**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 and Features** |
| **Daily Check-in** |
| * Greet student.
 | Y N |
| * Help student select/get Daily Progress Report (DPR).
 | Y N |
| * Remind student of expectations and/or goal for the day (precorrect).
 | Y N |
| * Help student put Daily Progress Report 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 and 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) = |