



Helping Schools Build Systems of Support

#### USING PROGRESS MONITORING TO ENHANCE CHECK-IN SYSTEMS FOR STUDENTS NOT RESPONDING

The Boggs Center on Developmental Disabilities Rutgers, The State University of New Jersey In Partnership with the Offices of Special Education New Jersey Department of Education 2019-2020 School Year







#### <u>Resources</u>

- Access the tools and resources from this session at <u>www.njpbs.org</u> (select function-based problem solving resources, then selecting interventions from the menu)
  - <u>Check-in System Plan Template</u> and <u>sample plan</u>
  - <u>Check-in system progress monitoring Excel template</u>
  - Professional development module for providing feedback
  - <u>Teacher Try First Strategies</u>
  - Letter to teacher template
  - Initial letter to parent template
  - Progress monitoring letter to parent templates
  - Exit letter to parent template
  - <u>Check-in system implementation fidelity checklist</u>
  - <u>Talk time request</u>





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# **Check-in System Basics**





## **Check-in Systems**

#### Check-in Check-out (CICO)

- Crone, D.A., Hawken, L.S., & Horner, R.H. (2010). Responding to problem behavior in schools: *The behavior education program*. Guilford Publications, NY.
- Hawken & Breen (2017). Check-in Check-out 2nd Ed. Guildford Publications, NY (DVD)

#### Check and Connect

For a full list of references: <u>http://www.checkandconnect.umn.edu/research/references.html</u>

#### Check, Connect and Expect

 Cheney, D., Lynass, L., Flower, A., Waugh, M., Iwaszuk, W., Mielenz, C., & Hawken, L. (2010). The Check, Connect, and Expect Program: A Targeted, Tier 2 Intervention in the Schoolwide Positive Behavior Support Model. *Preventing School Failure, 54 (3),* 152-158.

#### Breaks are Better

- Anderson, C., & Boyd, R.J. Breaks are Better Implementation Manual. Retrieved from
   <u>http://www.warrencountyschools.org/userfiles/1410/my%20files/breaks%20are%20better%20manual.pdf?id=525179</u>
- Boyd, R. J., & Anderson, C. M. (2013). Breaks are better: A tier II social behavior intervention. *Journal of Behavioral Education, 22(4),* 348-365.

#### Enhancements

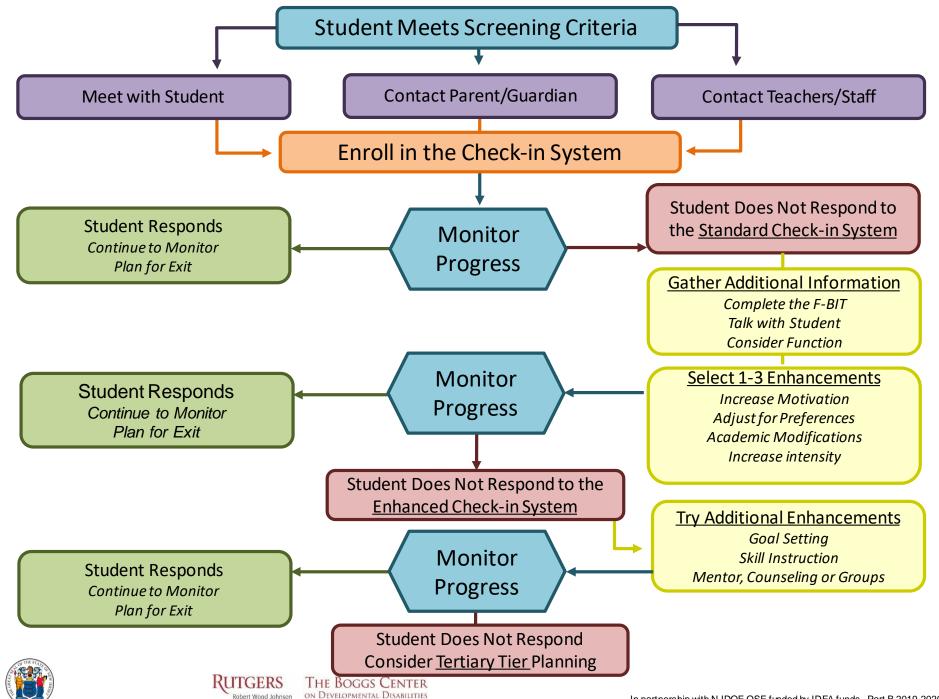
- Klingbeil, D.A., Dart, E.H., & Schramm, A.L. (2019). A systematic review of function-modified check-in/check-out. *Journal of Positive Behavior Interventions*, 21(2), 77-92. DOI: 10.1177/1098300718778032
- Maggin, D.M., Zurheide, J., Pickett, K.C., & Baillie, S.J. (2015). A systematic evidence review of the check-in/check-out program for reducing student challenging behaviors. *Journal of Positive Behavior Interventions*, *17(4)*, 197-208. DOE: 10.1177/1098300715573630











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# **Features of Progress Monitoring**





#### Features of Progress Monitoring

Data are collected daily (daily reports)

Data are summarized daily (the number/percentage of points earned)

- Data are graphed and reviewed weekly
  - Apply decision rules
  - Determine next steps





#### Example: Daily Report with School-Wide Expectations

Specific Behaviors	Math			Language Arts			Science			Social Studies			Special Area		
Respectful	2	1	0	2	1	0	2	1	0	2	1	0	2	1	0
Reflective	2	1	0	2	1	0	2	1	0	2	1	0	2	1	0
Responsible	2	1	0	2	1	0	2	1	0	2	1	0	2	1	0

Positive Feedback:	Suggestions to try:

Class	Materials Needed for tests, assignments, etc:



#### Using a Rubric for Assignment Points

- Use a rubric to guide the assignment of points
- Rubrics are important because they
  - increase the accuracy of our ratings
  - neutralize bias
  - Provide a concrete reference in conversations with the student



**Respectful:** When you are respectful, you show consideration for how your words and actions will affect other people. When you are respectful you value each other's point of view, even if you disagree. When you are respectful, you are polite and kind and treat each other with dignity.

you are respectivil, you are polite al	nd kind and treat each other with dig	nity.
Did Not Meet Expectation	Partially Met Expectation	Met Expectation
Engaged in behaviors that	Engaged in behaviors that	Engaged in respectful
were disrespectful and did not	were disrespectful, but	behaviors with minimal or no
respond to teacher prompts	responded to prompts or	teacher assistance
or redirection to stop or	redirection to stop or reframe	
reframe comments / actions:	the comments / actions	• Ex: Listened when someone
<ul> <li>Ex: Took another person's</li> </ul>		was
belongings without asking		<ul> <li>Ex: Asked before touching or</li> </ul>
• Ex: Vandalized other		taking other people's
people's property (e.g.,		belongings
writing on someone's book)		• Ex: Used words or gestures
<ul> <li>Ex: Walked away when</li> </ul>		that were kind, helpful or
someone was talking to you		cooperative
<ul> <li>Ex: Disregarded people's</li> </ul>		<ul> <li>Ex: Cooperated with adult</li> </ul>
requests to do something		directions
• Ex: Disregarded a procedure		• Ex: Cleaned up your area
or routine that is established		<ul> <li>Ex: Used an inside voice</li> </ul>
• Ex: Made comments,		• Ex: Followed procedures and
gestures or noises that were		routines
unkind		



### Features of Progress Monitoring

• Data are collected daily (daily reports)

Data are summarized daily (the number/percentage of points earned)

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  - Apply decision rules
  - Determine next steps





#### **Electronic Daily Report**

Student Goal: Jeremy will achieve 95% of points for 3 consecutive weeks.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Totals
	2-1-0	2-1-0	2-1-0	2-1-0	2-1-0	2-1-0	2-1-0	
Respectful	2	2	N/A	2	2	2	N/A	10
Responsible	2	2	N/A	2	2	2	N/A	10
Reflective	2	2	N/A	2	2	2	N/A	10
Total	6	6	N/A	6	6	6	N/A	30





Daily %: 100%

### Weekly Benchmarks

The goal reflects the long-term accomplishment
Benchmarks reflect the anticipated progress that is attainable

Date	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23		
Expected Progress Benchmarks	BL	40%	45%	50%	55%	60%	70%	75%	80%	85%	90%	95%		
Actual Weekly Average	35%	40%	45%	45%	40%	55%	60%	60%	70%	80%	90%	95%		
Intervention Decision	Beginning Intervention	Continue Intervention	Continue Intervention	Continue Intervention	Adjust Intervention	Continue Intervention	Continue Intervention	Adjust Intervention	Continue Intervention	Continue Intervention	Continue Intervention	Continue Intervention		



### Features of Progress Monitoring

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  - Determine next steps





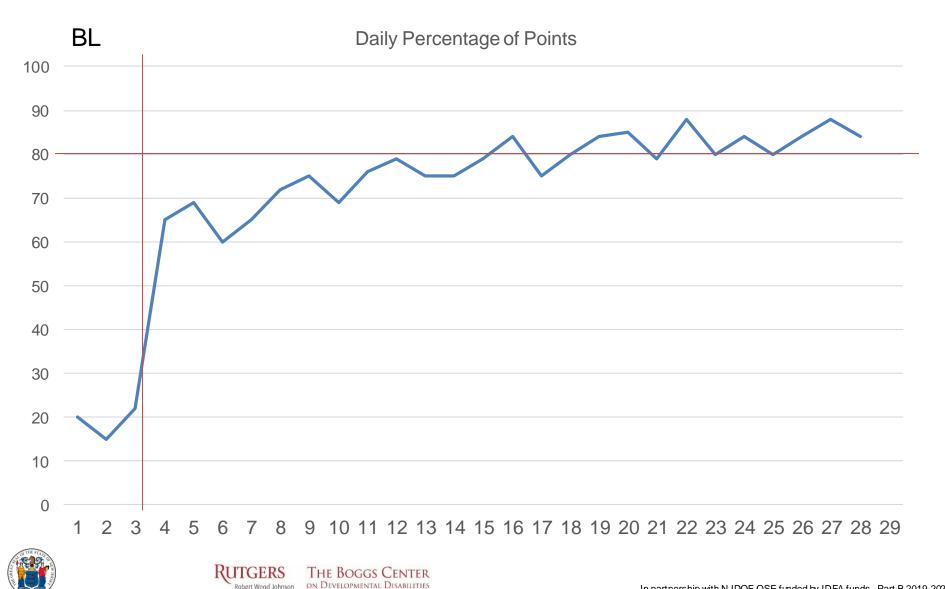
#### **Daily Reports**

• Whether you decide to use a paper/pencil method or an electronic method (like Google), you will need a system to graph your data so that you can monitor progress





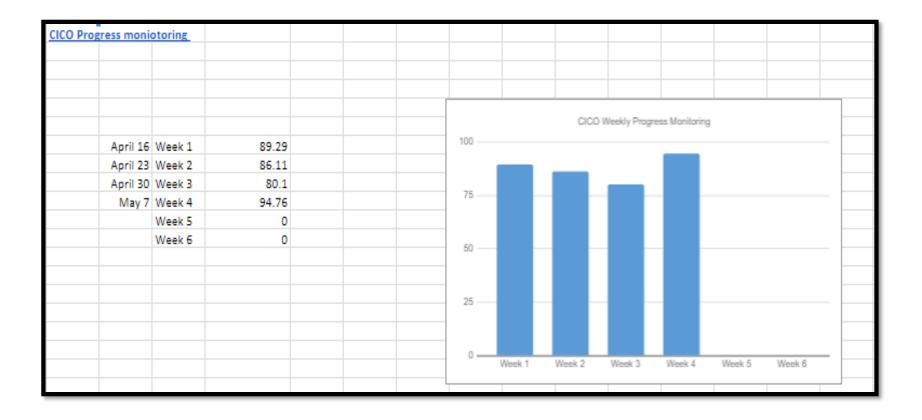
#### Data is Graphed and Compared to Goal



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#### Data is Graphed and Compared to Goal









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## **Implementation Fidelity**





### **Monitoring Implementation Fidelity**

- To what extent are plan components being implemented with fidelity
- Use a variety of strategies to assess and manage implementation fidelity:
  - Reflection checklist
  - Coaching discussions
  - Periodic check-in



#### Monitoring Check-in System Implementation Fidelity

- Systems level implementation fidelity
  - To what extent are the systems feature consistently inplace?
    - Tools: Benchmarks of Advanced Tiers, Tiered Fidelity Inventory
- Individual student implementation fidelity
  - To what extent is the check-in system being consistently for an individual student?
    - Tool: Student-level checklist



	Dat	2.		
Person Completing Checklist:				
AM CONTACT		In-Place	Partially In-Place	Not-In-Place
AM check-in is consistently available				
AM check-in consistently includes student designated features (e.g., g	ranola bar is available)			
There is a consistently implemented plan for managing the check-in w and communicating the details of the plan to the student	hen personnel are absen	t		
The AM contact provides supportive and encouraging interactions				
The AM contact provides the student with what they need to begin th	e day			
END OF CLASS FEEDBACK		In-Place	Partially In-Place	Not-In-Place
Teachers consistently provide the end of class feedback.				
Determination of points is guided the rubric for the target behaviors.				
There is a consistently implemented plan for managing the checkin w and communicating the details of the plan to the student	hen personnel are absen	t		
End of class feedback is delivered in a positive and encouraging mann coaching support, points out positives)	2			
End of class feedback provides an opportunity for the student to refle you think of an example when you when respectful during class")	ct on they did (e.g., "Can			
Teachers consistently fill in the point chart using the rubric as a guide	Have		in tai	inht
PM CONTACT	7 1 1 1 2 2	уU	u lai	igin
PM check-in is consistently available	1			
PM check-in consistently includes designated features (e.g., school-wi	your te	eac	ners	nov
There is a consistently implemented plan for managing the check-in w and communicating the details of the plan to the student	to	pro	ovide	
	-	•	ovide	
and communicating the details of the plan to the student	-	•		
and communicating the details of the plan to the student The PM contact provides supportive and encouraging interactions	ε	ffec	ovide ctive	;
and communicating the details of the plan to the student The PM contact provides supportive and encouraging interactions The PM contact enters points into the progress monitoring worksheet	ε	ffec	ovide ctive	;
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and communicating the details of the plan to the student The PM contact provides supportive and encouraging interactions The PM contact enters points into the progress monitoring worksheet <b>PROGRESS MONITORING</b> The student's individual progress graph is updated each week	ε	ffec	ovide ctive	;
and communicating the details of the plan to the student The PM contact provides supportive and encouraging interactions The PM contact enters points into the progress monitoring worksheet <b>PROGRESS MONITORING</b> The student's individual progress graph is updated each week Data is reviewed weekly	ε	ffec	ovide ctive	;
and communicating the details of the plan to the student The PM contact provides supportive and encouraging interactions The PM contact enters points into the progress monitoring worksheet <b>PROGRESS MONITORING</b> The student's individual progress graph is updated each week Data is reviewed weekly Decision rules are applied to determine intervention decisions	ε	ffec	ovide ctive	;

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 Implement ation
 Fidelity is
 Critical

 Always address fidelity issues first





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# **Applying Decision Rules**





#### **Data Decision Rules**

 Data decision rules are the guidelines you apply to determine when adjustments to an intervention may be necessary



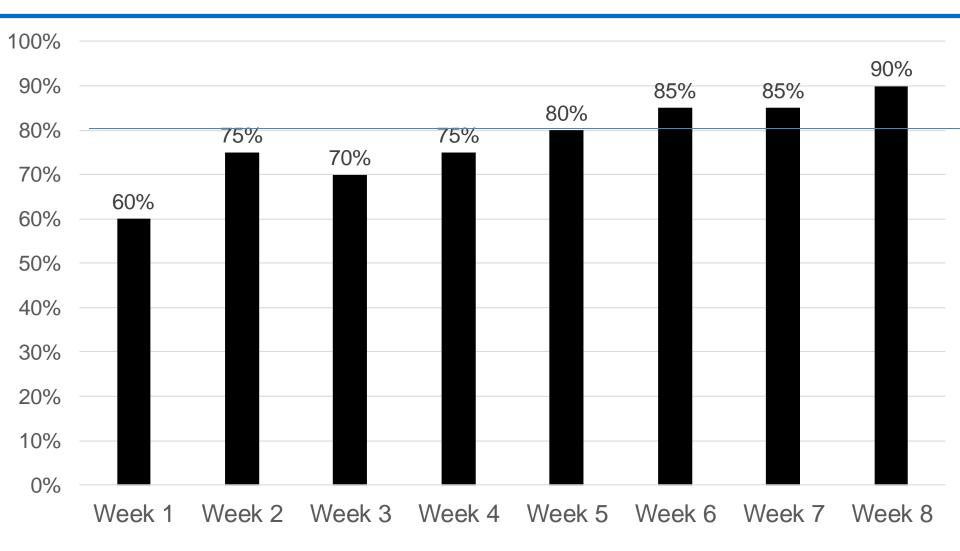


#### **Progress Monitoring Decision Rules**

YES	NO	Questions to Consider
		Is there a 5% or better improvement from the prior decision making point?
		Is the average progress increasing, flat or decreasing?
		Is progress 'on track' with the AIM line?
		Are there extenuating circumstances to consider?
		Is the intervention being implemented with fidelity?
		Is it time to adjust the intervention? Why or why not?



#### Sample Check-in System Data Rapid and Steady Success



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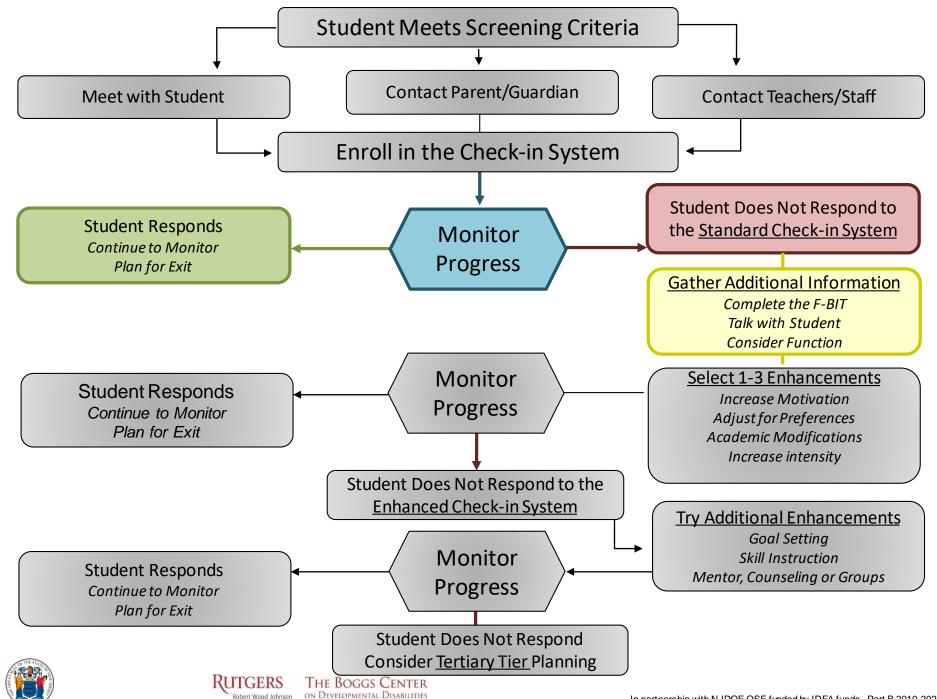
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## The Role of Understanding Behavior Patterns



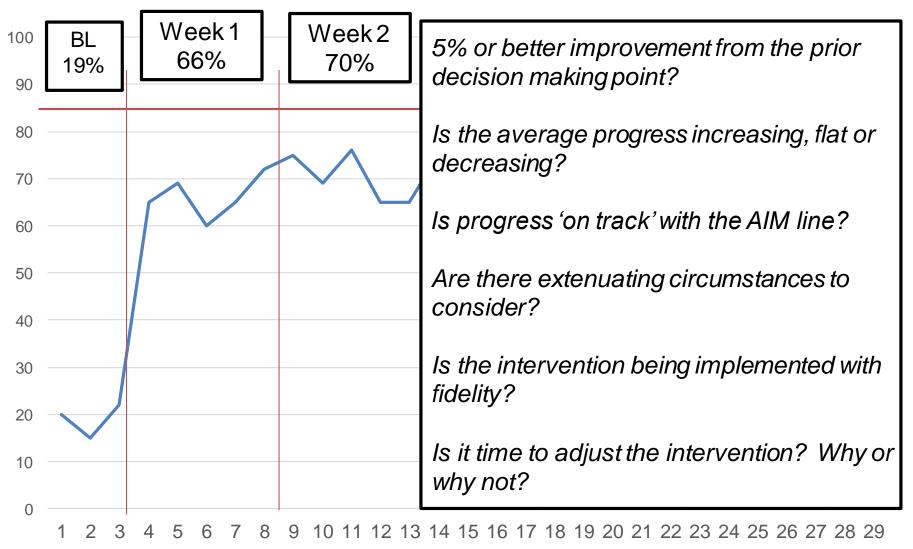




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#### Daily & Weekly Percentage of Points Goal: 85% for 3 consecutive weeks







 You can anticipate that the standard check-in system will not initially work for some students

• The primary reason for this is that some students need a more intense intervention





 To get the right combination of strategies, you may need to gather some additional information to understand why the behavior is occurring

 A discussion of behavior patterns is beyond the scope of this session, but is critical to selecting the right combination of strategies





### Summary of Pattern and Function

• When presented with challenging work, Mike puts his head down and does not get started in order to avoid doing the work.

- The check-in system increases the positive support Mike is receiving, but doesn't' necessary address the academic need
- Selecting enhancements that make adjustments to in-class assignments or learning materials would be an important compliment to Mike's check-in system plan



### Summary of Pattern and Function

- When provide with critical feedback, Jillian rolls her eyes and disagrees with the teacher in order to escape the feedback / demand.
  - The check-in system is helping to build a positive rapport between Jillian and her teachers
  - A combination of enhancements that focus on teaching Jillian strategies to manage her emotional responses and offering her teachers strategies for adjusting how they present feedback may increase the effectiveness of the overall plan





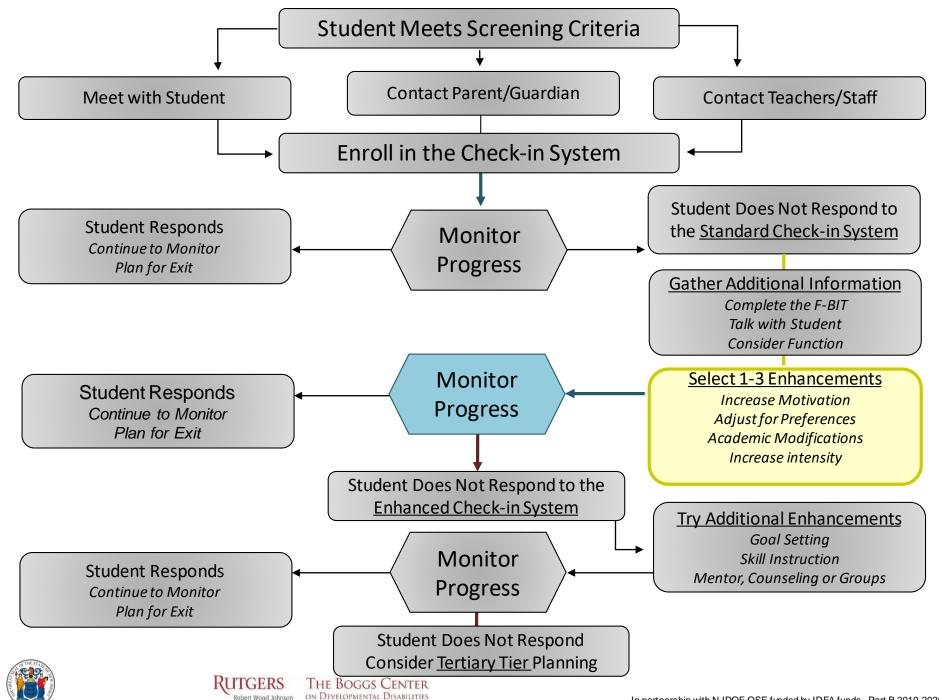
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## Enhancing the Standard Check-in System







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### Enhancing the Check-in System

- There are a number of options for enhancing the check-in system
- Some will focus on enhancements to the system itself, others will focus on in-class adjustments:
  - Increasing motivation
  - Enhancements for escape-motivated behaviors
  - Enhancements for attention-motivated behaviors
  - Skill development enhancements



### Check-in System Enhancements Increasing Motivation

- Increase the motivation to attend checks by:
  - Offer a school-wide ticket for attending the check
  - Add bonus points for attending the check
  - Make a non-contingent healthy snack available at the check
  - Make a contingent healthy snack available for meeting a check attendance criteria





#### Check-in System Enhancements Increasing Motivation

- Increase motivation to meet expectations by enhancing the incentive system
  - Increase the frequency of access to incentives
    - Adjust the number of points needed for the incentive
  - Increase the value of the incentive system by offering a range of incentive options
    - Item (e.g., snack)
    - Privilege (e.g., lunch in the courtyard)
    - Social (e.g., basketball in the gym with 2 friends)





#### Check-in System Enhancements Escape-Motivated Behaviors

- Adjust interactions to promote cooperation
  - Ex: Changing how instructions / demands are presented
  - Ex: Offer options or choices
  - Ex: Use precorrections to review expectations before routines
- Using advanced warnings for transitions
  - Ex: First then
  - Ex: in 2 minutes...





#### Check-in System Enhancements Escape-Motivated Behaviors

#### • Differentiate instruction to reflect learning needs

- Incorporate peer support (e.g., working with a partner)
- Provide remediation for missing academic skills
- Adjust assignments
- Build student self-efficacy
  - Incorporate a system for taking breaks (e.g., Breaks are Better)
  - Teach skills related to escape-motivated issues (e.g., ask for a break, ask for help)
  - Use self-monitoring to reflect on engaged behavior
  - Engage the student to generate a suggestion or option





#### Check-In System Enhancements Self-Monitoring

- Self-monitoring provides the student with a structured way to reflect on how they are doing
- Using daily self-monitoring supports the development of reflection and self-regulation by training yourself to compare how you are doing to a standard you set
- Let's take a look at a self-monitoring example





### Sample Self-Monitoring Tool

Not	I did Awesome	!	<u>I did Okay, bu</u>	ut I Can	I Need to Make a Plan	
<u>Applicable</u>	<u>(2 Points)</u>		Do Better Ne	<u>xt Time</u>	for Tomorrow	
<u>(N/A)</u>			<u>(1 Poin</u>	<u>t)</u>	<u>(0 Points)</u>	
<ul> <li>I did not interact</li> </ul>	<ul> <li>I used positive or neutral words, tone and body language to convey my message</li> <li>I used one of the</li> </ul>		de an effort to	o use positive cone and body y my message ct (reframed) ing negative	<ul> <li>I consistently used</li> </ul>	
	• I didn't put m			t effort into	strategies	
		usin	g my strategie	S		
		Sel	f-Evaluatior	า		
My S	Schedule	Not	l did	I did Okay	Make a Plan to Try Again	
		Applicable	Awesome!	(1 point)	Tomorrow	
(N//			(2 points)		(0 points)	
Insert schedule						
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#### Check-in System Enhancements Attention-Motivated Behaviors

- Adjust interactions to increase teacher attention in the classroom
  - Ex: Beginning, middle, end of class contact
  - Ex: More frequent praise
  - Ex: preferred seating
- Increase peer attention
  - Bring a friend to the check
  - Incorporate working with a peer





#### Check-in System Enhancements Attention-Motivated Behaviors

- Increase access to preferred adults
  - Add a mid-day check to increase positive adult contact
  - Add in time with a preferred adult (e.g., lunch on Friday

- Build student self-efficacy
  - Teach skills to self-monitor need for attention (e.g., Talk Time Request)
  - Teach skills to support building social relationships
  - Ensure access to leadership or special assignment opportunities





#### Attention-Self-Regulation Example Reflect on the Need to Talk with Someone

		Talk Time Request		
l wa	ould lik	e to schedule a time to talk with sol	neone thi	s week
Today's Date:		My preferred	person to	talk to is:
	l wou	ال Ild describe my need to talk with s	omeonea	S:
Immediate		Pretty Soon		It Can Wait
I need to talk with		I would like to talk with someone b	y v	I can wait until
someone today		tomorrow		later in the week
Examples: I'm very upset or very sad Something has happened I feel unsafe		Examples: Something is on my mind I'm worried about something		Examples: ave news I want to share ould like get some advice e a problem I want to solve
		Talk Time Schedule		
Date:	Date: Day: Time/I		Time/Period:	
Location:		With:		
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### Check-in System Enhancement Mentor Assignment



- Mentors offer students an opportunity to...
  - talk about what is happening in the student's life
  - problem solve situations
  - provide positive feedback and encouragement
- Mentorship is a more intensive interaction





#### Check-in System Enhancements Skill Development

 Typically, the check-in system is linked to the schoolwide expectations

- For some students it may be helpful expand this focus on related skills or strategies
- Instruction may occur individually or in a small group





#### If You Teach a Replacement Skill (1) Link to a school-wide expectation (2) Include on the daily report

Student Goal: Melissa will achieve 80% of points for 3 consecutive weeks.

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	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Totals
	2-1-0	2-1-0	2-1-0	2-1-0	2-1-0	2-1-0	2-1-0	
Respectful	1	2	1	1	2	1	1	9
Responsible								
	2	2	1	2	2	2	2	0
Reflective - Requests a Break	2	2	2	2	2	2	2	14
Total	5	6	4	5	_6	5	5	36
THE STATE	Rutg	FRS THE BOO	CCS CENITER		C	Daily %: 8	5%	



## **Examples of Strategies**

- **Stay in the Moment:** Sometimes we escalate our emotions by thinking about what might happen or creating scenarios that haven't actually play out. We get ahead of ourselves and by doing so we make ourselves angry, anxious or sad. Stay in the moment, when your thoughts starting getting ahead of the situation, slow it down. Concentrate on the here and now.
- **Give a Compliment**: Saying nice things to people makes us feel better about ourselves and can turn the entire situation around. When tempted to say something negative to someone give a compliment instead.
- **Reframe**: Sometimes we say something before we think it through. When that happens try reframing. Reframing is replacing something you said with language that is positive or neutral. "Let me try saying that another way...."
- I Statements: When we are in difficult situations and feeling upset, it can be hard for us to tell others how we are feeling. I statements get your message across without provoking the other person. There are three parts to "I Statements." First, you state how you feel (e.g. I feel mad). Second, state what your trigger was (e.g. I feel mad when it seems like no one is listening to me). Third, describe why you feel that way (e.g. I feel mad when it seems like no one is listening to me because I feel ignored).



#### Check-in System Enhancements Bi-Weekly Reflection Sessions

 Meeting with the check-in system coordinator provides the student with an opportunity to talk about how things are going, look at their data, identify additional supports and celebrate successes







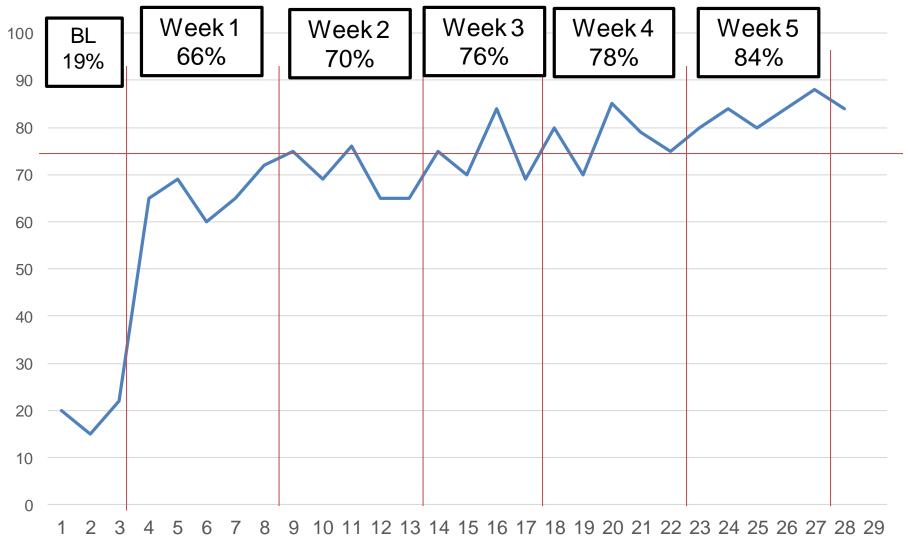
#### The Teacher Try First list





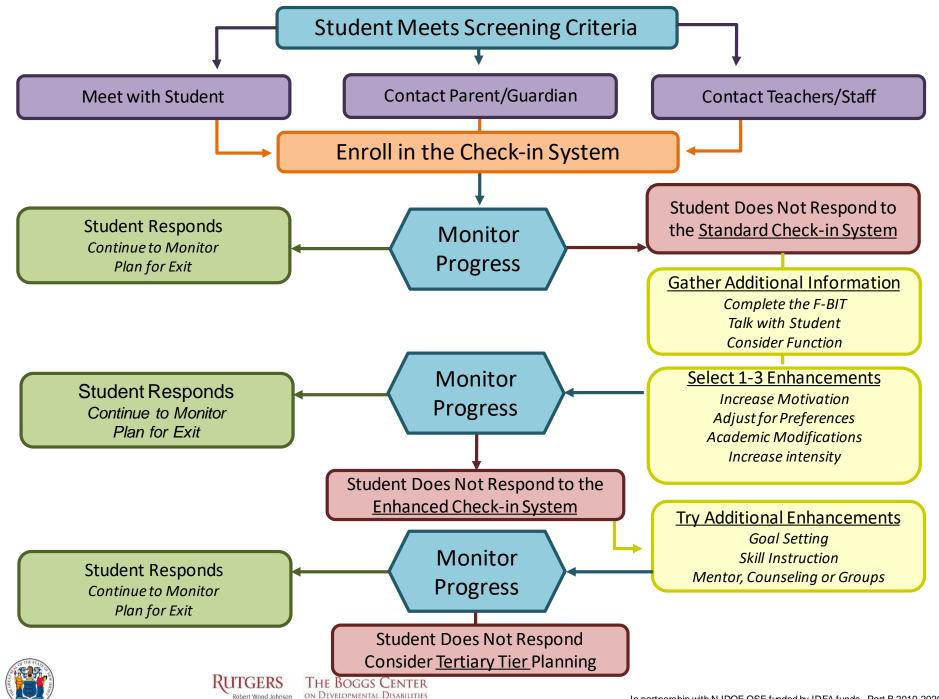
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#### Daily & Weekly Percentage of Points Goal: 85% for 3 consecutive weeks









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# **Exit Criteria and Fading**





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- In most cases the exit process will involve a fading of features rather than a cutoff of strategies
- Think about fading along a continuum of need from a quick fade to a slow fade
- You'll need to weigh the *balance of need* against the *pace of fading* to determine how you fade the intervention
  - Continue progress monitoring!



#### **Exit Criteria Considerations**

#### **Questions to Consider**

The student feels confident about fading back features of the check-in system.

The student made steady and consistent progress toward the goal.

We have considered critical events occurring in the student's life that may impact an exit transition.

We have identified essential features most influential on the student's progress to initially maintain.

We have considered student input to design the fading plan.

We have considered the extent to which intervention enhancements need to remain in place during the fading process.

We have considered the need to transition the student to other naturally occurring or less structured opportunities as part of the exit plan





 Considerations for exit criteria can be organized into four categories:

- Student Preference
- Risk Factors for Relapse
- Ease of goal attainment
- Soft landing to other forms of intervention features



#### • Student Preference

- How confident does the student feel about fading back the check-in structure?
  - Are they enthusiastic to begin fading or do they express a worry?
- What are the student's preferences about how to begin fading back the intervention?
  - Is there an aspect of the intervention they feel most comfortable with fading first?



#### • Risk Factors for Relapse

• What, if any, other events are occurring in the student's life that may increase the risk of relapse?

- Which features of the intervention has been most influential in the student's success?
  - Consider leaving these features and begin fading other features





#### • Ease of Goal Attainment

- How easy or difficult was it for the student to achieve their goal?
  - Student progress was steady and consistent
  - Student progress was inconsistent, stalling or regressing one ore more times
- To what extent did the student need enhancements to system to achieve their goal?
  - The student did not need any enhancements
  - The student needed 1-2 enhancements
  - The student needed 3 or more enhancements



#### Soft Landing Considerations

• How can you embed features of the check-in system to occur naturally within the student's routines?

Check-in System	Examples of Naturally Occurring
Features	Features for Transition
AM/PM Checks	<ul> <li>Teach the student to use a Talk Time Request and rubric to schedule appointments</li> <li>Enroll the student in a weekly group</li> <li>Support the student to join clubs or student committees</li> </ul>
End of Class Feedback	<ul> <li>Use of school-wide tickets to provide reinforcement</li> <li>Provide feedback typical to naturally occurring routines</li> <li>Teach the student to self-monitor / self-rate their performance</li> <li>Use peer to peer class management strategies (e.g., tootling)</li> </ul>
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## 4 Week Sample Fading Plan

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
AM Check	X	X	X	Х	X
End of Class Feedback	Continue feedback Eliminate ratings	Continue feedback Eliminate ratings	Continue feedback Eliminate ratings	Continue feedback Eliminate ratings	Continue feedback Eliminate ratings
PM Check	X	Х	Х	Х	Х

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
AM Check	X	Х	Х	Х	X
End of Class Feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback
PM Check	Х	No PM	No PM	No PM	X



### 4 Week Sample Fading Plan

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
AM Check	Х	No AM	No AM	No AM	No AM
End of Class Feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback
PM Check	Х	No PM	No PM	No PM	Х

Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
AM Check	X	No AM	No AM	No AM	No AM
End of Class Feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback	Naturally occurring feedback
PM Check	No PM	No PM	No PM	No PM	Х



## Walk Away Points

- Monitor student progress weekly to determine response to intervention and needed adjustments to the intervention
- To select enhancement, gather information about the function of behavior
- Planning interventions is as much an art as it is a science sometimes you need to try a couple times before you find the right combination
- When it is time to exit the intervention plan for a fading out of features





- Visit <u>www.njpbs.org</u> for resources
  - Function-based Planning Resources
    - <u>Selecting Interventions</u>
- Contact <u>sharon.lohrmann@rutgers.edu</u> for more information



