

BEHAVIOR COACH CHECKLIST EXPECTATIONS

1. Hits Weekly Hour Expectation (3 points)

- a. Hours listed on your delegated treatment activity form is your weekly hour expectation.
 - i. If sessions are canceled (by the client's family or with a legitimate reason why staff needs to cancel a session) and you are unable to reschedule the session, weekly targeted hour expectation will be decreased
 - 1. Coaches MUST obtain permission from your supervisor to cancel a session BEFORE you cancel it
 - 2. Coaches need to attempt to reschedule the session during the same week in a group text with the caregiver and your supervisor
 - 3. If coaches are unable to reschedule the session (due to family unavailability, session is later in the week, etc.,) you can request additional delegated task hours from your supervisor to make up those missed direct contact hours

2. Maintains Weekly Schedule (1 point)

- a. Must follow their schedule (including the transportation schedule and arriving on time for sessions) and complete all the activities in your delegated treatment activity forms and transportation schedule

3. Completes Weekly Targeted Programs (1 point)

- a. Coaches receive the point if they run an adequate number of trials (at least 3) for all open programs/targets in the client's learning tree, unless otherwise discussed with clinical supervisor

4. Quality of Notes (1 point)

- a. Coaches receive the point if:
 - i. Correct billing code is used
 - ii. Daily session notes contain:
 - 1. Correct location of service
 - 2. Persons present during the session
 - 3. Boxes checked under *Components of ABA session* (what procedures/interventions were implemented during your session)
 - 4. Boxes checked under *Intervention Strategies* (antecedent and reinforcement should always be checked; only check extinction if specified by CS)
 - 5. Client's engagement level is selected
 - 6. Multiple graphs of ISP programs attached to note
 - a. All behavior reduction graphs in corresponding setting must be included
 - 7. A brief description of your daily session (reference Coaches: CR Note Cheat Sheet)
 - 8. ISP goals targeted during session
 - iii. Non- billable notes are completed as described in Coaches: CR Note Cheat Sheet

5. **All Data Entered (0.5 point)**
 - a. Coaches receive points if data from ALL behavior reduction targets (including zeroing out maladaptive behaviors), replacement behavior targets, and manding frequency data is recorded daily AND data from daily sessions is entered at the end of the session.
6. **Delegated Treatment Activity Form is completed by 10pm Monday (1 point)**
 - a. If hours for the week were met, just list the number of hours worked for each billing code
 - b. If there's any increase OR decrease in assigned hours vs. actual hours worked, answer all questions in hours accountability form
7. **Timely Communication (1 point)**
 - a. Supervisors should be updated of any client absences/appointments immediately after coach is notified by parent
 - b. company email and groupme should be checked once every 24 hours
 - c. Coach must respond to each Text / Email / Central Reach messages within 24 hours
 - d. Must submit time off requests 2 weeks in advance
8. **Notes Converted on Time (1.5 point)**
 - a. All progress notes must be converted at the end of the therapy appointment or by 6pm the following day of session.
 - b. All data from daily sessions must be entered before converting your daily session progress note

Total: 10 points possible