**Implementation Script – Facilitator**

**INSTRUCTIONS**

* Read the steps and consider your level of participation.
* Circle the “Y” which means, “Yes” if you feel you understand and consistently complete the step.
* Circle the “N” which means “No” if you do not consistently use the step or if you do not understand how to complete a step.
* Circle the “NA” which means “Not Applicable” if a step was not necessary.

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| **Component & Features** | |
| **Daily Check-in** | |
| • Greet student. | Y N |
| • Help student select/get daily progress report. | Y N |
| • Remind student of expectations and/or goal for the day (precorrect). | Y N |
| • Help student put chart in designated location. | Y N |
| • Use a positive tone throughout interaction. | Y N |
| **Daily Check-out** | |
| • Prompt student to check-out (if necessary). | Y N NA |
| • Help student identify whether daily goal was met. | Y N |
| • Offer success reinforcer if goal was met OR deliver corrective feedback (what to do differently), encouragement (you can do better tomorrow) and offer participation reinforcer. | Y N |
| • Use a positive tone throughout interaction. | Y N |

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| **Component & Features** | |
| **Data Collection and Progress Monitoring** | |
| • Help student count the number of points earned | Y N |
| • Calculate percentage of points earned (adult only). | Y N |
| • Offer to let student enter data into spreadsheet. | Y N |
| • Show student his/her graph and discuss whether the data point is above or below the goal line. | Y N |
| • Provide comment to student about what to do to keep data points above the goal line. | Y N |
| • Use a positive tone throughout the interaction. | Y N |
| **Parent Communication**  (May be applicable in preschool setting where parent picks student up at end of day) | |
| • Greet the parent. | Y N |
| • Give parent the program-wide expectations card. | Y N |
| • Tell whether the child met or did not meet goal for the day. | Y N |
| • If the child met the goal remind/prompt parent to provide a privilege OR if child did not meet goal remind/prompt parent to review expectations/goal with the child. | Y N |
| • Remind/prompt parent to sign and return the card the next morning. | Y N |
| • Use a positive tone throughout the interaction. | Y N |
| Total Number of Y Circled =  Percent Implemented (total Y / total number of features x 100) = | |