# **RBT PRACTICAL APPLICATION WORKSHEETS**

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# **1. SESSION PLANNING TEMPLATES**

These templates will help you organize and prepare for effective ABA therapy sessions with clients.

# **COMPREHENSIVE SESSION PLANNER**

Client:	Date:	Time:	
Session Objectives:			
1			
3			
Environmental Setup:			
<ul> <li>Seating arrangem</li> </ul>	ent:		

- Distraction management: \_\_\_\_\_\_
- Materials organization:
- Break area setup: \_\_\_\_\_\_

Safety considerations: \_\_\_\_\_\_

# **Reinforcement Planning:**

- Primary reinforcers: \_\_\_\_\_\_
- Activity reinforcers:
- Social reinforcers:
- Token system details: \_\_\_\_\_\_
- Schedule(s):
- Reinforcer variation plan: \_\_\_\_\_\_

## **Data Collection Systems:**

- Program 1: \_\_\_\_\_ Data system: \_\_\_\_\_
- Program 2: \_\_\_\_\_ Data system: \_\_\_\_\_
- Program 3: \_\_\_\_\_ Data system: \_\_\_\_\_
- Program 4: \_\_\_\_\_ Data system: \_\_\_\_\_
  Behavior tracking: \_\_\_\_\_ Data system: \_\_\_\_\_\_

#### Session Structure:

Time	Activity/Progra	Materials	Data Collection	Note
Block	m			S

## Transition Planning:

- Transition 1: \_\_\_\_\_\_
- Transition 2:
- Transition 3: \_\_\_\_\_
- Transition 4: \_\_\_\_\_
- Visual supports for transitions:

## **Challenging Behavior Planning:**

- Potential challenging behaviors:
- Prevention strategies: \_\_\_\_\_\_
- Replacement behaviors to reinforce: \_\_\_\_\_\_
- Response strategies: \_\_\_\_\_\_
- Crisis plan (if applicable): \_\_\_\_\_\_

## Generalization/Maintenance Opportunities:

- Previously mastered targets to probe: \_\_\_\_\_\_
- Generalization contexts to incorporate: \_\_\_\_\_\_
- Maintenance schedule for mastered skills: \_\_\_\_\_\_
- Novel exemplars to introduce: \_\_\_\_\_\_\_
- Generalization across people: \_\_\_\_\_\_

# Caregiver Training/Involvement:

- Caregiver observation periods: \_\_\_\_\_\_
- Skills to demonstrate: \_\_\_\_\_\_
- Guided practice opportunities: \_\_\_\_\_\_
- Feedback to provide: \_\_\_\_\_\_
- Home practice recommendations:

# Post-Session Planning:

- Documentation forms to complete: \_\_\_\_\_\_
- Required communication with team: \_\_\_\_\_\_
- Materials to prepare for next session: \_\_\_\_\_\_
- Progress to evaluate: \_\_\_\_\_\_
- Supervisor questions: \_\_\_\_\_\_

# QUICK SESSION PLANNING TEMPLATE

Date:	Time:
Materials:	
Materials:	
Materials:	
Materials:	
	Materials: Materials: Materials:

## Session Structure:

Time block plan:

- \_\_\_\_ min: \_\_\_\_\_\_
- \_\_\_\_ min: \_\_\_\_\_
- \_\_\_\_ min: \_\_\_\_\_

Key Reinforcers:

•

Data Collection:

•

Behavior Management Strategies:

•

Questions for Supervisor:

•

# 2. DATA SHEET EXAMPLES

Use these sample data sheets as templates for various measurement systems commonly used in ABA.

# FREQUENCY/EVENT RECORDING DATA SHEET

Client:		Observer:		_ Target
Behavior:			Definition:	
				Start Time:
End	Time:	Setting/Activity	:	
Behavior Count:				
Tally	Time	Antecedents/Conseq	uences	
Mar	Notatio	(optional)		
ks	ns			
Session Summary:				
Total count:	Session dur	ation: minutes Ra	ate per minute	:
		son to previous session:	-	
DURATION R	ECORDING	DATA SHEET		

						_ Target
Behavior:					Definition:	
					te:	Session
Duration:		_ minutes	Setting/A	ctivity:		
Epi	Start	End	Dura	Antec	Conseq	
S	Ti	Т	ti	ed	uen	
ο	me	i	0	ent	се	
d		m	n			
е		е				
1						
2						
•						
3						
4						
4						
5						
5						

 Total duration:
 \_\_\_\_\_\_\_ minutes/seconds Percentage of session:
 \_\_\_\_\_\_% Longest

 episode:
 \_\_\_\_\_\_\_ minutes/seconds Shortest episode:
 \_\_\_\_\_\_ minutes/seconds Average

 duration:
 \_\_\_\_\_\_\_ minutes/seconds Comparison to previous session:
 \_\_\_\_\_\_ Notes:

# INTERVAL RECORDING DATA SHEET

Client:	Observer:		Target
Behavior:		Definiti	on:
		Date:	Interval
Length:	seconds Type: 🗆 Partia	l Interval 🗆 Whole Iı	nterval   Momentary
Time Sampling So	ession Duration:	minutes Setting/	Activity:

Mark + for occurrence, - for nonoccurrence:

Min u t e	Subt o t a I
:00-: 1 0	
:10-: 2 0	
:20-: 3 0	
:30-: 4 0	
:40-: 5 0	
:50-: 6 0	
Subt o t a I	

Intervals with behavior: \_\_\_\_\_ Total intervals: \_\_\_\_\_ Percentage of intervals: \_\_\_\_\_ Notes:

# TRIAL-BY-TRIAL DATA SHEET

Client:	Observer:		Target Skill:
		_ Operational Definition:	
	Date:	Session:	
Setting/Activity:			

**Response Codes**: I = Independent, G = Gestural Prompt, VP = Verbal Prompt, M = Model Prompt, PP = Partial Physical, FP = Full Physical, NR = No Response

Т	Discriminative Stimulus	Res p o n s e	Prompt Level	Conseq uen ce	Ν
1					
2					
3					
4					
5					
6					
7					

8			
9			
1			

Number of trials:	Independent responses:	(%) Prompted
responses by level:	Error pattern notes:	Comparison to previous
session:	Notes:	

# ABC DATA COLLECTION FORM

o r

Client:			Observer:		_ Target
Behavior:				Definition:	
				Date:	Setting:
т	Antec	Beh	Conseq	Perceived	
	ed	а	uen	Function	
	ent	v	се		
		i			

Total occurrences:	_ Pattern identified: _	Most common antecedent:
Most common cor	nsequence:	Hypothesized function(s):
Recommended intervention	approach:	_Notes:

# TASK ANALYSIS DATA SHEET

Client:	Observer:		Skill:
		Date:	Setting:
	Prompt Codes: I = Independen	t, G = Gestura	I, V = Verbal, M = Model, PP
= Partial Phy	ysical, FP = Full Physical		

S	Descrip	Tria	Tria	Tria	Ν
	tion	I	I	I	
		1	2	3	

1			
2			
3			
4			
5			
6			

7		
8		
9		
1		

Steps completed independent	ntly:	(%) Most pro	oblematic st	ep(s):
Steps showing improvement		Prompting patterns:	C	Comparison to
previous session:	Notes:			

# **3. PROCEDURAL INTEGRITY CHECKLISTS**

Use these checklists to ensure accurate implementation of common ABA procedures.

# DISCRETE TRIAL TRAINING INTEGRITY CHECKLIST

Client:	Implementer:		Observer:
Dat	te:	Program:	
Setting:			

Rate each component as Implemented ( 🗸 ) or Not Implemented ( X )

Т	Mat	Gai	С	V	Ρ	Imme	Approp	Cle	Da
	е	n				di	riat	а	t
	r	е				at	е	r	а
	i	d				е	Rei	I	F
	а	Α				С	nfor	n	e
	I	t				on	cem	t	С
	S	t				se	ent	е	C
	R	е				qu		r	r
	е	n						-	d
	а	t						t	

	d	i	en	r	е
	у	0	се	r i	d
		n		а	
				I	
				I	
				n	
				t	
				е	
				r	
				ν	
				a I	
1					
I					
2					
3					
4					
4					
5					

# Summary:

- Total components: \_\_\_\_\_ (9 components × 5 trials = 45)
- Components implemented correctly: \_\_\_\_\_(\_\_%)
- Areas of strength: \_\_\_\_
- Areas for improvement: \_\_\_\_\_\_
- Action plan: \_\_\_\_\_

# PREFERENCE ASSESSMENT INTEGRITY CHECKLIST

Type of Assessment: 
MSWO 
Paired-Stimulus 
Free-Operant 
Single Stimulus
Client: \_\_\_\_\_\_ Implementer: \_\_\_\_\_ Observer:
Date: \_\_\_\_\_

Rate each component as Implemented ( 🗸 ) or Not Implemented ( X )

Implementation Step	Tri	Tri	Tri	Tri	Tri
	£	5	£	ć	ć
	I	I	I	I	I.
	1	2	3	2	Ę

Materials prepared in advance

Items presented according to protocol

Items positioned correctly

Clear instruction provided

Appropriate wait time (5 sec)

No prompting or influence of selection

Correct contingent access provided

Items rearranged appropriately between trials

Selection recorded accurately

Protocol followed for no-selection

#### Summary:

- Total components: \_\_\_\_\_ (10 components × 5 trials = 50)
- Components implemented correctly: \_\_\_\_\_(\_\_%)
- Areas of strength: \_\_\_\_\_\_
- Areas for improvement: \_\_\_\_\_\_

Action plan: \_\_\_\_\_

# FUNCTIONAL ANALYSIS CONDITION INTEGRITY CHECKLIST

Condition: 
Attention 
Escape 
Tangible 
Alone 
Play Client:
Observer:
Date:

Rate each component as Implemented ( 🗸 ) or Not Implemented ( X )

Implementation Component	Implementation	Ν
	Status	

Environment set up according to protocol

Materials prepared correctly

Establishing operation in place at start

Correct verbal statement at beginning of condition

Appropriate baseline interaction

Target behavior identified correctly

Consequence delivered immediately following target behavior

Correct consequence provided (based on condition)

Consequence delivered for required duration

Return to baseline interaction after consequence

No consequences for non-target behaviors

Condition terminated at appropriate time

Data recorded accurately

Safety procedures followed

# Summary:

- Total components: \_\_\_\_\_ (14 possible)
- Components implemented correctly: \_\_\_\_\_(\_\_%)
- Areas of strength: \_\_\_\_\_\_
- Areas for improvement: \_\_\_\_\_\_
- Action plan: \_\_\_\_\_

# NATURAL ENVIRONMENT TEACHING INTEGRITY CHECKLIST

Client:		Implementer:		Observer:
	Date: _		Setting:	
Duration:				

Rate each component as Implemented ( 🗸 ) or Not Implemented ( X ) or Not Applicable (NA)

Implementation Component	Implementation	Ν
	Status	

Environment arranged to promote motivation

Follows client's motivation and interests

Uses naturally occurring reinforcers

Creates learning opportunities within activity

Uses clear, appropriate SDs

Implements appropriate prompt level

Fades prompts appropriately

Provides immediate reinforcement

Reinforcer directly related to response

Intersperses easy and difficult tasks

Uses multiple exemplars/variations

Captures and contrives motivation effectively

Maintains natural interaction style

Collects data without disrupting flow

Embeds multiple learning domains

# Summary:

- Total applicable components: \_\_\_\_\_\_
- Components implemented correctly: \_\_\_\_ (\_\_\_%)
- Areas of strength: \_\_\_\_\_\_
- Areas for improvement: \_\_\_\_\_\_
- Action plan: \_\_\_\_\_

# **EXTINCTION PROCEDURE INTEGRITY CHECKLIST**

Client:	Implementer:		Observer
	Date:	Target Behavior:	
	Function:	Туре	of Extinction:
Attention   Escan	e – Tangible – Automatic		

Attention 

Escape 
Tangible 
Automatic

Rate each component as Implemented ( 🗸 ) or Not Implemented ( X )

## Implementation Component

Implementation N Status

Function-matched extinction procedure identified

Extinction procedure implemented immediately following target behavior

No reinforcement provided for target behavior

Consistency maintained throughout session

Implementation continued despite extinction burst

Safety procedures maintained

Alternative behaviors reinforced

Antecedent strategies implemented as planned

No inadvertent reinforcement provided

Data collected on target behavior

Data collected on alternative behavior

Procedure implemented across all relevant contexts

# Summary:

- Total components: \_\_\_\_\_ (12 possible)
- Components implemented correctly: \_\_\_\_\_(\_\_%)
- Areas of strength: \_\_\_\_\_\_
- Areas for improvement: \_\_\_\_\_\_
- Action plan: \_\_\_\_\_

# 4. SKILL ACQUISITION PROGRAMMING WORKSHEET

Use this worksheet to plan effective skill acquisition programs based on client needs.

\_\_\_\_\_

# SKILL ACQUISITION PROGRAM PLANNING

Client: \_\_\_\_\_ Target Skill: \_\_\_\_\_

# Current Performance Level:

- Baseline data: \_\_\_\_\_
- Current prompt level required: \_\_\_\_\_\_
- Prerequisite skills present: \_\_\_\_\_\_
- Related mastered skills:

# **Operational Definition of Target Skill**:

#### Measurable Goal Statement:

#### Task Analysis (if applicable):

1.	
2	
3.	
4.	
5	
-	
8.	
g	
10.	

## Teaching Procedure:

- Instructional format: \_\_\_\_\_\_
- Teaching strategy: \_\_\_\_\_\_
- Prompt hierarchy: \_\_\_\_\_\_
- Prompt fading plan: \_\_\_\_\_\_
- Error correction procedure: \_\_\_\_\_\_
- Mastery criteria: \_\_\_\_\_\_

#### Session Structure:

- Trials per session:
- Frequency of sessions: \_\_\_\_\_\_
- Interspersed with: \_\_\_\_\_\_
- Session duration:
- Materials required: \_\_\_\_\_\_

#### **Reinforcement Plan:**

- Primary reinforcers:
- Conditioned reinforcers: \_\_\_\_\_\_
- Reinforcement schedule: \_\_\_\_\_\_
- Schedule thinning plan: \_\_\_\_\_\_
- Specific reinforcement contingency:

# Data Collection System:

- Measurement type: \_\_\_\_\_\_
- Data sheet format: \_\_\_\_\_\_
- IOA measurement plan: \_\_\_\_\_\_
- Decision rules for modification:
- Visual display format: \_\_\_\_\_\_

# Generalization & Maintenance Plan:

- Generalization strategy: \_\_\_\_\_\_
- Setting generalization plan: \_\_\_\_\_\_
- Stimulus generalization plan: \_\_\_\_\_\_
- Response generalization plan: \_\_\_\_\_\_
- Maintenance schedule: \_\_\_\_\_\_

# **Potential Barriers & Solutions:**

- Anticipated challenges: \_\_\_\_\_\_
- Motivational strategies: \_\_\_\_\_\_
- Environmental modifications:
- Prerequisite skill development needs: \_\_\_\_\_\_
- Consultation needs: \_\_\_\_\_\_

# **5. BEHAVIOR REDUCTION PLANNING EXERCISE**

Use this worksheet to develop comprehensive understanding of behavior reduction principles and planning.

# FUNCTION-BASED INTERVENTION PLANNING

Target Behavior: \_\_\_\_\_

**Operational Definition**:

## Current Baseline:

- Frequency/rate:
- Duration: \_\_\_\_\_\_
- Intensity: \_\_\_\_\_\_
- Pattern: \_\_\_\_\_\_

# Functional Assessment Summary:

Antecedents (List common triggers):

•

**Consequences** (List common results):

- •
- •

**Hypothesized Function(s)**: 
Attention 
Escape/Avoidance 
Tangible 
Automatic 
Evidence supporting this hypothesis:

# **Replacement Behavior Planning:**

Identify appropriate replacement behavior that serves same function:

How will replacement behavior be taught?

# Antecedent-Based Intervention Strategies:

For Attention-Maintained Behavior:

- Noncontingent attention plan: \_\_\_\_\_\_
- Attention satiation strategy: \_\_\_\_\_\_
- Attention recruitment teaching: \_\_\_\_\_\_

For Escape-Maintained Behavior:

- Demand modification plan: \_\_\_\_\_\_
- Break scheduling approach: \_\_\_\_\_\_\_
- Interspersing strategy: \_\_\_\_\_\_
- Choice-making opportunities: \_\_\_\_\_\_\_

For Tangible-Maintained Behavior:

- Access scheduling approach: \_\_\_\_\_\_
- Alternative access methods: \_\_\_\_\_\_
- Delay tolerance building: \_\_\_\_\_\_
- Clear access rules/boundaries: \_\_\_\_\_\_

For Automatic-Maintained Behavior:

- Environmental enrichment plan: \_\_\_\_\_\_
- Competing stimuli strategy: \_\_\_\_\_\_
- Matched sensory alternative: \_\_\_\_\_\_
- Medical/physiological considerations: \_\_\_\_\_\_

# **Consequence-Based Intervention Strategies:**

**Reinforcement Procedures:** 

- DRA plan: \_\_\_\_\_\_
- DRI plan: \_\_\_\_\_\_
- DRO plan: \_\_\_\_\_
- Token system details: \_\_\_\_\_\_

Extinction Procedures:

- Type of extinction:
- Implementation details: \_\_\_\_\_\_
- Extinction burst management plan: \_\_\_\_\_\_
- Safety considerations: \_\_\_\_\_\_

Crisis Management Plan:

- Crisis definition/criteria:
- Immediate response protocol: \_\_\_\_\_\_
- Additional support procedure: \_\_\_\_\_\_
- Post-crisis procedures: \_\_\_\_\_\_

# Data Collection and Evaluation Plan:

- Measurement system for target behavior: \_\_\_\_\_\_
- Measurement system for replacement behavior: \_\_\_\_\_\_
- Schedule of data review: \_\_\_\_\_\_
- Success criteria:
- Plan modification criteria:

## Implementation Consistency Plan:

- Staff training approach: \_\_\_\_\_\_
- Procedural integrity checks: \_\_\_\_\_\_
- Caregiver training component: \_\_\_\_\_\_
- Cross-setting implementation: \_\_\_\_\_\_

# 6. CLIENT SCENARIO RESPONSE GUIDES

Practice applying your knowledge to realistic client scenarios you may encounter as an RBT.

# SCENARIO 1: PREFERENCE ASSESSMENT CHALLENGES

**Scenario**: You are conducting an MSWO preference assessment with a 6-year-old client who has limited verbal abilities. When you present the array of 5 items, the client attempts to grab all items at once instead of selecting one item as instructed.

# Assessment:

- 1. What is the immediate challenge in this scenario?
- 2. What factors might be contributing to this response?
- 3. What skill deficits might be present?

## **Response Planning:**

- 1. Immediate response to the behavior:
- 2. Modifications to assessment procedure:
- 3. Prerequisite skills that may need to be taught:
- 4. Alternative assessment approaches to consider:

5. Data to collect on this challenge:

Implementation Plan:

# SCENARIO 2: CHALLENGING BEHAVIOR DURING DEMAND

**Scenario**: During a work session, your 10-year-old client begins throwing materials and yelling "No!" when presented with a writing task. The behavior intervention plan indicates this behavior is escape-maintained, and you should implement escape extinction while teaching appropriate break requests.

## Assessment:

- 1. What function is the challenging behavior serving?
- 2. What replacement behavior needs to be taught?
- 3. What components would escape extinction include in this situation?

#### **Response Planning:**

- 1. Immediate response to the behavior:
- 2. Antecedent modifications to consider:
- 3. Replacement behavior teaching approach:
- 4. Reinforcement strategy:
- 5. Data to collect during incident:

#### Implementation Plan:

# SCENARIO 3: SKILL ACQUISITION PLATEAU

**Scenario**: You have been implementing a program teaching a 7-year-old client to tie shoes. After making initial progress over several weeks, the client has plateaued at being able to complete only the first three steps independently (out of 10 steps). You have been using a forward chaining procedure.

#### Assessment:

1. What might be causing the plateau in progress?

- 2. What information would you want to review about previous sessions?
- 3. What aspects of the current teaching procedure should be evaluated?

#### **Response Planning:**

- 1. Potential modifications to the teaching procedure:
- 2. Alternative approaches to consider:
- 3. Motivation enhancement strategies:
- 4. Environmental modifications:
- 5. Data to collect moving forward:

#### Implementation Plan:

# **SCENARIO 4: GENERALIZATION CHALLENGES**

**Scenario**: An 8-year-old client has mastered requesting using full sentences in the therapy room with you but does not use this skill with other therapists or in other environments. The skill was taught using discrete trial training.

#### Assessment:

- 1. What type of generalization challenge is occurring?
- 2. What factors in the original teaching might have limited generalization?
- 3. What assessment information would be helpful to gather?

## **Response Planning:**

- 1. Strategies to promote generalization across people:
- 2. Strategies to promote generalization across settings:
- 3. Modifications to teaching procedure to enhance generalization:
- 4. Natural environment teaching opportunities:
- 5. Data to collect on generalization:

#### Implementation Plan:

# SCENARIO 5: REINFORCER EFFECTIVENESS DECLINE

**Scenario**: A 5-year-old client who was previously highly motivated by stickers and praise has shown declining interest in these reinforcers over the past week. Task compliance and skill acquisition rates have decreased as well.

#### Assessment:

- 1. What factors might contribute to declining reinforcer effectiveness?
- 2. What information would you want to gather about recent sessions?
- 3. What changes in client circumstances might be relevant?

#### **Response Planning:**

1. Immediate assessment strategies:

- 2. Potential new reinforcers to evaluate:
- 3. Reinforcement schedule modifications:
- 4. Pairing strategies for existing reinforcers:
- 5. Data to collect on reinforcer effectiveness:

#### Implementation Plan:

# 7. SUPERVISION MEETING PREPARATION FORM

Use this form to prepare for productive supervision meetings with your BCBA supervisor.

# SUPERVISION MEETING PREPARATION

 RBT: \_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_ Meeting

 Date: \_\_\_\_\_\_ Time: \_\_\_\_\_\_ Location: \_\_\_\_\_\_ Period Covered:

Client Updates:

Cli	Progress	Challenges/Con	Ques
e	Summary	cerns	ti
I			0
t			n
			S

Implementation Questions:

Program/Pro tocol Specific Question Current Approac h Information Needed

# Data Collection and Analysis:

Та	Current	Pattern/Tr	Decision
1	Data	end	Point?
Ś			
¢			
t			

# Materials and Resources Needed:

- \_\_\_\_\_
- \_\_\_\_\_

# Professional Development:

- Implementation skills needing feedback: \_\_\_\_\_\_
- Recent training applied: \_\_\_\_\_\_
- Areas for skill development: \_\_\_\_\_\_\_
- Upcoming training interests: \_\_\_\_\_\_

## Administrative Items:

- Schedule adjustments needed: \_\_\_\_\_\_
- Documentation questions: \_\_\_\_\_\_
- Paperwork needing review: \_\_\_\_\_\_
- Credential maintenance items:

# Ethics/Professional Conduct Questions:

- Boundary situations encountered: \_\_\_\_\_\_
- Scope of practice questions: \_\_\_\_\_\_
- Ethical scenarios for discussion: \_\_\_\_\_\_
- Confidentiality clarifications:

# Feedback from Last Supervision Meeting:

- Focus areas from previous meeting: \_\_\_\_\_\_
- Steps taken to address feedback: \_\_\_\_\_\_
- Results of implementation changes: \_\_\_\_\_\_
- Ongoing challenges: \_\_\_\_\_\_

# **Goals for This Meeting:**

- 3. \_\_\_\_\_

## Notes and Discussion Points:

# 8. PROFESSIONAL DEVELOPMENT PLANNING

Use this tool to plan your ongoing professional development as an RBT.

# **PROFESSIONAL DEVELOPMENT PLAN**

# PART 1: SKILL ASSESSMENT

## Technical Skills Assessment:

Rate your current proficiency (1 = Needs significant development, 5 = Highly proficient):

Skill Area	Current	Priority for	Resources/Traini
	Rati	Developme	ng Available
	ng	nt (H/M/L)	
	(1-5)		

Measurement & Data Collection

Selecting appropriate measurement systems

Implementing measurement procedures accurately

Graphing and visual analysis

Data-based decision making

# Assessment Implementation

Preference assessments

Functional behavior assessment procedures

Skill assessments

Task analysis development

# **Skill Acquisition**

Discrete trial teaching

Natural environment teaching

Chaining procedures

Prompting and fading techniques

**Discrimination training** 

Generalization programming

# **Behavior Reduction**

Function-based intervention implementation

Antecedent-based strategies

Reinforcement procedures

Extinction implementation

Crisis management

# Documentation

Objective session notes

ABC data collection

Progress reporting

Graphing and data presentation

# **Professional Practice**

Ethical decision making

Professional boundaries

Cultural competence

Interprofessional collaboration

Client dignity and respect

## **Professional Characteristics Assessment:**

Rate your current development (1 = Needs significant development, 5 = Highly developed):

Professional Characteristic	Current Rating (1-5)	Priority for Development (H/M/L)	Growth Strateg ies
Receptivity to feedback			
Timeliness/punctuality			
Organization skills			
Communication skills			

Problem-solving ability

Adaptability/flexibility

Initiative/self-direction

Stress management

Teamwork/collaboratio n

Work-life balance

# PART 2: GOAL SETTING

# Short-Term Professional Goals (Next 3-6 months):

1.		
	Action steps:	
		Measurement of achievement:
	Timeline:	
2.		
	Action steps:	
		Measurement of achievement:
	Timeline:	
3.		
	Action steps:	Resources needed: Measurement of achievement:
	Timeline:	
<b>ng-</b> 1.	Term Professional Goals (1-3 years):	
	Action steps:	Resources needed:
		Measurement of achievement:

	Timeline:	
2.	Action steps:	
		Measurement of achievement:
	Timeline:	
PART	3: PROFESSIONAL DEVELOPMENT RESC	DURCES
Conti	nuing Education Plan:	
٠	RBT Renewal requirements:	
٠	CEUs needed by:	
٠	Areas of focus for CEUs:	
٠	Planned training events:	
٠	Online learning resources:	
٠	Budget allocation for training:	
Super	vision Utilization Plan:	
٠	Current supervision frequency:	
•	Strategies to maximize supervision benefit:	

- Feedback implementation plan:
- Documentation of supervision effectiveness: \_\_\_\_\_\_\_

## Peer Learning Opportunities:

- Peer mentoring possibilities:
- Study group participation: \_\_\_\_\_\_
- Skill sharing opportunities: \_\_\_\_\_\_
- Observation arrangements: \_\_\_\_\_\_
- Collaborative learning projects:

#### Self-Study Resources:

- Books/articles to read: \_\_\_\_\_\_
- Online resources to utilize: \_\_\_\_\_\_\_
- Practice opportunities to arrange: \_\_\_\_\_\_
- Self-assessment tools: \_\_\_\_\_\_
- Reflection practices: \_\_\_\_\_\_

## PART 4: CAREER DEVELOPMENT

## **Current Position Analysis:**

- Aspects I enjoy most: \_\_\_\_\_\_
- Areas of greatest contribution:
- Challenges in current role: \_\_\_\_\_\_\_

- Alignment with long-term goals: \_\_\_\_\_\_
- Development opportunities available: \_\_\_\_\_\_

## Future Career Exploration:

- Potential future roles: \_\_\_\_\_\_
- Additional credentials to consider: \_\_\_\_\_\_
- Experience needed for advancement: \_\_\_\_\_\_
- Timeline for career progression: \_\_\_\_\_\_
- Networking opportunities: \_\_\_\_\_\_

## Work-Life Integration:

- Current work-life balance assessment: \_\_\_\_\_\_
- Stress management strategies: \_\_\_\_\_\_
- Burnout prevention plan: \_\_\_\_\_\_
- Personal boundaries to maintain: \_\_\_\_\_\_
- Self-care practices: \_\_\_\_\_\_

## **Professional Identity Development:**

- Professional values alignment: \_\_\_\_\_\_
- Community involvement opportunities:
- Leadership skills development: \_\_\_\_\_\_
- Professional organization membership: \_\_\_\_\_\_
- Contribution to the field goals: \_\_\_\_\_\_

## PART 5: PROGRESS REVIEW PLAN

## **Review Schedule:**

- Self-assessment frequency: \_\_\_\_\_\_
- Supervisor review frequency: \_\_\_\_\_\_\_
- Formal plan update timeline: \_\_\_\_\_\_\_
- Documentation method: \_\_\_\_\_\_
- Adjustment process: \_\_\_\_\_\_

## Success Indicators:

- Objective measures of growth: \_\_\_\_\_\_
- Feedback integration evidence: \_\_\_\_\_\_
- Client outcome improvements: \_\_\_\_\_\_
- New skill demonstration: \_\_\_\_\_\_
- Professional recognition: \_\_\_\_\_\_

## **Celebration and Reinforcement:**

- How will you acknowledge achievements? \_\_\_\_\_\_
- Meaningful reinforcement for progress: \_\_\_\_\_\_
- Milestone celebration plan: \_\_\_\_\_\_

- Recognition sharing: \_\_\_\_\_\_
- Motivation maintenance strategies:

# PART 6: REFLECTION AND COMMITMENT

Professional Strengths Reflection:

Growth Areas Reflection:

Value to Clients and Team:

**Professional Identity Statement:** 

**Commitment to Professional Development:** 

Signature:	Date:		_	
Supervisor Signature:		Date:		

# SUPPLEMENTARY WORKSHEETS

PROMPT FADING PLANNING WORKSHEET

Client:	Target Skill:	Current
Prompt Level:	Date:	

## **Operational Definition of Independent Performance:**

#### Current Performance Data:

- Percentage of trials with current prompt level: \_\_\_\_\_\_\_
- Consistency across sessions: \_\_\_\_\_\_

#### **Prompt Dependency Assessment:**

- Signs of scanning for prompts: \_\_\_\_\_\_
- Response latency patterns: \_\_\_\_\_\_
- Differential performance across therapists: \_\_\_\_\_\_
- Errors without prompts: \_\_\_\_\_\_

## Prompt Hierarchy (Most to Least Intrusive):

1.		(Most intrusive)	
2.			
3.			
4.			
5.		(Least intrusive)	
6.	Independent		
Curre	nt Level:	Target Lo	evel:
Fadin	g Strategy Selection	ı: □ Most-to-Least □ Least-t	o-Most
Delay	□ Stimulus Fading □ (	Other:	_
Ratior	nale for Selected Str	ategy:	

#### Implementation Plan:

Phas e	Prompt Level	Criteria to Move to Next Phase	Data Collection Method
1			
2			

3	
4	
5	
Poten	tial Challenges and Solutions:
•	Challange 1:

•	Challenge 1:	Solution:
•	Challenge 2:	Solution:

Challenge 3: \_\_\_\_\_\_ Solution:

# Reinforcement Plan During Fading:

- Reinforcement for independent responses:
- Reinforcement for prompted responses: \_\_\_\_\_\_
- Differential reinforcement strategy: \_\_\_\_\_\_
- Motivation maintenance approach: \_\_\_\_\_\_

# Generalization Planning During Fading:

- Setting/context variations:
- Stimulus variations: \_\_\_\_\_\_
- Instructor variations: \_\_\_\_\_\_
- Response variations: \_\_\_\_\_\_

# Data Analysis Plan:

- Review frequency: \_\_\_\_\_\_
- Decision rules for progress: \_\_\_\_\_\_
- Decision rules for regression: \_\_\_\_\_\_
- Mastery criteria:

# TOKEN ECONOMY IMPLEMENTATION WORKSHEET

Client:	Та	Target Behaviors: Setting:		Start	
Date:	Setting:				
Token Earning	Rules:				
Towns		the second second	0		

Target	<b>Operational Definition</b>	Tokens	Schedul
Behavior		Earned	е

# Token System Design:

- Physical token type: \_\_\_\_\_\_
- Token board/container design: \_\_\_\_\_\_
- Visual representation: \_\_\_\_\_\_
- Portability considerations: \_\_\_\_\_\_
- Durability requirements: \_\_\_\_\_\_

# Exchange System:

BackupTokenAvailabilityReinforcerCost

## Exchange Schedule:

- Request-based exchanges: \_\_\_\_\_\_
- Minimum/maximum exchange amounts: \_\_\_\_\_\_
- Exchange process steps: \_\_\_\_
- Staff responsible for exchanges: \_\_\_\_\_\_

## Teaching the System:

- Initial introduction plan: \_\_\_\_\_\_
- Teaching token value: \_\_\_\_\_\_

\_\_\_\_\_

- Teaching exchange process: \_\_\_\_\_\_
- Prompting strategy: \_\_\_\_
- Demonstration approach: \_\_\_\_\_\_

## Response Cost (if applicable):

- Behaviors resulting in token loss: \_\_\_\_\_\_
- Number of tokens removed: \_\_\_\_\_\_

- Prevention focus: \_\_\_\_\_\_
- Positive emphasis strategy: \_\_\_\_\_\_

# Data Collection System:

- Tokens earned tracking: \_\_\_\_\_\_
- Behaviors tracking: \_\_\_\_\_\_
- Exchange pattern tracking: \_\_\_\_\_\_
- Response cost tracking: \_\_\_\_\_\_
- System effectiveness measures: \_\_\_\_\_\_

## Fading/Modification Plan:

- Schedule thinning approach: \_\_\_\_\_\_
- Token requirement adjustments:
- Backup reinforcer modifications:
- Generalization to natural contingencies: \_\_\_\_\_\_
- Transition timeline: \_\_\_\_\_\_

# Troubleshooting Plan:

- If motivation decreases:
- If consistent token exchange problems: \_\_\_\_\_\_
- If behavior deteriorates:
- If token value diminishes: \_\_\_\_\_\_
- If administration becomes challenging: \_\_\_\_\_\_

# FUNCTIONAL COMMUNICATION TRAINING PLANNING WORKSHEET

Client:	Problem Behavior:	
Function:	Date:	

## **Current Communication Assessment:**

- Existing communication modalities:
- Communication strengths: \_\_\_\_\_\_
- Communication challenges: \_\_\_\_\_\_
- Previous communication instruction:
- Communication preferences: \_\_\_\_\_\_

## **Problem Behavior Data Summary:**

- Frequency/intensity: \_\_\_\_\_\_
- Typical antecedents: \_\_\_\_\_\_
- Typical consequences: \_\_\_\_\_\_
- Functional assessment results: \_\_\_\_\_\_
- Current intervention status: \_\_\_\_\_\_

## **Replacement Communication Response Selection:**

Communication	Modalit	Implementatio	Match to
Response	У	n	Function

Selected Response: \_\_\_\_\_

## Rationale for Selection:

#### **Response Requirements:**

- Physical motor requirements: \_\_\_\_\_\_\_
- Cognitive/discriminative requirements: \_\_\_\_\_\_
- Sensory requirements:
- Efficiency assessment: \_\_\_\_\_\_
- Preference considerations: \_\_\_\_\_\_

#### Teaching Protocol:

- Instructional setting: \_\_\_\_\_\_
- Contrived opportunities schedule: \_\_\_\_\_\_
- Natural opportunities identification:
- Prompt hierarchy: \_\_\_\_\_\_
- Prompt fading plan: \_\_\_\_\_\_
- Error correction procedure: \_\_\_\_\_\_\_

## **Reinforcement Protocol**:

- Initial reinforcement schedule:
- Reinforcement delay considerations: \_\_\_\_\_\_
- Schedule thinning plan: \_\_\_\_\_\_
- Extinction component: \_\_\_\_
- Differential reinforcement strategy: \_\_\_\_\_\_

## Generalization Plan:

- Setting/situation variations: \_\_\_\_\_\_
- Communication partner variations: \_\_\_\_\_\_
- Antecedent variations: \_\_\_\_\_\_
- Reinforcement variations: \_\_\_\_\_\_
- Prompt fading across contexts: \_\_\_\_\_\_

## Data Collection System:

•	FCT response measurement:		
٠	Problem behavior measurement:		
٠	Prompt level tracking:		
•	Generalization probes:		
٠	Success criteria:		
Coordination Plan:			

- Training for communication partners: \_\_\_\_\_\_
- Consistency across environments: \_\_\_\_\_\_
- Caregiver implementation support: \_\_\_\_\_\_
- Team communication system: \_\_\_\_\_\_
- Follow-up assessment schedule:

# VISUAL SUPPORT DESIGN WORKSHEET

Client:	_ Target Behavior/Skill:
Purpose of Visual Support:	Date:

# **Current Assessment:**

- Visual processing strengths: \_\_\_\_\_\_\_
- Visual discrimination skills:

- Reading abilities (if applicable): \_\_\_\_\_\_
- Attention span for visual information:

**Type of Visual Support Needed**: 
Visual Schedule 
First-Then Board 
Token Economy □ Choice Board □ Social Story □ Task Analysis □ Behavior Expectations □ Communication Board 
Other:

# **Design Specifications:**

## Format and Size:

- Physical dimensions: \_\_\_\_\_ \_\_\_\_\_
- Orientation (horizontal/vertical): \_\_\_\_\_\_
- Portability requirements: \_\_\_\_\_\_
- Mounting/display method:
- Durability needs:

# Visual Elements:

- Symbol type: 
  Photos 
  Line Drawings 
  Icons 
  Words
- Symbol size:
- Number of symbols per page/display: \_\_\_\_\_\_
- Color coding system: \_\_\_\_\_\_
- Text requirements:

Background considerations: \_\_\_\_\_\_

## **Organization and Layout:**

- Sequence direction: \_\_\_\_\_\_
- Grouping method: \_\_\_\_\_\_
- Visual hierarchy: \_\_\_\_\_\_
- White space requirements: \_\_\_\_\_\_
- Attention-directing features: \_\_\_\_\_\_
- Consistency elements: \_\_\_\_\_\_

#### Interactive Components:

- Movable pieces: 
  \_ Yes 
  \_ No
- Movement direction:
- Attachment method: \_\_\_\_\_\_
- Completion indication: \_\_\_\_\_\_
- User manipulation requirements: \_\_\_\_\_\_
- Reset/preparation process: \_\_\_\_\_\_

#### Implementation Plan:

- Introduction method: \_\_\_\_\_\_
- Teaching protocol:
- Prompting strategy: \_\_\_\_\_\_
- Reinforcement for use: \_\_\_\_\_\_
- Staff/caregiver training:
- Consistency across environments: \_\_\_\_\_\_

## Monitoring Effectiveness:

- Target behavior/skill measurement: \_\_\_\_\_\_
- Visual support use measurement: \_\_\_\_\_\_
- Independence level tracking: \_\_\_\_\_\_
- Modification criteria:
- Fading considerations: \_\_\_\_\_\_

## Materials Needed:

• \_\_\_\_\_ • \_\_\_\_

## **Production Steps:**

1.	
••	
2.	
3.	
4.	

5. \_\_\_\_\_

#### Maintenance Plan:

- Cleaning/care instructions: \_\_\_\_\_\_
- Replacement process: \_\_\_\_\_\_
- Update schedule: \_\_\_\_\_\_
- Storage between uses: \_\_\_\_\_\_
- Transition plan: \_\_\_\_\_\_

# SUPERVISION FEEDBACK IMPLEMENTATION PLAN

RBT:	Supervisor:	Date
Feedback Received:	Focus Area:	

#### Feedback Summary:

#### **Current Performance Level:**

- Baseline measurement: \_\_\_\_\_\_
  Specific behaviors to modify: \_\_\_\_\_\_
- Current strengths related to feedback: \_\_\_\_\_\_
- Impact on client services: \_\_\_\_\_\_
- Priority level: \_\_\_\_\_\_

## **Performance Goal Statement:**

## Understanding Check:

- My understanding of what needs to change: \_\_\_\_\_\_
- Questions to clarify feedback: \_\_\_\_\_\_
- Additional information needed: \_\_\_\_\_\_

Action Steps:

Ste p	Descriptio n	Timelin e	Resources Needed	Measurable Outcome
1				
2				
3				
4				
5				

# Self-Monitoring Plan:

- Data collection method: \_\_\_\_\_\_
- Frequency of self-assessment: \_\_\_\_\_\_
- Documentation system: \_\_\_\_\_
- Self-reinforcement strategy: \_\_\_\_\_\_
- Red flags indicating problems: \_\_\_\_\_\_

# Support Resources:

- Additional training needed: \_\_\_\_\_\_
- Materials required: \_\_\_\_\_\_
- Mentoring opportunities: \_\_\_\_\_\_
- Practice contexts: \_\_\_\_\_\_
- Reference materials: \_\_\_\_\_\_

## Follow-up Plan:

- Check-in date with supervisor:
- Progress report method: \_\_\_\_\_\_
- Success demonstration approach: \_\_\_\_\_\_
- Ongoing maintenance strategy: \_\_\_\_\_\_
- Integration with professional development plan: \_\_\_\_\_\_

# **Potential Barriers and Solutions:**

- Barrier 1: \_\_\_\_\_\_ Solution:
- Barrier 2: \_\_\_\_\_\_ Solution:
- Barrier 3: \_\_\_\_\_\_ Solution:

# Commitment and Accountability:

Signature:	Date:	
Supervisor Signature:	Date:	:

# **APPLICATION PRACTICE CHECKLIST**

After completing these practical application worksheets, check off the following items:

- I have practiced creating comprehensive session plans
- I have familiarized myself with various data collection formats
- I have evaluated my procedural integrity for key ABA techniques
- I have practiced developing skill acquisition programs
- I have analyzed function-based behavior intervention planning
- I have applied knowledge to realistic client scenarios
- I have prepared for effective supervision utilization
- I have developed a professional growth plan
- I have practiced designing visual supports
- I have created a feedback implementation system
- I have practiced token economy design
- I have developed prompt fading strategies
- I have planned functional communication interventions