



# PBS Action Plan Template

## Positive Behavior Support Action Plan

### 1. Provider Identifying Information

- Provider Name
- Date of Action Plan
- Contact information for PBS Leadership Team lead

### 2. Provider PBS Mission and Values Statement

- Identify elements of provider Mission Statement that support PBS

### 3. Leadership Team

- Members' names, titles, function
- Plan or current schedule for Leadership Team meetings
- Describe process for recruiting/retaining stakeholders for membership on Leadership Team based on agency practices
- Describe process to review data for key indicators and other relevant data at Leadership meetings
- Describe process to update and change Action Plan as needed
- Name(s) of PBS "Champion(s)" (agency staff who will encourage and support the development of PBS throughout the organization) if applicable

### 4. Qualified Clinicians

- Name(s) Senior Qualified Clinician
- Names of Qualified Clinicians
- Name(s) of qualified clinician who provides supervision to staff who do not meet requirement
- Name of external qualified contract clinicians if used
- Describe plan to recruit and retain qualified clinicians when qualified clinicians leave the agency (i.e., who is responsible, timeline, etc.)
- Are all clinicians qualified (Y/N)?

### 5. Key Quality of Life Outcomes to be Addressed

Based on available data, identify problems that interfere with health, safety, and well-being of individuals supported. Include data sources used to identify problem areas to be addressed

### 6. Provider Key Indicators

Specify two or more metrics relating to identified issues that will be addressed by PBS system and assessed through data-based decision-making. For each key indicator, identify source(s) of data, how often data are collected, who collects data, who prepares data for presentation, and how data are presented (graphs, tables, etc.)

### 7. PBS Tiers

Describe the configuration and number of PBS Tiers to be implemented based on provider operations and current population served. For each tier (Universal, Targeted, and/or Intensive) currently needed based

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on agency operations and population, identify make-up of Team members, organizational structure, communication plan, etc.

#### A. Universal Tier Supports

- Identify selected Universal Supports for agency-wide PBS implementation
- Describe how Universal Supports will be taught and communicated
- Identify treatment integrity measures used at Universal Support level
- What is the process to assure treatment integrity?
- Describe referral process for Targeted Support

#### B. Targeted Behavior Tier Supports

- Describe Targeted Positive Behavior Support Plan; remember there are Targeted Supports and Targeted Behavior Supports
- Describe T-PBSP format
- Identify treatment integrity measures used at Targeted Behavior Support level
- What is the process to assure treatment integrity?
- Describe how you will determine that a Targeted Behavior Support is effective
- Describe how you will determine that a teaching component is effective
- Describe referral process for Intensive Supports

#### C. Intensive Tier Supports

- Describe FBA format
- Describe Intensive Positive Behavior Support Plan (I-PBSP) components
- Describe I-PBSP format
- Identify treatment integrity measures used at Intensive Support level
- Describe how you will determine that an Intensive Plan is effective
- Describe how you will determine if a teaching component is effective

#### 8. PBS Training

- Describe training plan for provider (i.e., curriculum, audience frequency, need for retraining etc.)
- Identify training needs that you might like assistance with

#### 9. Provider-wide Plan for PBS Quality of Life Outcomes

- PBS Readiness Assessment
- Describe plan for rolling out PBS to agency
- What is the provider plan or protocol for QA of PBS system?
- Identify Crisis Prevention Response and Restraint system selected by provider
- As of 2/21/20 Level I and Level II plans no longer exist. Describe the plan/process that agency will take to categorize any existing/remaining Level I and Level II plans to a respective PBS plan
- Identification of individuals who may need a Behavior Safety Plan
- Other issues of concern to be addressed