45 Minute Behavior Support Plan Development
Meeting Mechanics Process WORKSHEET

PROBLEM IDENTIFICATION: (5 minutes)
    IDENTIFY the problem
    Democratic (All Participate)
    Open-Ended
    Prioritize Concerns--use following list to assist in prioritization, if needed:
        ___Limits progress toward goals
        ___Limits socialization opportunities
        ___Interferes with the development of independent functioning

PROBLEM SPECIFICATION: (15 minutes)
    Operational Definitions
    Data / Variables Analysis
    Antecedent Variables Focus

Antecedent (Variables Analysis)	Behavior(s)	Consequence
Relevant variables associated with the occurrence AND non-occurrence of the behavior (ex: When, Where, With Whom, During what Activities, Other Conditions)	Prioritized Behaviors Operational Definitions (Observable / Measurable) Baseline Information	Responding to the behavior when it occurs.
Use the space below to take notes from the board:		

BRAINSTORM: (6-8 minutes)
BRAINSTORM possible solutions/strategies to address the problem:
ALL IDEAS ARE GOOD IDEAS
DON'T EXPLAIN, DEFEND, CONVINCE
PROFESSIONAL ROLE ELIMINATION
FOCUS ON DEVELOPING THE BEST IDEA IN THE ROOM

CLUSTER / PRIORITIZE: (6 minutes)
CLARIFY Ideas
CLUSTER Similar Ideas (3 primary)
PRIORITIZE Ideas through Sequencing
List strategies prioritized for implementation:

IMPLEMENTATION VARIABLES: (6 minutes)
Identify possible BARRIERS to implementation (brainstorm solutions if necessary)
Identify RESOURCES needed to implement plan
Determine DATA COLLECTION methods for evaluation

ASSIGN RESPONSIBILITIES: (5 minutes)
Team Process
Roles and Functions
DEVELOP ACTION PLAN

Who	is doing WHAT	By WHEN	STATUS