



BT Name: _____ Team Teacher: _____ Date: _____

Level I Behavior Technician General Feedback/Team Teaching Form – Phase A

Goals from Previous Team Teaching:

1. _____

Goal Met: Y N

2. _____

Goal Met: Y N

3. _____

Goal Met: Y N

Area I: Organization

1. **Instructional area is neat and clean (A)**

Consumers' table and/or other teaching areas are clean and organized.

2. **Room is neat and clean (A)**

Behavior Technician's toy play area, shelves, bins, and papers and are organized. Toys and commonly-accessed areas (such as restrooms

in Building L) are regularly cleaned and maintained. Storage areas are kept tidy.

3. **Needed materials are prepared (A)**

Programming materials are ready before calling consumer to table or are prepared while consumer is engaged in another activity.

4. **Needed materials are easily accessible (A)**

Materials are in reach and can be quickly sorted through in order to maintain an appropriate pace of instruction.

5. **Consumer materials are distributed efficiently (A)**

Materials are presented clearly, within consumer's reach, and in a timely manner.

6. **Sits within reach of consumer (A)**

Behavior Technician should be close enough to prompt the consumer as is appropriate.

7. **Reinforcement is prepared and accessible (A)**

Reinforcers should be gathered within reach of Behavior Technician so they can be delivered immediately.

8. **Follows safety requirements (A)**

Complies with all agency-implemented safety measures, including (but not limited to): covering outlets with plug covers; keeping doorways, hallways, other common walkways, and exit routes free of obstacles; appropriately storing personal belongings (coats, purses, etc.)



in areas removed from consumer access; appropriately labeling and storing cleaning supplies in areas removed from consumer access. Confidential consumer information is stored in protected locations. Behavior Technician can locate safety protocols (policy and procedure binders, building maps) within his or her work environment. Appropriately participates in emergency drills (fire drills, tornado drills).

Area 2: Instructional Delivery

1. Secures consumer's attention before delivering first S^D (A)

Consumer is facing Behavior Technician or is presented with stimuli; self-stimulatory behavior has been redirected as much as possible, consumer's name has not been overly used, and greetings have been appropriately exchanged. Example S^Ds used to secure attention are: "quiet hands", "come here", "sit down", etc.

2. Provides a clear, neutral S^D (A)

Tone of voice is clear, loud, etc. S^D is concise and consistent.

3. Follows 3-5 second response time (A)

Consumer should answer within 3-5 seconds of the S^D presented. If not, S^D is presented or response is prompted, depending on phase of teaching. This expectation may look different for tasks that take longer amounts of time to complete.

4. Tone of voice varies between S^D and Rf (A)

Tone should be even for S^D and happy/excited/elevated for Rf.

Area 3: Data Collection/Analysis

1. Data is reviewed prior to sitting (A)

Correct format and phase are used (DTT/MV/DLS/etc.) and all notes and interventions are read over before beginning sitting. Behavior Technicians should reference the Current Items Lists regularly for mastered targets and additional program information.

2. Completes consumer's homework on time and accurately (A)

Behavior Technician is responsible for checking for completion and accuracy of homework for the consumer before it is turned in each week. In addition, each Behavior Technician is expected to contribute homework assignments for other consumers on his/her schedule. Language should be clear and concise, with examples that will best help parents, guardians, or other providers to review the skills in the home/natural environment.

3. Completes billing forms accurately and monitors billing for assigned consumer (A)

Billing forms are completed accurately and by the end of each session with a consumer. Behavior Technicians should also oversee all billing for assigned consumer and submit billing (and all billing corrections) in a timely manner. While billing errors do occasionally occur, it should be noted that no more than 1 billing errors per 6 week period are deemed acceptable. This will be monitored by the Billing department and reported to Program Managers as needed.



Area 5: Reinforcement

1. Appropriate praise rate (A)

Typically defined as six examples of praise per minute of programming, but due to consumer and/or program, this may not be appropriate. Praise should be consumer- and program-specific.

2. Pairs self with the delivery of reinforcers (A)

Provides social reinforcement and verbal praise in combination with tangible and physical reinforcement.

3. 5 reinforcers used during observation (A)

Equal to or greater than five reinforcers used during an observation - examples may be physical, verbal, edible, tangible, etc.

4. Reinforcers delivered within 2 seconds of consumer's response (A)

As stated.

5. Maintains spatial control over reinforcers (A)

Reinforcers should not be within reach of the consumer. Behavior Technician delivers and controls all reinforcers contingent upon desired responses and behaviors.

6. Reinforces rather than reminds (bribery) (A)

Does not bribe consumer into doing work. Reinforcers and expectations are established before S^Ds are given and before programs are begun.

Area 6: Behavior Management (Both Table and Downtime)

1. Follows correct toilet training schedule and procedures and records data accurately on toilet training forms (A)

Monitors consumer's toileting schedule if applicable and implements all consumer-specific toileting procedures, including the recording of all habit training-related data.

Area 7: Professionalism

1. Is punctual to meetings(A)

Is punctual to all trainings and meeting

2. Demonstrates good attendance (A)

Following the SBSA attendance policy established 7/21/2009, this component will be determined by the Human Resources department.

3. Self-monitors own time (A)

Self-monitors own time, including prep time in the morning and afternoon, and time spent during the day without consumers. Behavior Technician prepares for sessions, makes stimuli, organizes/cleans room and consumer's materials, and works on projects assigned. Seeks out supervisor if uncertain about how to use time efficiently.

4. Dresses appropriately for job and job-related occasions/events (A)

Examples include: wearing clothing that appropriately covers the body. Wears closed-toed shoes when working within clinical building; avoids clothing items such as hooded sweatshirts and scarves. Wears identification



badge provided by company.

BT Signature _____

5. Communicates self in a professional manner with coworkers, supervisors, and parents (A)

Behavior Technician communicates in courteous, polite, and professional terms when corresponding with others. Directs concerns or issues to the appropriate channel for resolution.

6. Seeks, receives, applies feedback appropriately and professionally (A)

Reacts professionally when given feedback and demonstrates effort to apply feedback to job duties.

Areas of greatest strength:

Areas of needed improvement:

Goals for next Team Teaching:

1. _____

2. _____

3. _____

