:					
8. Feedback is provided to staff throughout the year (8 times or more)	Status:					
9. Funding and time allocation is established for PBS related training and team problem solving	Status:					

<p style="text-align: center;"><b>Self-Assessment</b></p> <p>10. Team completes self assessment</p> <ul style="list-style-type: none"> <li>• PBS Kansas Interview Form</li> <li>• Incident reports</li> <li>• Inservice training</li> <li>• Staff climate surveys</li> </ul>	Status:				
<p style="text-align: center;"><b>Action Plan</b></p> <p>11. Action plan is created with direct feedback from staff</p>	Status:				
<p style="text-align: center;"><b>Consistent Response to Problem Behaviors</b></p> <p>12. A clear plan is in place for referring consumers with behavioral challenges</p>	Status:				
<p>13. PBS policies and procedures are established</p>	Status:				
<p>14. Clear plans for when incident reports are completed (major and minor problem behaviors defined)</p>	Status:				
<p>15. Inservices, policies, and procedures clarify the agency's policy about the role of punishment</p> <ul style="list-style-type: none"> <li>• Preventative inservice materials</li> <li>• Crisis management plan</li> <li>• Policies for the use of restraint</li> </ul>	Status:				
<p style="text-align: center;"><b>Crisis Plan</b></p> <p>16. Crisis plan is reviewed with staff and individuals regularly</p>	Status:				
<p>17. Simulations of specific crisis situations are used for staff members to practice</p>	Status:				
<p style="text-align: center;"><b>Data-based Decision Making</b></p> <p>18. Plan for gathering summarizing and reporting incidents established</p>	Status:				
<p>19. Data are used to intervene early by referring consumers when 1-2 incidents occur</p>	Status:				
<p>20. Data entry person established for timely reporting (with 24-48 hours)</p>	Status:				

21. Behavioral definitions are clarified and reporting system collects key information (location, time, individuals involved, problem behavior, etc.)	Status:				
<b>Positive Social and Communication Skills</b>					
22. Positively stated expectations established with staff members	Status:				
23. Social skills training system developed with staff members involvement throughout the year <ul style="list-style-type: none"> <li>• Lesson plans or inservice content written</li> <li>• Active involvement of staff</li> </ul>	Status:				
24. Strategies are in place to teach expectations to everyone as needed for organization (family members, staff members, community)	Status:				
<b>Reinforcement/Reward Program Established</b>					
25. Funds are allocated for reinforcement	Status:				
26. Plans for acknowledging appropriate behavior is established and linked to expectations	Status:				
27. Short and long term reinforcers (incentives) are delivered for appropriate behavior	Status:				
28. Schedule for delivering reinforcers are frequent enough to result in behavior change	Status:				
29. System for reinforcing staff members is also established	Status:				
<b>Implementation Plan</b>					
30. Preservice training time is allocated to introducing PBS implementation	Status:				
31. Plan for introducing PBS action plan to new staff and family members is in place	Status:				
32. Plans for the direct involvement of family members, community and individual (if possible) are executed	Status:				
33. There is a sufficient number of individuals within the organization who are available to provide individual PBS plan facilitation	Status:				

<p><b>Evaluation</b></p> <p>34. Staff and consumers are invited to provide feedback on PBS implementation regularly</p> <ul style="list-style-type: none"> <li>• Interviews</li> <li>• surveys</li> </ul>	Status:				
<p>35. Strategies for evaluating PBS implementation are in place</p> <ul style="list-style-type: none"> <li>• Graphing incident reports, reinforcers delivered, etc.</li> <li>• Observations of reinforcer system, positive interactions (4:1 ratio)</li> <li>• Interviews, surveys, etc.</li> </ul>					
<p>36. Team meets regularly to review data and summarize for staff members</p>	Status:				
<p>37. Data are shared with all stakeholders</p> <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• inservice and preservice trainings,</li> <li>• board members</li> <li>• family and community</li> <li>• Consumers</li> </ul>	Status:				

**Additional Observations/Comments/Questions:**

**Action Plan for Completion of Start-Up Activities**

Activity	Activity Task Analysis	Who	When
<b>PBS Team</b>	a.		
	b.		
	c.		
	d.		
	e.		
<b>Staff Commitment</b>	a.		
	b.		
	c.		
	d.		
	e.		
<b>Self-Assessment &amp; Action Plan</b>	a.		
	b.		
	c.		
	d.		
	e.		

<b>Consistent Response to Problem Behaviors</b> <b>Crisis Prevention</b>	a.		
	b.		
	c.		
	d.		
	e.		
<b>Data-based Decision Making</b>	a.		
	b.		
	c.		
	d.		
	e.		
<b>Positive Social and Communication Skills</b>	a.		
	b.		
	c.		
	d.		
	e.		

**Action Plan for Completion of Start-Up Activities (Continued)**

Activity	Activity Task Analysis	Who	When
<b>Reinforcement/ Reward Program Established</b>	a.		
	b.		
	c.		
	d.		
	e.		
<b>Implementation Plan</b>	a.		
	b.		
	c.		
	d.		
	e.		
<b>Evaluation</b>	a.		
	b.		
	c.		
	d.		
	e.		