

**PBS Action Planning Template
3 Year Plan
Prepared 2008-2011**

Month	Staff Development Planning Team	Training Capacity	Inservice and Preservice Training	Evaluation	Community Involvement & Visibility
YR 1 June	<i>Describe need/rationale Establish PBS team</i>	<i>Initial PBS Training Day</i>		<i>Conduct a self assessment using Team Checklist</i>	
July	<i>PBS team meeting Secure endorsement from administration Conduct PBS Self-Assessment & develop action plan</i>	<i>KIPBS Facilitator assists staff development planning</i>	<i>Decide what types of preservice and inservice training materials need to be developed Create a timeline for completion</i>	<i>Gather staff input Design action plan Create 3 year action plan</i>	
Aug	<i>PBS team meeting Conduct introductory overview to administrators</i>	<i>Identify individual to be mentored by KIPBS Facilitator</i>		<i>Identify evaluation questions and outcome measures</i>	<i>Recruit family members to attend team meeting</i>
Sept	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>	<i>Introduction to all staff members on the triangle</i>	<i>Staff Development team checklist completed</i>	<i>Board update on PBS</i>

			<i>Group Decisions on problem behavior definitions</i>		
Oct	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>		<i>Identify sources of data to be collected</i> <i>Staff input gathered</i> <i>PBS Kansas Team Checklist</i>	
Nov	<i>PBS team meeting</i> <i>Create a new unit within the organization dedicated to KIPBS Facilitators</i> <i>Outline vision, mission, and, and policies needed</i>	<i>Recruit new KIPBS Facilitators</i> <i>Monthly mentor meetings</i>			<i>Identify parent & student Staff Development team members</i> <i>Board update on PBS</i>
Dec	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>	<i>Awareness materials finalized</i>	<i>PBS Kansas Team Checklist</i>	
Jan	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>			

Feb	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>	<i>Training introduced into staff meetings</i>		<i>Parent presentation on PBS newsletter articles</i>
Mar	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>	<i>New KIPBS facilitator starts Training introduced into staff meetings</i>	<i>PBS Kansas Team Checklist</i>	<i>Board update on PBS Website report set up</i>
April	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>	<i>Training introduced into staff meetings</i>		
May	<i>PBS team meeting</i>	<i>Monthly mentor meetings</i>	<i>Training introduced into staff meetings</i>	<i>PBS Kansas Team Checklist</i>	<i>Family support night (introduction to problem solving with PBS)</i>
YR2 June	<i>PBS team meeting</i>		<i>Training introduced into staff meetings Launch completed inservice and preservice training systems</i>	<i>Prepare annual evaluation report</i>	
July	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains</i>		<i>Gather staff input</i>	<i>Website report update</i>

		<i>staff</i> <i>Training introduced into staff meetings</i>		<i>Design action plan</i> <i>Create 3 year action plan</i>	<i>Family support night</i> <i>(introduction to problem solving with PBS)</i>
Aug	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>			<i>Presentation to mental health center on PBS practices</i>
Sept	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>	<i>Gather staff survey data on inservice training materials</i>		<i>Board update on PBS</i> <i>Family support night</i> <i>(introduction to problem solving with PBS)</i>
Oct	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>	<i>Portfolio system launched for new staff members</i>	<i>Review sources of data to be collected</i> <i>Staff input gathered</i> <i>PBS Kansas Team Checklist</i>	<i>Awareness materials for doctors to learn more about PBS</i>
Nov	<i>PBS team meeting</i>	<i>Training introduced into staff meetings</i> <i>Recruit new KIPBS</i>		<i>Self assessments completed</i>	<i>Identify parent & student Staff Development team members</i>

		<i>Facilitator if needed</i>			<i>Board update on PBS</i>
Dec	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>		<i>PBS Kansas Team Checklist</i>	
Jan	<i>PBS team meeting</i>	<i>Organization's Trainer Co-facilitates inservice for faculty</i> <i>Training introduced into staff meetings</i>		<i>Evaluation of portfolio training system</i>	<i>Family support night (introduction to problem solving with PBS)</i>
Feb	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>			<i>presentation on PBS to Families</i> <i>Student newsletter articles</i>
Mar	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>	<i>Evaluation of portfolio system used to edit training system</i>	<i>PBS Kansas Team Checklist</i>	<i>Board update on PBS</i>

April	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>			
May	<i>PBS team meeting</i>	<i>Organization's new Trainer Co-Trains staff</i> <i>Training introduced into staff meetings</i>		<i>PBS Kansas Team Checklist</i>	
YR 3 June	<i>PBS team meeting</i>	<i>Training introduced into staff meetings</i> <i>Team training materials finalized</i>		<i>Prepare annual evaluation report</i> <i>Evaluate inservice and preservice training</i>	
July	<i>PBS team meeting</i>	<i>Organization's Trainer teaches new staff</i> <i>Training introduced into staff meetings</i>	<i>Edit inservice and preservice training materials</i>	<i>Gather staff input</i> <i>Design action plan</i> <i>Create 3 year action plan</i>	<i>Website report update</i>
Aug	<i>PBS team meeting</i>	<i>Organization's Trainer facilitates inservice for faculty</i>			

		<i>Training introduced into staff meetings</i>			
Sept	<i>PBS team meeting</i>	<i>Organization's Trainer facilitates inservice for faculty Training introduced into staff meetings</i>			<i>Board update on PBS</i>
Oct	<i>PBS team meeting</i>	<i>Person from Organization applies for KIPBS Training</i>		<i>PBS Kansas Team Checklist</i>	
Nov	<i>PBS team meeting</i>	<i>Training introduced into staff meetings</i>		<i>Self assessments completed</i>	<i>Identify parent & student PBS team members Board update on PBS</i>
Dec	<i>PBS team meeting</i>	<i>Organization's Trainer facilitates inservice for faculty Training introduced into staff meetings</i>		<i>PBS Kansas Team Checklist</i>	
Jan	<i>PBS team meeting</i>	<i>Organization's Trainer facilitates inservice for faculty Training introduced into staff meetings</i>			
Feb	<i>PBS team meeting</i>	<i>Training introduced into staff meetings</i>			<i>Parent club presentation on PBS</i>

					<i>Student newsletter articles</i>
Mar	<i>PBS team meeting</i>	<i>Training introduced into staff meetings</i>		<i>PBS Kansas Team Checklist</i>	<i>Board update on PBS</i>
April	<i>PBS team meeting</i>	<i>Training introduced into staff meetings</i>			
May	<i>PBS team meeting</i>	<i>Training introduced into staff meetings</i>		<i>PBS Kansas Team Checklist</i>	