



## Step 1: Build a Planning Team

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## Change is a Team Process

- All staff members are leaders
- Our direct staff, trainers, etc. are the ones that make change happen
- Everyone has to be involved in planning
- Collaboration is the key to successful change
- Communication strategies must be effective

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## Working Smarter, Not More

- *Do less, better*
  - *Consolidate/integrate*
- *Think small*
  - *Small # data-based priorities*
- *Know where you want to go*
  - *Measurable/observable*

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## Responsibilities of the PBS Team

- Assess current policies and procedures related to behavior/crisis management
- Obtain staff commitment
- Gather self assessment information
- Collaborate & communicate with staff
- Develop an action plan
- Invite consumer/parental participation and input
- Oversee, monitor, and evaluate PBS activities developed by the team

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## Identify Team Roles and Responsibilities

- **Facilitator** guides the meetings, reviews past meeting minutes, keeps focus of group on agenda
- **Record Keeper** - writes down the actions and activities
- **Timekeeper** - before meeting gets consensus on time to be spent on each topic, monitors time for each topic, and gives warnings when time is running out (i.e., "we have 5 minutes left")
- **Data Entry Person**- trained to enter and access data and brings the data to the meetings
- **Behavior Specialist**- a person who has received training in individual positive behavior support
- **Administrator/Management**- individual who can assist in making resource related decisions or other administrative decisions

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## Participation from Management/Administration

### **Administrators:**

- Play an active role in the PBS change process
- Attend team meetings
- Actively communicate commitment to support PBS to staff and other personnel
- Reinforce staff and build a climate that supports change

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### Participation from Administration/Management

- Administrators are encouraged to participate in the process
- Facilitators should meet regularly with administrator(s) to help guide communication
- Administrator should be familiar with the organization's current data and reporting system
- If a director is not committed to the change process, it is unwise to move forward in the process

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### Building Behavioral Expertise

- Identify individuals within the organizations who will receive training in behavior support
- Ensure team has a person with behavioral expertise attending meetings
- Consider the KIPBS Facilitator role and decide whether others should be trained
  - As a KIPBS Facilitator
  - Receive mentoring by a KIPBS Facilitator
  - Create a cadre of trainers

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### Creating a Planning Team

- Planning team should not be too large
- 3-7 participants
- Create links to other related meetings within the organization
- Ensure the team represents the entire organization (direct line staff, trainers, administration, parents, self advocates, mental health)
- Make sure all staff have a representative voice represented in the planning team

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### PBS Team Meets Frequently

- During initial planning, teams may need to meet more often (weekly or twice a month)
- Sometimes subcommittees can form to work on particular issues and bring information to team
- Team should meet at least once a month to:
  - Review existing data
  - Collect information and problem solve
  - Outline actions for self assessment and planning

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### Creating the Setting for Effective Meetings

- Find a meeting place where team members won't be distracted
- Focus on strengths and progress in addition to problem solving
- Reinforce each other for the work that is done
- Set ground rules
  - Everyone stays throughout the entire meeting
  - Attendance by everyone is expected
  - Team members will give everyone a chance to speak and voting will be used
  - Everyone chips in regardless of roles and job responsibilities

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### Step 2: Assess Interest & Commitment

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## Elements of Organization-wide PBS

- **Establish interest & commitment**
- Establish a data-based decision-making system
- Create plan for consistent responses to problem behavior
- Establish 3-5 goals for teaching social skills
- Develop training plans & teach
- Create a reward/incentives program
- Monitor, evaluate, and modify

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## Assessing Interest & Commitment

- 80% staff support for organization-wide PBS process
- 3 year action plan, progress occurs over time
- PBS policies and procedures are reviewed and edited
- All staff agree to participate in implementation
  - Identifying key social skills
  - Work with families/staff to build social skills into everyday events
  - Review progress in meetings
  - Reinforce and recognize positive social behavior

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## Strategies

- Present key features of organization-wide PBS to team and ask for vote
  - Ask an agency implementing organization-wide PBS to present
  - End presentation by passing out small piece of paper for voting

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### Working Smarter

Initiative, Project, Committee	Purpose	Outcome	Target Group	Staff Involved	SIP/SID/etc
<i>Behavior Review Team</i>					
<i>Staff Development</i>					
<i>Trainer Meetings</i>					

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### WORKING SMARTER

Committee/ Initiative/ Work Group	Purpose	Target Group	Membership	Relationship to School Mission & School Improvement Plan 1= low 3= high			Overall Priority 1= low 3= high		
				1	2	3	1	2	3
				1	2	3	1	2	3
				1	2	3	1	2	3
				1	2	3	1	2	3
				1	2	3	1	2	3
				1	2	3	1	2	3
				1	2	3	1	2	3

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### Activity: Working Smarter

List all the meetings that are already occurring within your organization and complete the Committee Review Form

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## Activity Questions

- Based on your results, what committees can you:
  - eliminate?
  - combine?
  - provide more support?
  - how can we embed PBS into other committees and activities?
- Write down what your team needs to do next

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## PBS Kansas Organization-wide Planning Checklist

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## PBS Kansas Organization-wide Checklist

- Characterizes the evolution of PBS implementation within an organization:
  - “Achieved,” “In progress,” or “Not started”
- Assists in:
  - Initial assessment
  - Getting started on action plan
  - Measuring progress of PBS Implementation
- Assesses team-based response
  - Quarterly or monthly

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## PBS Kansas Checklist Features

1. PBS Team
2. Staff Commitment
3. Self Assessment & Action Plan
4. Consistent Response to Problem Behaviors
5. Data-based Decision Making
6. Positive Social and Communication Skills
7. Reinforcement/Reward Program Established
8. Implementation Plan
9. Evaluation

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## PBS Kansas Organization-wide Planning Checklist

Checklist #: Start-Up Activity		Status: <input type="checkbox"/> Achieved, <input type="checkbox"/> In Progress, <input type="checkbox"/> Not Started				
Complete and submit Monthly.		Date: (MM/DD/YYYY)	Oct.	Dec.	March	June
<b>PBS Team</b>		Status:				
Team established (representative)		Status:				
Team has regular meeting schedule, effective operating procedures		Status:				
Team has clear purpose and vision for PBS		Status:				
Team has administrative support		Status:				
Administrator's support & active involvement		Status:				
<b>Staff Commitment</b>		Status:				
Staff are directly involved in establishing and reviewing goals		Status:				
Staff are invested and support PBS efforts		Status:				

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## Scoring the Checklist

- Implementation Points
  - Achieved = 2
  - In progress = 1
  - Not Started = 0
- Percentage of Items Implemented
  - Total
    - ✓ Number of items scored as "Achieved" divided by total possible from 37 (items)
  - Subscale scores
    - ✓ Number of items in each subscale area scored as "Achieved" divided by the number of items in that subscale area
- Percentage of Points Implemented
  - Total
    - ✓ Total number of points divided by 74
  - Subscale scores
    - ✓ Total number of points in each subscale divided by total number of items multiplied by 2

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## Activity: Planning Team Handout

### Planning Team

- If you are a large organization, think about the purpose of this particular planning team
  - Do you need to define the area in which you will focus (family support, residential settings for adults)
- Given the purpose of the planning team, do you need to add members to your team?
  - Family members
  - Self advocates
  - Mental health professionals
  - Case managers
  - Vocational, supportive employment staff
  - Direct line staff
- Identify roles within your team

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## Activity

- Complete item 1-5 on the PBS Team Checklist. Examples of actions include:
  - Date & plans for presenting PBS to staff to assess commitment
  - Recruit additional participants to join the planning team
  - Date & plans for introducing PBS planning with other administrators

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## Activity

- Review items on the PBS Team Checklist Items 6-9
- Now read through the "[Agency-wide Benchmarks of Quality Team Member Rating for/Self-Assessment](#)"
  - Read the PBS Team section
  - Read the Staff Commitment section

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