**WebBased Employee Training Tracking System**

Below are the criteria for 4 distinct phases of employment with Behavior Solutions, Inc. 1. Prior to Attending any Sessions, 2. Prior to Running Sessions Solo (overlapping), 3. Running Sessions Solo, 4. Behavior Consultant. The 4 stages are underlined and **bold, t**he tasks to be completed at each stage are in **bold**,and the details of what fields will need to be created/tracked are in (parentheses). Any text next to headings is probably text I’d want there for employees to read and understand each section.

Along the way as an employee checks off everything in a section, I’d like that to trigger and email to the Senior Behavior Consultant (Lisa Gilbertsen) and cc’ed to Dr. Peeler. Lisa will review the criteria and approve or not, and I will just be notified so I can monitor things. Once approvals are given it will generate emails to employee (congratulations and what to do next) and appropriate staff that need to know someone is ready for the next stage of training (see below for details).

Other needs

* Ability for Lisa, Angie or I to add/create new fields for new training tasks
* Ability to run an “employee/or entire team training report” to print out for audits.
* Place to upload a file employees may need for each task.

**Behavior Assistant Training Checklist**

Below are the training criterion for the various stages and levels of employment at Behavior Solutions, Inc. Stages are cumulative so prior to having the opportunity to move ahead all prior skills must have been mastered. See individual training sheets for more details and specific criteria for mastery.

**Prior to Attending Sessions** – Before attending any sessions, client’s homes, or schools you need to have all of the training criteria below completed. This includes no ride alongs with other employees. The background check is usually the slowest so get started on the others while waiting.

**Background check** (yes or check) Date (calendar or manual entry) (administrator Angie puts this in)

**Employment Contract** (yes or check) Date (calendar or manual entry) (Angie would put this in too)

**Supervision for Licensure Agreement**

**HIPPAA Online Training** (Date, upload certificate of completion)

**Employee Manual Policies and Procedures**

Date Trainer name employee initials

**Core Assurances** (calendar/or manual) (Type text in) (type it in)

(autofill all below cells with same asking for option of changing…otherwise its usually the same info all the way down.

**Sexual Abuse**

**Technology Use**

**Office Use**

**Individual Choice**

**Individual Rights**

**Health, Safety and Well**

**Abuse and Neglect**

**Consumer Grievance**

**Behavior Support Plans**

**Medication Self-Administ**

**Documentation Reqs**

(upload file/training signature page scanned and loaded)

An email with a summary that all above prerequisites have been met when employee enters the last one, will generate email to SBC and top Dr. Peeler that they need to verify training is complete by reviewing the employees files/logins and entering our approval. They then log in and there will be a place for them to enter their electronic signature. It only comes up for the supervisor or me, but gets recorded on the employees training log that we approved or signed off on it.

Once the above is done by SBC, and Dr. Peeler, an email is generated to employee/trainee saying “congratulations you have completed the training criteria to begin ride alongs with Behavior Solutions’ Behavior Assistants and Consultants seeing clients. Consultants will get an email saying you are now eligible for such hours and they will contact you if they have openings. You can find all of their contact information at [www.behsolutions.com/admin](http://www.behsolutions.com/admin) so you can email or call them to follow up on what’s available. If not contact Angie Peeler and she can assist in identifying clients. Keep up the great efforts training.

* Another email is generated to the consultants, me and Angie stating “which training criteria has been completed and what they are eligible for” when SBC and I approve the training has been completed.

**Prior to Running Sessions Solo**  - You can ride along and begin training with kids under direct observation by a Consultant or Behavior Assistant Trained in Training Skills.

**Therapy Visit Checklist** (must score 100% across 2 sessions)

**Therapy Visit Checklist 1** (, date, client initials, % score, trainer, upload file)

**Therapy Visit Checklist 2** (, date, client initials, % score, trainer, upload file)

**Workshop - and**

* (date, trainer, employee initials)

Once the above is completed an email is sent to SBC to verify above has been done and the basic therapy skills are sufficient to work solo with clients.

**Supervisor Approval that Basic Therapy skills are sufficient to run a session solo** (Date, SBC approval) – an email with a summary that all prerequisites have been met and need to be verified by SBC is sent to her (Lisa – and cc’s me). They then log in and there will be a place for them to enter their electronic signature. It only comes up for the supervisor or me, but gets recorded on the employees training log that we approved or signed off on it.

Send email to employee when all of the above is checked off – “Congratulations you have mastered all of the prerequisites for running sessions solo with clients. Keep up the great efforts in ongoing training!”

Email is sent to all consultants that employee’s name has passed the raining criteria to run sessions solo. If adding “employee’s name” to a new client you will still want to determine if “employee’s name” would do equally as well or not with the client you are considering. Training under others is ok if deemed necessary by the consultant.”

**Ongoing Training** – You now can run sessions solo but must complete the below within 6 months of being approved to run sessions solo.

**Basic Therapy Skills** (discrete trial teaching – must pass 2 with 90% or better)

**1**date, client, % score, trainer – upload file)

**Basic Therapy Skills 2…same**

**BTS 3 same as above**

**BTS 4…**

**BTS 5…(extra ones are in case people don’t pass 1st time)**

**10 hrs DDRB or Behavioral Assessment and Management Strategies Workshop** (date, trainer, employee initials, SBC approval)

**3 Training Trainer Skills**

**Training Skills 1**(date, trainee, skill trained, score, trainer initials, Dr. Peeler’s approval)

**Training Skills 2**(date, trainee, skill trained, score, trainer initials, Dr. Peeler’s approval)

**Training Skills 3**(date, trainee, skill trained, score, trainer initials, Dr. Peeler’s approval)

**Criteria for position as Behavior Consultant**

In order to prepare you for a successful career as a Behavior Analyst there are a variety of skills and tasks you will need to become proficient at. Below are a small set of those skills/tasks that you’ll need to complete prior to being eligible for a position as a Behavior Consultant and a long a rewarding career with Behavior Solutions, Inc. If you ever have questions feel free to talk to Dr. Peeler. Completing the tasks below does not guarantee a position with Behavior Solutions, Inc.

**3 Behavioral Assessments** (for all the criteria below we’d need ways to track they met each criteria (click boxes, drop down menus, etc.

Each must include a minimum of interview of relevant people (functional interview) and direct observation data collected by applicant or parents under their direction.

* One must be school based
* One must be home based
* All must include summary of results of interviews, graphs of data, and analysis of the data (conclusions drawn) as well as reduction and acquisition (replacement behavior components) proposed in the recommendations section.

**Beh Assessment 1** upload file (date submitted) (location of consult (home/school/residential, community) SBC approval date Dr. Peeler Approval Date

**Beh Assessment 2** ….same as above

**Beh Assessment 3**

**3 Behavior Plans**

Based on assessments you have done write a behavior intervention plan for each or a different client approved by your supervisor. Assessments need to be completed or already done prior to any plan being written regardless of client.

* One must be school based
* One must be home based
* All must include summary of assessment findings, procedures for teaching and tracking all replacement behaviors, procedures for tracking and reducing all target behaviors. Program objectives should also be included.

**Behavior Intervention Plan 1** upload file (date submitted( (location of consult (home, school, residential, community) (Senior Behavior Consultant Approval Date, Dr. Peeler approval date)

**Behavior Intervention Plan 2….same**

**Behavior Intervention Plan 3 …same**

**3 Training of BIPS/Clients to Success** –

**Training 1 -** date, client, bip interventions taught, target behaviors, replacement behaviors, upload outcome graph and staff treatment intergrity data

**Training 2**

**Training 3**

**3 Conducting of Initial Paperwork –** This includes all the pages of policies and procedures, consents, agreements, etc that clients sign on the 1st day. You will need to know how to present them and be able to answer any questions.

* **Observe model conduct initial paperwork** (role play or insitu)(Date , client, supervisor)
* **Conducted Initial Paperwork 1** – (date, client, things done well – text box; things to work on – text box), senior behavior consultant approval date, Dr. Peeler approval date
* **Conducted Initial Paperwork 2** – same
* **Conducted Initial Paperwork 3** - same

**3 Initial Calls**

**Call 1** – date, client, supervisor, upload initial call self-evaluation form, have supervisor watching add comments and then you upload here (upload file)

**Call 2** – same as above

**Call 3** – same as above

**Complete VBMapp assessment** (conduct assessment, score booklet, upload graphs for milestones, barriers and transition, write summary with recommendations and upload) (date, client, upload, SBC approval, Dr. Peeler Approval)

**Write Programs and Create Program Book for VBMAPP** - client from above or approved by supervisor.(date, client, Upload VBMAPP if other than one from above, present program book to SBC and DR. Peeler for approval)

**Assist in conducting group training with a consultant** – Not everyone will be eligible for this category. Behavior Solutions Inc. is known for top notch trainings and expertise in the content we cover. If opportunities arise, and Dr. Peeler feels it would be appropriate you may be granted an opportunity to co-present with a consultant. Even if you are given this opportunity it does not guarantee future opportunities for presenting.

(date, topic, what you did in training – text box, number in attendance, things done well, things to work on – text boxes for employees). Send SBC request for presenting solo? (employee could self select whether they think they are ready to be evaluated by SBC for presenting solo. Clicking yes – sends sbc email to schedule group training with employee’s name and evaluate them to see if they need more experience or could present workshops by themselves or under specific conditions.

SBC – approval could be yes, not yet, yes under specific conditions (under supervision, other – this would be a text box)

**Write 1 insurance progress report** (upload report)

**Assist in chairing 1 team meeting**

**Present 3 Peer Reviewed Articles to Team**

* **Article 1** (date, reference, link, ppt file if slideshow used, supervisor approval)
* **Article 2**



**Article 3**