

**KIPBS Mentor Documentation
Change Organization Policies and Procedures Log**

Date of Submission: _____

Name of KIPBS Professional: _____

Address: _____

Phone: _____ **Email:** _____

Description of Activities:

Mentor time can be devoted to making changes in an agencies policies and procedures as they relate to positive behavior support and person-centered planning. Examples of content covered in policies and procedures may include statements related to an organization’s mission, preservice and inservice training, creating systems for supporting individuals who are in crisis, or devoting resources to PBS and PCP related activities. There are a variety of ways in which a mentor can contribute to changes in policies and procedures. Facilitating planning meetings, writing policies, and training staff members are a few examples.

Documentation Log	
Activities	Hours Spent
<input type="checkbox"/> Planning Meeting Dates: _____	
<input type="checkbox"/> Writing Documents	
<input type="checkbox"/> Training	
<input type="checkbox"/> Other Tasks	

Evaluation Documentation

Please help the Kansas Institute for Positive Behavior Support document the important contributions you are making in the field. Attach policies and procedures or other documents that were developed using your donated time. If the policies and procedures include training sessions, please describe the type of PBS and PCP materials that are being disseminated or attach the materials to this document. Any information about the changes being made will contribute to the impact evaluation of the KIPBS Project.

<input type="checkbox"/> Policies and Procedures
<input type="checkbox"/> Training Materials _____ Number of People Trained
<input type="checkbox"/> Other Impact Related Documents

KIPBS Facilitator Signature: _____

Training Coordinator Signature: _____