

EXAMPLE 1: ORGANIZATION-WIDE PLANNING

Positive Behavior Support Annual Plan Example Organization-wide Action Plan 2008-2009

Team Members: Janie, Shonda, Trina, Laura, Gil, Stephanie, Cindy, Linda, Terry, Paul, Kurt

Meeting Time & Location: Conference Room, twice a month as notified

Meeting & Management Activities	Who	By When	Status Update
Conduct regular team meetings	PBS team members	Monthly	Yes
Use data for decision making (e.g., incidents reported, injuries, staff turnover, sick days, other)	PBS team members	Monthly	Yes
Report data, celebrating, progress to staff	PBS team members	Monthly	Yes
Record & distribute meeting minutes to all PBS team members	Trina Fitch	After each meeting	Yes
PBS Inservice Training (Ongoing Inservice Training)	PBS Team	10/31/2008	Every Other Staff Meeting
Determine how staff can have input and get information to staff on a regular basis (summary of data)	PBS Team		E-mail/mtgs
Assessment, Design and Implementation Activities	Who	By When	Status Update
APBS Conference March, 2009	2 members	10/20/05	JB, LW
Introduce PBS to Staff	PBS Team	12/25/06	Done 1/06
Needs Assessment- Survey of Staff: Laura and Shonda will create rough draft and PBS team will finalize for dissemination			
Needs Assessment- Review all Individual Family Service Plans: Janie and Trina will review the plans and summarize major themes with strengths and needs			

Needs Assessment- Cindy and Linda will summarize staff turnover numbers, incidents reported, sick days, etc.			
Paul and Kurt will summarize data gathered and share with PBS team			
PBS Team will brainstorm major findings and organize for staff presentation			Done
Needs assessment summary, presentation and brainstorming with staff completed	Laura	2/08	Almost Complete
Complete Action Plan finalized with staff feedback			
Training Materials for Staff Meetings Prepared (PBS training information)			
Case manager training scheduled introducing PBS			
Family PBS nights are scheduled for teaching PBS proactively			
Policies supporting PBS are completed			
Change job descriptions for individuals facilitating PBS plans within the organizations (KIPBS Facilitators)			
Website information on PBS is available describing how changes are being implemented and celebrating success			
Behavior management team is introduced to the KIPBS PC-PBS Checklist			
Individual PBS Plan outcome data will be assessed as a baseline for the organization this year (next year we will train all staff to begin using a modified version of the PC-PBS Checklist that is easier to use for direct staff members)			
Identify another person within the organization who is interested in attending the KIPBS training			

EXAMPLE 2: MARKETING PLAN

Positive Behavior Support Annual Plan Example Marketing Annual Plan 2008-2009

Team Members: Janie, Shonda, Trina, Laura, Gil, Stephanie, Cindy, Linda, Terry, Paul, Kurt

Meeting Time & Location: Conference Room, twice a month as notified

Meeting & Management Activities	Who	By When	Status Update
Conduct regular team meetings	PBS team members	Monthly	Yes
Use data for decision making (e.g. awareness presentations, number of introductory documents shared, etc.)	PBS team members	Monthly	Yes
Report data, celebrating, progress with team	PBS team members	Monthly	Yes
Record & distribute meeting minutes to all team members	Trina Fitch	After each meeting	Yes
Assessment, Design and Implementation Activities	Who	By When	Status Update
Decide who else could join the planning team from the organization			
Create a survey or conduct interviews to assess what staff and administrators know about positive behavior support and collect information about what staff believe are the biggest issues related to the occurrence of problem behavior within the organization			

Gather more assessment information about how problem behaviors are address within the organization (behavior management team, crisis management systems, incident reporting processes, etc.)			
Summarize self assessment data and bring information in a clear and concise manner to administration outlining biggest issues to be addressed. Include information about how PBS could help solve these problems if it is implemented from an organization-wide planning perspective			
Find other organizations that are similar to our organization and encourage a conference call or provide written summaries describing how PBS helped that organization			
Create introductory presentations on PBS that shows administration and supervisors the major features of PBS and how it can make their jobs easier			
Obtain extra copies of the PBS-Kansas Introductory PBS Packets for distribution			