

# **Annual Behavior Coach Performance Evaluation**

*(Revised March 2024)*

Staff: \_\_\_\_\_

Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Evaluator: \_\_\_\_\_

Date of review : \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Evaluation:

**1**= Rarely Occurred/ Definite Concerns **2**= Partially met/Needs Improvement **3**= Usually Occurred/ Adequate/ Acceptable

<b>Administrative</b>	1	2	3
1. Documents each direct contact session through description of treatment process, through data collection, and includes all necessary components of the note			
2. Documents each indirect non-billable session with specific details of the non-billable task delegated to you			
3. Materials are complete, organized and accessible at the start of the session.			
4. Completes hours accountability form.			
5. Converts notes on time.			

<b>INSTRUCTIONS (SD)</b>	1	2	3
6. Instructions are appropriate to child's functioning level.			
7. Appropriately gains child's attention			
8. Natural tone of voice is used.			
9. Uses a directive voice ("Do this" instead of "Can you..")			
10. Manipulate the environment to create motivation			

11. Words used corresponded to desired response.			
12. Based on client's functioning level appropriate time is given for response (approximately 3-5 seconds)			

<b>FEEDBACK</b>	1	2	3
13. conducts formal or informal preference assessment before running trials.			
14. The frequency of reinforcement was optimal (as set by manager/supervisor).			
15. If tangible reinforcers were used, they were accompanied by social reinforcers in order to effectively develop social reinforcement value.			
16. Uses behavior specific praise.			
17. Delivers reinforcement immediately.			
18. Used varied reinforcers.			

<b>MAXIMIZING PROGRESS</b>	1	2	3
19. Timing and duration of breaks are appropriate.			
20. Arranged task order so that difficult tasks occurred between easier tasks.			
21. Ended session on a pattern of successes.			
22. Created behavioral momentum.			
23. Incorporated a good balance of play into the overall program.			
24. Made therapy as natural as possible.			
25. Attempted to facilitate generalization as quickly as possible.			
26. Approach was enthusiastic.			
27. Used interesting and preferred materials.			
28. Rewarded client for good attending and performance, in an age developmentally appropriate manner.			

<b>BEHAVIOR SHAPING</b>	1	2	3
29. Provides reinforcement at times to strengthen and maintain appropriate behavior.			
30. Does not use threats or bribes.			
31. Uses proactive teaching to promote appropriate alternative behavior.			
32. Follows written behavior plan/interactional guidelines.			

<b>DATA COLLECTION</b>	1	2	3
33. Needed data sheets are present and set up before instruction begins.			
34. Data collection does not interfere with teaching			
35. Collects data accurately			

<b>Error Correction</b>	1	2	3
36. All Errors are corrected/All steps of client specific Error Correction were used appropriately			
37. Follows up errors with teaching trials.			
38. Differentially reinforces correct responses over prompted responses.			
39. Problem solves in situ (i.e. adjusts prompt levels according to client's performance)			
40. Conducts delayed tests on items previously missed			

<b>PROMPT</b>	1	2	3
41. Timing of prompts was optimal.			
42. Errorless Learning was used for new programming and wherever else set by the manager/Supervisor			

43. The appropriate type of prompt was used.			
44. Provides no inadvertent cueing/prompting.			
45. Predicts errors and provides prompt within an appropriate time frame			
46. There were systematic attempts to fade prompts.			

<b>Collaboration/Teamwork</b>	1	2	3
47. Is an engaged and active learner.			
48. Makes valuable contributions, in team meetings and/or supervision.			
49. Is responsive to feedback from supervisor and/or manager.			
50. Works well as a member of the clinical team and collaborates with other team members as appropriate.			
51. Seeks growth in current role.			

<b>Family/Caregiver Interactions</b>	1	2	3
52. Provides appropriate modeling of ABA techniques for parents as delegated by the clinical supervisor.			
53. Provides appropriate feedback for parents.			
54. Establishes and maintains rapport with parents/caregivers.			
55. Incorporates parent/caregiver in session objectives (debriefing/checking in each session)			
56. Maintains professional relationships with parents that are within appropriate boundaries. (Avoids dual relationships, etc..)			

<b>ACCOUNTABILITY &amp; PROFESSIONAL BEHAVIOR</b>	1	2	3
57. Is punctual to sessions. (via parent report)			
58. Is punctual to supervision and other team and company meetings			

59. Notifies family as appropriate for cancellations and makes an effort to reschedule the session during the same week. (via parent report)			
60. Obtains permission to cancel/reschedule sessions from the supervisor.			
61. Follows directives of the clinical supervisor.			
62. Practices within scope.			
63. Abides by HIPAA.			
64. Follows YFSVA dress code.			

**Points Achieved:** \_\_\_\_\_

**Percentage:** \_\_\_\_\_

### **ADDITIONAL COMMENTS**

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Date reviewed with employee

Staff: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_