

**Minnesota Team Implementation Checklist: *Positive Behavior Support Subscale***

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Region:** \_\_\_\_\_ **County:** \_\_\_\_\_

**INSTRUCTIONS:** The organization-wide team should complete checklists quarterly to monitor activities for implementation of positive supports selected by the organization.

**Please complete as a team and submit quarterly to:** \_\_\_\_\_

**Team Members:** \_\_\_\_\_

**Person(s) Completing Report:** \_\_\_\_\_

Organization-Wide Checklist: Start Up Activity			
	<i>Put an "X" in the column that fits where the team is in the planning process for each numbered item on the checklist.</i>		
	Not Started (0 points)	In Progress (1 point)	Achieved (2 points)
<b>Assess Readiness</b>			
1. Share information about PBS with everyone in pilot area.			
2. Confirm staff readiness (share information and ask for a group vote before proceeding forward) with all participants.			
3. Small group agrees to work together to implement PBS in pilot area (people living and/or working in setting, staff, family members, guardians, etc.).			
4. Team identifies map of where key focus of efforts will start as a pilot area: <ul style="list-style-type: none"> <li>• Organizational area or department (employment, residential support, family support, etc.),</li> <li>• Number of staff involved in implementation, and</li> <li>• Number of people impacted by PBS.</li> </ul>			
<b>Self Assessment</b>			
5. Team completes a self-assessment including: <ul style="list-style-type: none"> <li>• Policy and mission/vision alignment with prevention,</li> <li>• Quality of the Social and Physical Environment,</li> <li>• Incident reports, Behavior Incident Report Form data, etc., and</li> <li>• Organizational assessment (retention, tenure, surveys etc.).</li> </ul>			

<b>Organization-Wide Checklist: Start Up Activity</b>			
	<i>Put an "X" in the column that fits where the team is in the planning process for each numbered item on the checklist.</i>		
	<b>Not Started (0 points)</b>	<b>In Progress (1 point)</b>	<b>Achieved (2 points)</b>
<b>Plan for Increasing Positive Social Interactions</b>			
6. Team works with all staff to identify person-centered values and related positive social behaviors.			
7. Plan for learning and practicing social behaviors across key routines and times (morning, work, evening, community, etc.) is in place.			
8. Basic strategies for social instruction are taught depending upon each person's strengths and needs.			
9. Plan for recognizing everyone who is using and modeling positive social interactions is established (people of all abilities, staff, family and community members, etc.).			
10. Areas of home/work/office and routines that are targeted for improvement are identified (increasing opportunities for making choices, creating predictable home, work and community schedules, etc.).			
11. At least annually, the staff and people living/working in the pilot area review progress and celebrate successes.			
<b>Staff Development and Performance</b>			
12. Team identifies people who will lead universal PBS efforts within organization.			
13. Universal PBS training with supports for cultural diversity is in place for all staff development efforts.			
14. Team has identified staff member(s) who will become PBS Facilitator(s) (supporting individual PBS plans with people).			
15. A plan is in place for recruiting a sufficient number of PBS Facilitators to support anyone needing a plan.			

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	<b>Not Started (0 points)</b>	<b>In Progress (1 point)</b>	<b>Achieved (2 points)</b>
<b>Action Planning</b>			
16. Annual plan is completed with direct feedback from all staff members involved in PBS.			
17. Three-year plan is completed to expand from pilot systematically across organization including the following information (using map to show growth): <ul style="list-style-type: none"> <li>• Organizational area or department (employment, residential support, family support, etc.),</li> <li>• Region where pilot will begin,</li> <li>• Number of staff involved, and</li> <li>• Number of people served.</li> </ul>			
18. Annual Plan is shared with all stakeholders (people of all abilities, family, staff, community).			
19. Annual Plan includes steps for increasing visibility of PBS practices (website, newsletter).			
<b>Data-Based Decision Making</b>			
20. Data are used by the team to identify patterns or problematic situations, evaluate social and communication strategies, and improve quality of life.			
21. Direct observations of positive social behavior are collected on a regular basis to assess impact of PBS.			
22. Behavior Intervention Report Form (BIRF) data are entered accurately and submitted promptly.			
23. Plan for onsite evaluation of positive social behaviors occurs annually.			
24. Evaluation data are shared with <i>all</i> staff (beyond the groups implementing PBS) and organization <b>celebrates successes</b> at least annually.			
25. Team records and shares data with others to demonstrate key features of PBS.			

**Minnesota Team Implementation Checklist- *Positive Behavior Support Subscale:*  
Meeting Minutes**

**INSTRUCTIONS:** Organization-wide teams can use this tool to document meeting minutes during the training related to the checklist

**Team Members:**

**Recorder:** \_\_\_\_\_

Actions Related to Checklist	People/Person Responsible	Due Date
<b>Assess Readiness</b>		
<b>Self-Assessment</b>		
<b>Plan for Increasing Positive Social Interactions</b>		
<b>Staff Development and Performance</b>		
<b>Action Planning</b>		

<b>Data-Based Decision Making</b>		

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