

MONTHLY STAFF MONITORING FORM

Staff: _____

Location: _____

Date of Evaluation: _____

Length of Monitoring: _____

Behavior Analyst Monitoring: _____

- Ratings:**
- (1) Needs immediate improvement = Needs re-check within the next 30 days as staff could not demonstrate any portion of the objective
 - (2) Needs close monitoring= Staff could demonstrate/respond with much prompting through the objective
 - (3) Progressing as Planned = Staff could demonstrate/relay working knowledge of the objective with little prompts
 - (4) Meets Standard = Staff could accurately demonstrate/relay objective accurately

SECTION 1 <i>Behavior and Functional Assessments</i>	Rating	NOTES
1. Defining/ Identifying Target Behavior Staff was able to define behaviors by topography and could accurately identify target behaviors when asked by the behavior analyst.		
2. ABC Contingency Staff was able to collect ABC data and accurately document on the data sheet when a behavior occurred.		
3. Functions of behavior Staff was able to explain different functions of behavior when asked by the behavior analyst.		
4. Functional Assessments Staff was able to successfully administer and score an informant method of functional assessment (e.g., MAS, FAST).		
Total:		
SECTION 2 <i>Reinforcement</i>	Rating	NOTES
1. Reinforcement Staff was able to identify the difference between Positive and Negative Reinforcement when asked by the behavior analyst.		
2. Positive Reinforcement Staff was observed providing frequent positive reinforcement to clients when appropriate, using a variety of reinforcers during observation.		
3. Negative Reinforcement Staff was able to appropriately use negative reinforcement with a client when instructed by the behavior analyst.		
4. Identifying Reinforcers Staff was able to identify potential reinforcers by using the appropriate means – asking the client, forcing a choice, observation etc... during observation.		
5. Delivery of Reinforcers Staff provided clients with a choice of reinforcers when appropriate.		
6. Delivery of Reinforcers Staff was observed to deliver reinforcers appropriately – immediately after a behavior, with verbal praise etc during observation.		
7. Schedules of Reinforcement – FR, VR, FI, VI, DRO, DRI, DRA Staff was able to deliver reinforcement according to the schedule determined on the client's program / behavior analyst recommendations correctly during observation.		
Total:		

SECTION 3 <i>Acquisition Skills Training</i>	Rating	NOTES
1. Prompting Staff demonstrated the use of various prompts during acquisition training.		
2. Fading Staff demonstrated the use of fading techniques (most to least, least to most, graduated guidance) during acquisition training when appropriate.		
3. Chaining Staff demonstrated the use of chaining techniques when appropriate (forward/backward/total task) accurately during acquisition training.		
4. Task Analysis Staff was able to follow a task analysis during acquisition training.		
5. Shaping Staff demonstrated the use of shaping techniques with a client as instructed by the behavior analyst.		
6. Discrete Trial Training Staff described and demonstrated discrete trial training with a client instructed by the behavior analyst.		
Total:		
SECTION 4 <i>Reductive Procedures</i>	Rating	NOTES
1. Time out When behaviors occurred that required time out, staff demonstrated the correct use of time out procedures as indicated on the client's behavior program (reinforcement available during time in, re-set contingency, implementation of time out with client).		
2. Overcorrection When asked to demonstrate the use of overcorrection procedures (positive practice, resititutional overcorrection etc), staff was able to demonstrate the use of these procedures correctly.		
3. Planned Ignoring When behaviors occurred that required planned ignoring, staff was able to effectively and correctly implement planned ignoring.		
4. Extinction When behaviors occurred that required an extinction procedure, staff was able to correctly use extinction with the client (identifying the reinforcer and withholding it from the client contingent on behavior).		
5. Stop, Redirect, Reinforce When appropriate, staff was able to demonstrate the use of "stop, redirect and reinforce" with a client effectively.		
Total:		
SECTION 5 <i>Data Collection & Graphing</i>	Rating	NOTES
1. Measuring Behaviors When instructed to, staff was able to explain latency, IRT, rate, duration, frequency.		
2. Data collection Staff was able to collect data on client's behaviors and complete client's data sheets accurately without assistance.		
3. Graphing Staff was able to interpret a decel/acquisition graph.		

Total:		
Total Possible= 100 <i>Must demonstrate/rely at an 80% or better ranking overall for these objectives</i>		

SECTION 6 STAFF GOALS—MUST COMPLETE ON ANY OBJECTIVE RATED AT A 1 OR 2		NOTES
1.		
2.		
3.		

Comments:

Does the staff require additional training in any of the above techniques? Which techniques?

If so, how will the behavior analyst provide additional training to the staff?

If so, when will follow up monitoring be conducted to ensure competency in the above techniques?

<hr/> Staff Signature _____ Date _____	<hr/> Behavior Analyst Signature _____ Date _____
<hr/> Program Manager Signature _____ Date _____	