



## KIPBS Mandatory Case Study 1 Checklist (P. 1) Rev. 9-17-09

This checklist to be used as a guide of what needs to be done, in what sequence, in relation to the first case study. The actual time it takes to complete each activity will depend on the student’s ability to complete it, and on the data gathered. Each student is responsible for meeting with his/her instructor to develop a timeline for completion of Case Study 1.

Once a potential case study has been identified, the student and the instructor should meet to set target dates for completion of each activity. After a timeline has been set, it is very important to follow the indicated timeline as close as possible. As each activity is completed, the date of completion should be entered, and the student should meet with his/her instructor so that the instructor signs off on the completed activity.

**This form is “mandatory” and should be submitted with the final case study report.**

If, for some reason, the student is unable to keep up with the timeline, the student should meet with his/her instructor to discuss the situation and to develop an alternative plan.

<b>Student’s Name:</b>		<b>Instructor’s Name:</b>	
<b>Case Study Name:</b>			
Target Date	Date Completed	Instructor Sign off	Activity
			<b>Complete Mandt training and submit documentation to Pat Kimbrough</b>
			<b>Identify case study individual</b>
			<b>Get case study approved by your instructor</b>
			<b>Schedule an initial meeting with caretakers</b> <ul style="list-style-type: none"> <li>○ Introduce yourself, state why you are there, and describe the process</li> <li>○ Obtain informed consent</li> <li>○ Find out what their major concerns are with respect to the individual</li> <li>○ Obtain previous plans if there were any</li> </ul> <p>* If the individual spends a significant amount of the time in a different setting (e.g. school, work), schedule a meeting with the people in that setting and obtain the same information</p>
			<b>Schedule and conduct meetings and observations</b> Conduct enough meetings and observations for you to assess and get to know the individual, his/her environment, and his/her team
			<b>Schedule and conduct PCP interviews with caretakers and team members</b> Conduct the necessary interviews to obtain information for the PCP meeting. Information gathered should include the individual’s history (medical and behavioral), strengths, preferred lifestyle, and possible challenges
			<b>Schedule the PCP meeting</b>
			<b>Contact the Mentoring Coordinator to schedule the PCP Meeting</b>
			<b>Facilitation Mentor Onsite Observation</b>
			<b>Contact the Mentor Specialist that will be doing your mentor observation, to discuss the details of Mentor Observation</b>





## KIPBS Mandatory Case Study 1 Checklist (P. 3) Rev. 9-17-09

<b>Student's Name:</b>		<b>Instructor's Name:</b>	
<b>Case Study Name:</b>			
Target Date	Date Completed	Instructor Sign off	Activity
			<b>Send your Data Collection Sheet to your instructor for approval</b>
			<b>Contact the Mentoring Coordinator to schedule your Reliability of Data Collection Method Mentor Observation</b>
			<b>Contact the Mentor Specialist that will be doing your mentor observation, to discuss the details of Mentor Observation</b>
			<b>Schedule a meeting with caretakers</b> (or any one that might be involved in collecting data) <b>and meet</b> Explain the data sheet that you developed and how to use it. <ul style="list-style-type: none"> <li>○ <b>Practice using the data sheet</b> to ensure understanding</li> <li>○ <b>Have caretakers begin to collect baseline data</b> using this data sheet</li> </ul>
			<b>Schedule and conduct reliability observations</b> Assess the reliability of the data and problem-solve any issues (reliability should be at least 80%). If necessary, modify data collection procedures. <ul style="list-style-type: none"> <li>○ Have caretakers continue to collect baseline data</li> </ul>
			<b>Monitor the behaviors by looking at the data regularly</b> <ul style="list-style-type: none"> <li>○ Baseline data should be gathered for at least a few days, unless doing so would put the individual or others in danger</li> <li>○ Ideally, baseline data should be gathered until the data are stable and reliability is at least 80%</li> <li>○ Data should be collected continuously throughout baseline and intervention</li> </ul>
			<b>Set up a spreadsheet system to summarize the data</b>
			<b>Graph the baseline data</b>
			<b>Write the General Information and Assessment sections of your report (Part 1).</b>
			<b>Write the Preferred Lifestyle Interventions section of your report,</b> based on the information gathered from the PCP meeting
			<b>Develop the competing behavior diagram(s)</b> based on functional assessment information gathered
			Once baseline data are stable, <b>schedule a meeting and meet with caretakers</b> Discuss the findings of your functional assessment and Brainstorm function based interventions (i.e. PBS interventions) <ul style="list-style-type: none"> <li>○ Go over baseline data gathered and explain what they mean</li> <li>○ Explain functional assessment findings and discuss/brainstorm potential function based intervention strategies using the Competing Behavior Diagram</li> <li>○ Select a few function based interventions to implement, and discuss the details of implementation</li> <li>○ Have caretakers continue to collect baseline data, using the same data sheet that you developed</li> <li>○ Do not begin intervention implementation yet</li> </ul>
			<b>Write the Interventions &amp; Supports section of your report</b> based on the interventions selected by the team
			<b>Schedule a meeting with caretakers to share the Interventions &amp; Supports section of your report and to train them on the selected interventions</b>
			<b>Contact the Mentoring Coordinator to schedule the Intervention Training Meeting Onsite Mentor Observation</b>
			<b>Contact the Mentor Specialist that will be doing your mentor observation, to discuss the details of Mentor Observation</b>



## KIPBS Mandatory Case Study 1 Checklist (P. 4) Rev. 9-17-09

<b>Student's Name:</b>		<b>Instructor's Name:</b>	
<b>Case Study Name:</b>			
Target Date	Date Completed	Instructor Sign off	Activity
			<b>Meet with caretakers</b> to share the Interventions & Supports section of your report and to train them on the selected interventions <ul style="list-style-type: none"> <li>○ Practice and role play function based intervention procedures</li> <li>○ Discuss details of preferred lifestyle interventions (from PCP meeting),</li> <li>○ Make sure that caretakers <b>understand the intervention procedures</b> and problem solve any issues that they may have</li> <li>○ <b>Conduct the Contextual Fit survey</b></li> <li>○ Begin intervention implementation, and</li> <li>○ Have caretakers continue to collect data, using the same data sheet</li> <li>○ Remind caretakers to collect any necessary data with respect to preferred lifestyle interventions, in order to determine the status of those goals, as discussed during the PCP meeting</li> </ul>
			<b>Videotape Case Study: Caregiver intervention implementation</b>
			<b>Write the Interventions and Supports section of your report (Part 2)</b>
			<b>Develop task analyses for the interventions being implemented</b>
			<b>Send your task analyses to your instructor for approval</b>
			<b>Schedule a fidelity observation</b> , once interventions have been in place for a short while (e.g., a week), to determine if interventions are being implemented as intended, and if data are being gathered as agreed upon
			<b>Contact the Mentoring Coordinator to schedule the Fidelity of Intervention Implementation Mentor Onsite Observation</b>
			<b>Contact the Mentor Specialist that will be doing your mentor observation, to discuss the details of Mentor Observation</b>
			<b>Conduct the fidelity observation</b> <ul style="list-style-type: none"> <li>○ Calculate fidelity (fidelity should be at least 80%)</li> <li>○ Problem-solve any issues; If necessary, modify intervention procedures</li> <li>○ Calculate reliability (reliability should be at least 80%)</li> <li>○ Problem-solve any issues; If necessary, modify intervention data collection procedures</li> <li>○ Have caretakers continue to collect data</li> </ul>
			<b>Monitor the behaviors by looking at the data regularly</b> Obtain data from caretakers on a regular basis, and closely monitor behaviors
			<b>Schedule a follow-up meeting with caretakers</b> to share data and to discuss the status of target behaviors, interventions, and preferred lifestyle goals
			<b>Videotape Case Study: Intervention follow-up</b>
			<b>Conduct a follow-up meeting</b> Go over the data. Discuss the status of the behaviors and the goals <ul style="list-style-type: none"> <li>○ If an intervention does not seem to be having the intended effect and enough time has been allowed for change, discuss modifying or changing the intervention strategy</li> <li>○ If PCP goals are not being met, problem-solve the issues</li> <li>○ As PCP goals are met, update the plan accordingly</li> <li>○ As behavioral goals are met, modify the procedures gradually to get closer and closer to the “regular” environment (i.e. gradually fade prompts, gradually thin reinforcers)</li> <li>○ Plan for sustainability and major changes</li> <li>○ <b>Conduct the Quality of Life survey</b></li> <li>○ Have caretakers continue to collect data</li> </ul>
			<b>Write the Follow-up section of your report (Part 3)</b>



## KIPBS Mandatory Case Study 1 Checklist (P. 5) Rev. 9-17-09

<b>Student's Name:</b>		<b>Instructor's Name:</b>	
<b>Case Study Name:</b>			
Target Date	Date Completed	Instructor Sign off	Activity
Ongoing			<p><b>From this point on, you should:</b></p> <ul style="list-style-type: none"> <li>- <b>Obtain data collected from caretakers on a regular basis, and closely monitor behaviors</b></li> <li>- <b>Conduct fidelity and reliability observations sporadically</b></li> <li>- <b>Have regular follow-up meetings to go over data and discuss the status of behaviors and goals</b> <ul style="list-style-type: none"> <li>○ If an intervention does not seem to be having the intended effect and enough time has been allowed for change, discuss modifying or changing the intervention strategy</li> <li>○ If PCP goals are not being met, problem-solve the issues</li> <li>○ As PCP goals are met, update the plan accordingly</li> <li>○ As behavioral goals are met, modify the procedures gradually to get closer and closer to the “regular” environment (i.e. gradually fade prompts, gradually thin reinforcement)</li> <li>○ Plan for sustainability and major changes</li> <li>○ <u>Conduct the Quality of Life survey</u> at regular intervals</li> </ul> </li> </ul>