Self Assessment and Action Planning

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Positive Behavior Support Definition

• Positive behavior support is the integration of
  – valued outcomes
  – biomedical and behavioral science
  – validated procedures
  – systems change
  In order to enhance quality of life and prevent problem behavior

Positive Behavior Support

• Understand the function maintaining problem behavior
• Conduct a functional assessment
• Change the environment to prevent problem behavior
• Teach new skills that replace problem behavior with new social and communication skills
Provide Training in PBS to Support all Individuals

All children/ adults within an Organization

Tertiary Prevention (1%-7%)
Secondary Prevention (5%-25%)
Primary Prevention (80%-90%)

Applying the Triangle to Organizations

• District and school level
• Family support systems
• Adult residential supports
• Vocational settings
• Institutional settings

First Step in Self Assessment

• If your organization supports a number of different types of consumers, your team may start with one area
  – Family support in the community
  – Vocational settings for adults
  – Residential support systems
• Think about what areas need the most support
  – Young adults moving into adulthood
  – Family requests for PBS services in the home
Consider What Elements are Already in Place

**Primary Prevention**
- Systematically teaching staff to concentrate on key social and communication skills
- Providing examples of situations and settings that staff members should prompt skills
- Verbal and other reinforcers whenever positive skills are observed
- Measures obtained on engagement, use of communication, etc.

**Secondary Prevention**
- Identifying children/adults early who are engaging in minor problem behavior and intervening early
- Providing additional social and communication interventions to targeted groups of individuals
- Strategies for monitoring possible events that set the stage for problem behaviors

**Tertiary Prevention**
- KIPBS Facilitators provide intensive PBS planning
- Team monitors all plans and uses evaluation data for ongoing staff development
- Individual plans are scored for fidelity and level of impact
  - Plans contain information for evaluation
  - Changes in problem behavior
  - Changes in social skills
  - Changes in quality of life
Activity

Spend a few minutes and report:
1. What areas would your team focus on in your organization
2. What elements are already in place

Family Support Systems

Some Thoughts on How to Adapt Organization-wide Change Concepts:
• Teach staff to assist families in identifying 3-5 positive social skills and expectations for all of their children at home
• Create strategies for reinforcing positive social skills
• Teach how to respond consistently to problem behavior
• Consider how to collect data from families that evaluates major incidents
  – Data similar to incident reports in residential settings
  – Allows for simple check the box behaviors (not for high frequency problem behaviors)

Self Assessment Tools

1. PBS Kansas Organization-wide Planning Checklist
2. Agency-wide Benchmarks
3. KIPBS Self Assessment
4. Technology Readiness
5. Incident Reports/Child Data
Activity Discuss Staff Meeting Processes

Discuss the answers to these questions with your team:

- Are meetings effective?
- Can teams problem-solve well?
- Are individual PBS plans developed with the direct involvement of all staff?
- Is there a sense of staff ownership in meetings?
- Are there opportunities for staff to receive feedback on PBS implementation?
- Are teams using data to make decisions?
- What types of data are collected?

What Staff Development Systems Are Available Now?

- Are materials available to introduce PBS to others?
  (Awareness Level)
  - Families
  - Team members
  - Policy makers…directors
- What strategies are available for all staff?
  (Primary Prevention)
  - Inservice
  - Preservice
- How many professionals have expertise in PBS?
  - Do you need to mentor other staff?
  - Does every team have access to PBS plan facilitation?
- Are there training materials that behavior support professionals can use to teach teams about PBS?

Identify Children or Adults with Intensive PBS Plans

- Identify individual PBS plans that require more intensive training
- Assess how staff receive training and support
- Make a list of interventions that are more complicated and need hands-on training
- Identify what data are being collected to evaluate the success of the PBS plans
Assess Current Staff & Trainer Skills

Assess Staff Skills & Training Methods:
• Evaluate skill level of staff members in PBS
• Assess group for potential lead trainers
• Are hands-on training and mentoring strategies in place?
  – Trainer of trainers
  – Coaching and mentoring
  – Group problem solving

Staff Development Assessment Tool

Activity: Staff Development Assessment
• List the types of training your agency has on the staff development assessment form
• What are your organization’s strengths?
• What areas could your organization improve?
Responding to Problem Behavior

- Does your organization have a clear plan for referring individuals to a behavior support team or specialist?
- What types of policies and procedures are in place that address teaching PBS concepts proactively?
- How are incidents recorded? Can you graph
  - Average number of Incidents per day per month?
  - By problem behavior
  - By location
  - By time
  - By child/adult

Review Example of Office Discipline Referral

Moving from the story to data-based decision making

Teaching Consistency

- What incidents require documentation
- Incident report form that guides data analysis
- Clear understanding of behavioral definitions
  - Staff are involved in defining behaviors
  - Examples and nonexamples of aggression, self injury, property destruction
Example from School-wide Data-based Decision Making

Average Referrals Per Day Per Month (Majors Only) 2005-2006

Total Office Discipline Referrals 629

Average Referrals Per Day Per Month (Minors Only) 2005-2006
Major Referrals By Student

Crisis Planning and Evaluation

- Do staff know what to do when there is a crisis?
- Are there opportunities for staff to practice skills?
- Are data gathered in way in which the team can evaluate what additional trainings and information are needed?

Complete Items 10-21 on the PBS Kansas Checklist

Review Agency-wide Benchmarks
(Responding to problem behaviors, Crisis plan, and Data-based decision making)
PBS Planning Team
- Meet on a regular basis
- Document progress using meeting minutes and action planning tools
- Monitor training system
- Build in strategies for reinforcing staff and providing positive feedback
- Find community organizations who will provide resources
- Create a timeline for implementing staff development strategies
- Communicate with all staff/faculty

When Can We Find Time for Staff Involvement?
- Faculty meetings
- Inservice training days
- Workshops
- Surveys
- Small work groups

Gather Information for Team Decisions
- Identify important social and communication skills to be taught
  - As a team in organizations supporting groups
  - With individual families during workshops or during individual visits
- Decide how to create or improve on reinforcement systems for specific types of social skills identified
- Meet to define problem behaviors and continue to improve consistency of responses to problem behaviors
### Teaching Matrix Activity

<table>
<thead>
<tr>
<th></th>
<th>Classroom</th>
<th>Lunchroom</th>
<th>Bus</th>
<th>Hallway</th>
<th>Assembly</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect Others</strong></td>
<td>Use inside voice</td>
<td>Eat your own food</td>
<td>Stay in your seat</td>
<td>Stop to right</td>
<td>Arrive on time for speaker</td>
</tr>
<tr>
<td><strong>Respect Environment &amp; Property</strong></td>
<td>Recycle paper</td>
<td>Return trays</td>
<td>Keep feet on floor</td>
<td>Put trash in can</td>
<td>Take litter with you</td>
</tr>
<tr>
<td><strong>Respect Yourself</strong></td>
<td>Do your best</td>
<td>Wash your hands</td>
<td>Be at stop on time</td>
<td>Use your words</td>
<td>Listen to speaker</td>
</tr>
<tr>
<td><strong>Respect Learning</strong></td>
<td>Have materials ready</td>
<td>Eat balanced diet</td>
<td>Go directly from bus to class</td>
<td>Go directly to class</td>
<td>Discuss topic in class and afterward</td>
</tr>
</tbody>
</table>

### Teaching Guidelines

- Show, tell, describe
- Practice frequently
- Monitor/supervise use
- Acknowledge/recognize

### Complete 22-29 on the PBS Kansas Checklist

Review the Agency-wide Benchmarks sections (Positive Social Behaviors and Reinforcement/Recognition Programs)
Inservice and Preservice Assessment

Staff Development

- One shot workshops are ineffective
- Longitudinal staff development efforts result in the greatest change
- Develop multiple strategies for training
- Use online resources to supplement training
- Promote ongoing learning
- Take advantage of staff development strengths

Thomas Gilbert’s 1978 Behavior Engineering Model

|-------------------|-------------------|---------|---------------|
**Adult Learning and PBS**

- Staff directly involved in creating PBS plans will understand information better and be more motivated to learn
- Applied Examples within training will assist in understanding content
- Ongoing opportunities to understand materials

**Strategies to Include in Inservice and Preservice Training**

- KIPBS Facilitators can mentor new staff
  - pair up in PBS plan facilitation
  - Review online modules before each meeting
  - Purpose: build larger group of people knowledgeable about PBS
  - Assess whether staff are a good fit for KIPBS
- New staff portfolios
  - Process is guided by staff who checks in with a mentor
  - Portfolios involve seeking out information and discussing it with mentor
  - Visit kipbs online library and describe 3 things learned
Including Online Instruction in Staff Development Planning

Using Online Instruction
- Online instruction can be learner guided
- Staff members can access materials at any time convenient to them
- Materials can be printed if internet access is unavailable
- Free time for trainers to provide more onsite technical assistance

KIPBS Resources
- KIPBS Online Modules
- Materials introducing PBS and person-centered planning
- Toolbox & other resources
- Links to PBS, person-centered planning, and medical resources
- Newsletter about current issues in PBS, person-centered planning & related issues
Assess Technology
Strengths & Resources

- How many people can access the internet?
  - Managers can access
  - Staff members can access individually
  - Main office resources
- Do materials need to be printed out and disseminated?
- Which individuals in the agency have strong computer skills?
  - Can they show others how to access materials?
  - Can they teach a targeted number of staff to use the internet?

Technology Assessment Tool

Activity: Complete 30-33 on the PBS Kansas Checklist

- Review Agency-wide Benchmarks
  - (Inservice and preservice planning)
  If your organization is interested in KIPBS module materials for inservice and preservice…..
- Read through the readiness checklist. Write down information you know and who could help you answer the questions
- Share with person sitting next to you the strengths and needs of your organization
Create an Action Plan

- Use self-assessment to create a long-term plan
- Include the types of training that your organization needs to work on (awareness, universal, etc.)
- Create a timeline that will work
- Meet regularly to review data and monitor progress
- Create a system to keep track of training efforts
- Create incentives for staff
  - Staff development points that can be used when considering promotion/raise
  - Recognition and leadership roles

Creating a Long-term Plan

Review the organization-wide annual planning example

Create Mechanisms for Monitoring Training Efforts

- Use data in meetings on a regular basis
- Keep a training schedule
- Streamline data collection (maximize the data already collected)
Possible Outcome Measures
– Individual PBS data
– Incident Reports
– Staff implementation strategies
– Staff turnover rates
– Staff sick days
– Injury documentation
– Individual, staff, family interviews
– Staff stress questionnaires

Activity: What Information Could You Use to Evaluate your Action Plan?

Review Agency-wide Benchmarks (Evaluation)

Final Steps
• Next Meeting: End of the KIPBS Facilitator training year
  – Bring budget personnel
  – EDS will come present information and answer questions
• Question: Are you interested in meeting before March?
• Please complete the evaluation form….we will use it to improve this process
National Resources: Networking

The Expanding World of PBS: Science, Values, and Vision

Save the date
When: March 27 - 29, 2008
Where: Chicago, IL

For more information please go to conference.apbs.org