# **Appendix B**

Instructions for completing the

# **Behavior Monthlies**



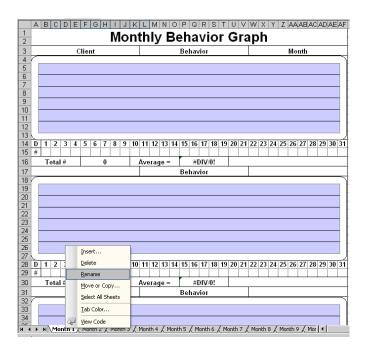
# Instructions for completing the Behavior Monthlies

#### **STEP 1: Enable macros**

1. When you open the file, it will ask if you want to enable macros in the document. Click on "Enable Macros." If you disable the macros, the file will not work to your advantage.

#### STEP 2: Name each worksheet

- An Excel Workbook is like a client's Program Book. When you open up the Program book, there are several tabs to organize information (e.g. ISP, BSP, PVO's, etc). Each Worksheet in an Excel Workbook is like a tab in a client's Program Book.
- 2. To organize your Excel Workbook, you will need to **re-name** each of the Worksheet tabs on the bottom of the workbook.
- 3. NOTE: You will only rename the tabs titled "Month 1, Month 2, Month 3...." The tabs titled: Monthly, Yearly, Sleep Data, Data Analysis, IR, etc., WILL NOT BE RE-NAMED
- 4. To complete this, **Right Click** the worksheet named "Month 1." A box will appear with several options. Highlight "Rename." Then, type the name of the month and hit "Enter." Repeat this process for all of the months.



a. Note: Typically "Month 1" would be the month that the client's ISP year started. However, as we are starting this process on 3/1/10, "Month 1" will be re-named "February." When an individual has their ISP, you will start a new workbook with the Month 1 corresponding to the beginning of their ISP year.

### STEP 3: Enter data/client information/month into the worksheet 1. In the worksheet new labeled "February" you will. Enlarge the picture below to see demonstration.

- In the worksheet now labeled "February," you will need to populate the appropriate information for the following cells:
  - a. Client b. Behavior c. Month d. Raw Data
- 2. For **Client:** Enter the name of your client. Remember, each workbook represents **one client's** data.
- 3. For **Month:** Enter the month, represented by its first **3** letters. For example, *Feb for February, Mar for March, and so on.*
- For Behavior: You will need to enter all of the Functional Alternatives and Behaviors that the client's BSP and RTR are currently addressing.

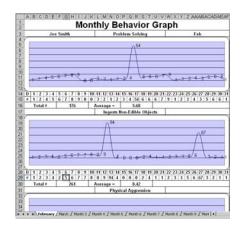
_			_			-							
	L31		×.	1 %	Phys	cal Ag	gression					anne-bi	
	ABC	DE	F	G	HII	JIK	LMNO	PORS	TU	VW	XIYIZ	BAAB	ACAD/AE/AF
1					N	lon	thly B	ehavio	r G	rap	h		
3		- 14	ne S	mith	7		Pro	blem Solvin				Feb	

21							N	Ю	n	th	١y	/ E	3e	h	a	vic	r	G	ra	ap	h							
ii –				Jae	Smi	th				г	_	-	dor	ler	n S	olvir	19			Τ'n			_	F	eb.			
	Ξ								_	_	_						_			_			_		_			
3																												
9																												
8	Н																											
2	Н		_	_	_	_	_	_	_	_	-	_	_	-	-		-	_	_	-	-	_	-	_	-	_	-	
0	Н													_			_						_					-
1																												
2																												
	-					_	-							_		-77				100			-			-	-	-
4 0		1 2	3	4	9 6	17	8	9	10	11	12	13	14 1	15	16	17 1	1	20	21	22	23	24	25	26	21	28	29	39
8		Tetal		н	-	0	-	-	н			10 -	+	÷	+P	TV-03	÷	+	-	-	-	_	-	_	-	-	-	_
7	-	1012	-	-	-	- 0	-	-	-	-			ts No					÷	_	-			-					
	_																											
9																												Ty U
9 0 1 2 3 4 5 6 7 8		1 2	3	4	5   6	17	8	9	10	11		13				17 1			21	22	2)	24	25	26	27	28	29	39
9 0 1 2 3 4 5 6 7 0 9	1	2	3	4	5 (	Ϊ	Ľ	9	Ë		12	13	14 1		16	17 1	111		21	22	2)	24	25	26	27	28	29	39
90123456709	1	1 2	3	4	5 (	i 7	Ľ	9	Ë		12	13 te -	14 1	15	16 #D	17 1 IV 0	F 1	9 20	21	22	2)	24	25	26	27	28	29	39
9 0 1 2 3 4 5 6 7 7 0 1	1	1 2 Total	3	1	5 (	Ϊ	Ľ	9	Ë		12	13 te -	14 1	15	16 #D	17 1 IV 0	F 1	9 20	21	22	2)	24	25	26	27	28	29	39
90123456671	1	I 2	3	4	5 (	Ϊ	Ľ	9	Ë		12	13 te -	14 1	15	16 #D	17 1 IV 0	F 1	9 20	21	22	2)	24	25	26	27	28	29	39 1
9 0 1 2 3 4 5 6 7 7 0 1	1	I 2 Total	3	4	5 (	Ϊ	Ľ	9	Ë		12	13 te -	14 1	15	16 #D	17 1 IV 0	F 1	9 20	21	22	2)	24	25	26	27	28	29	30

- a. Enter the Functional Alternatives First,
- b. **Then** start with the Maladaptive Behaviors (in the order of the RTR)
- 5. As you scroll down your worksheet, you will notice that the name of your client (in the example above, "Joe Smith,") and the Month automatically appear on each new page. As such, you will only have to enter this information once on the worksheet.
- 6. In addition, if you open the next corresponding month, in this case, March, you will see that the client's name and their behaviors have automatically transferred over.
  - a. The only new item that you will need to enter (besides raw data) is the name of the month to which the worksheet corresponds.

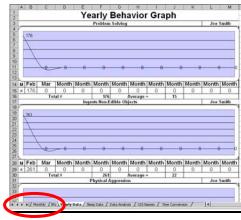


- 7. Finally, you will need to enter your raw data in directly beneath each behavior graph. You be entering the daily totals. For example, you will need to enter the daily total number of times that the client participating in Problem Solving on the 1<sup>st</sup> of the month...and so on.
- 8. As you may notice, the graphs will automatically chart the data for you. In addition, they will also tally the total number for the month, as well as the average.
- 9. You will repeat STEPS 2-3 for every month (as you have raw data).



#### STEP 4: COMPLETING The monthly and yearly data

- 1. With this program, after completing steps 2-3, your yearly data is automatically completed.
  - a. Note: The yearly data will replace the old "2 year data." However, keep the old records for reference.
- 2. To see this, simply click on the "Yearly" tab at the bottom of the worksheet.
- As you will see, the currently tracked behavior name automatically appears, as does the client's name. In addition, the yearly automatically charts the monthly total for February and will provide a Yearly total and average of behaviors.



- 4. **Monthly:** Your monthly is also nearly completed with this program. Click on the "Monthly" tab in the Workbook. When you open it, it will look strange (but familiar).
- 5. Why does the Monthly look strange, but familiar? To ensure that this document is able to accommodate for the wide range of clients that we support, an excess of behavior graphs have been created. For instance, throughout one client's ISP year, they may only have 5 behaviors (and functional alternatives) that are being addressed, while another client may have up to 20. Technically, the monthly actually looks like the example:
- 6. What you will see is numerous rows for possible behaviors. This worksheet has been programmed with a Macro to automatically hide any rows that are not being used (hence, why it looks like it does above). This will allow for a cleaner, more professional document (and why you need to enable the Macros).

## 7. Items that will already be entered into the monthly:

- a. Tracked Behaviors and Functional Alternatives (from the Behavior Graphs)
- b. Total # of behaviors
- c. Average of behaviors
- d. Client Name
- e. Average hours of sleep
- f. Total # of PPIs (including Emergency)
- g. Total amount of time in a PPI (including Emergency)

1	Client:	Joe Smith			ISP D	ate:				Meeti	ng Da	te:				
à					havio											
Œ	Behavior	Alteration Criteria	Feb	Mar	Month	Menth	Month	Month	Month	Month	Month	Moath	Heath	Menth	Total	Ave
il.	Problem Solving		176	0	.0	0	0	0	.0	0	0	0	0	.0	176	15
	Ingests Non-Edible Objects		261	0	0	0	0	.0	.0	0.	0	0	0	0	261	22
ı	Physical Aggression		0	0	0	.0	0	0	0	0	0	0	0	0	0	0
8																
ě.																
	Behavior	Alteration Criteria	Feb	Mar	Month	Month	Month	Month	Menth	Month	Month	Moath	Heath	Month	Total	Ave.
	Average Sleep	1,1111111111111111111111111111111111111	#DM(t)	#DN/D	wana	MMMH	******	******	<b>WWWW</b>	mmm	mmm	mma	####	#DMD		PONG
ž.	Med Changes			-		-										
10	Program PPI		0	0	0	0	0	0	0	0	0	0	0	0	0	
	PPI Total # Min		0	0	0	0	0	0	0	0	0	0	0	0	0	
	Emergency PPI		0	0	0	0	0	0	.0	0	0	0	0	0	0	
16	E PPI Total # Min		0	0	0	0	0	0	.0	0	0	0	0	0	0	
17	PRN Psych Med	Variance Due														
	OIS PPI Approval	Due Date:														
N.																
S.			_	_	40000			_		_	-	-	-	_	_	
P		-		- 7	Balan	cing T						1				
21	Medication:	Due D	ate:				M	edicati	òn.				D	ue Dat	60	

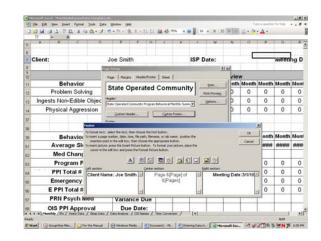
A	В	c	D	3	F	6	3	К	L	M	н	0	P	0	B	S	T	U	9	W
ient:			J	oe Smit	h				ISP D	ate:				Meet	ing Da	ite:				
						_														_
				Alterat	ion Cr	iteri							HIL	HIL	HIL	HIL	HIL	HIL		A۷
								_												1
												_		_	_	_	_	_		2
Phy	sical	Aggre:	ssion				0	0		0	0	0		0	0	0	0	0	0	
	Bet	navior					0	0		0	0	0		0	0	0	0	0	0	
	Bet	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	Г
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	Г
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	Г
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	Т
	Bei	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	T
	Bet	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	Т
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	T
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	T
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	T
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	T
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	T
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
	Bel	navior					0	0	0	0	0	0	0	0	0	0	0	0	0	t
-						т														t
	Rel	navior		Alterat	ion Cr	itari	Feb	Mar	HIL	HIL	HIL	HIL	HIL	HIL	HIL	HIL	HIL	HIL	Total	A
A			ep				<b>*DINY</b> 66	*DINY00	#2##	####	####	2200	2200	2200	2200	2244	2244	*DIV/03		*1
											_	_	- · · ·	_	_	<u> </u>	<u> </u>			Ħ
							0	0	0	0	0	0	0	0	0	0	0	0	0	1
							0	0	0	0	0	0	0	0	0	0	0	0	0	1
							0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Phy A	Beter Problems of the Property	Behavior Problem Solvi Problem Solvi Problem Solvi Problem Solvi Problem Solvi Behavior	Behavior Problem Solving geets Non-Edible Objects Behavior	Behavior Problem Solving gests Non-Edible Objects Physical Aggression Behavior	Behavior Problem Solving geets Non-Edible Objects Physical Aggression Behavior	Behavior Problem Solving geets Non-Edible Objects Physical Aggression Behavior	Behavior	Behavior		Behavior									

The highlighted items e-g are automatically entered in another section of the Workbook. See Steps #5-6.

NOTE: Med Changes refer to Pysch Med Changes, E PPI, refers to Emergency PPI's and OIS PPI Approval refers to any individual who has a PPI that requires Steering Committee Approval.

## 8. Items that you will need to manually enter into the monthly:

- a. These are the same that you have done before
  - i. Alteration Criteria
  - ii. ISP and Meeting Date
  - You will also need to enter this into the Footer of the workbook. To complete this, go to the "View" tab and click on "Footer." A box will open. Click on "Custom Footer." In the box with "Client," type in the client's name, then type in the meeting date. Click "OK" and close. Leave the Center Box as is.

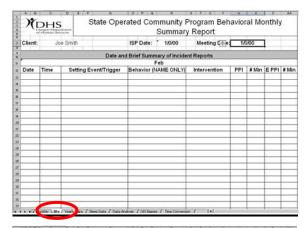


- iii. OIS PPI Approval
- iv. Psyc Med Changes
- v. Psychotropic PRN usage
- vi. Balancing Test information
- vii. Behavior Review Comments
- There is a new section titled "Emerging Behaviors." This is where you and the team can document and discuss any emerging behaviors that an individual may be engaging in.

#### **STEP 5: Completing the IR review**

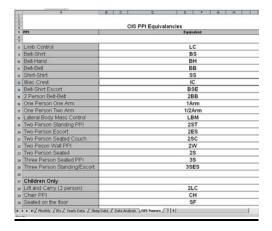
- As with the previous monthlies, you will continue to complete an IR review. However, this workbook will allow you to do in a way that will increase your abilities to analyze data in the future.
- 2. Open the "IR" tab. You will see a pretty straightforward document.
- 3. As in the past, you will enter the date, behavior, type of PPI (Emergency or Approved) and the corresponding number of minutes that the client is in these.
- 4. What is different, is there is now a section for detailing the Time, Setting Events/Triggers and Staff Intervention. To complete the IR review proceed with the following:
  - a. Date: Date of the incident
  - b. Time: Time of the incident. Often there is only one incident report completed for several behaviors that happened during a specific time. In addition, there is often more than 1 PPI used to support an individual during these times. Use the time row to account for each separate behavior and PPI on a single IR.
  - c. **Setting Event/Trigger:** This can be as long or short of a description that you want to give. You can enlarge the cell as needed. To change the row height of one row, drag the boundary below the row heading until the row is the height that you want:
  - d. **Behavior:** This must be the Name of the Behavior as it appears in the BSP. For example, Verbal Aggression, Physical Aggression, etc.
  - e. **Intervention:** This can be as short or as detailed as you would like.
  - f. PPI: These will be standardized abbreviations. To view these, click on the tab, "OIS Names." For example, "LC" is a limb control.

**Note:** If an incident <u>did not require</u> the use of a PPI (or Emergency PPI) leave the cell blank. Do not input "0," "N/A" or anything else. If you do, the Excel formula will count it as a PPI and skew your monthly data.



^	DHS	monage folian	rated Community Summar	y Report			- 45	Si .
Clien	t: Jo	oe Smith	ISP Date: 1/0/00	Meeting Date:	18	000		
		Date as	nd Brief Summary of Incide	ent Reports				
	3,-		Feb	- Allerton				
Date	Time	Setting Event/Trigger	Behavior (NAME ONLY)	Intervention	PPI	# Min	E PPI	# Min
3/1/	0 1:00pm	Peer Behavior	Physical Aggression	Problem Solved	LC	0.17		
3/1/1	0 1:00pm	Peer Behavior	Objects as Weapons	Problem Solved	288	1.00		
	-							
_	-					_	-	-
	_					_	-	-
-	+		-		-	-	-	-
_	-					_	-	-
	+					-	-	-
_	+		_		-	_	_	-
	_		_				_	
	+		1				-	_
	_						_	

	А	R	C
1			
#			
3			
I.			

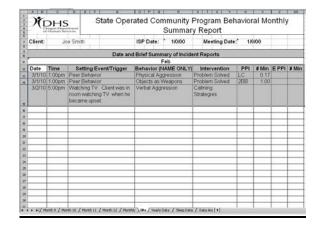


g. Number of minutes for both Emergency and Approved PPIs: This will need to be recorded as a decimal (very similar to the same system used for Time Capture). For example: a 10 second PPI will become .17 and so on. Click on the "Time Conversion" tab to find time equivalencies. The important thing to remember that the base for the time is minutes. Therefore, all time will need to be converted to minutes (e.g. seconds to minutes, hours to minutes)—See picture to right.

	Α	В	С	D	E	F	G	Н	l l	J
1 2	-									
3			Eat	ıivalan	cv Ch	art for	Time			
5	Hour	Minute			Minute	Second	Minute	Second	Minute	
6										
7 8	1	60		1	0.02	25	0.42	49	0.82	
9	2	120		2	0.03	26	0.43	50	0.83	
10	3	180		3	0.05	27	0.45	51	0.85	
11	4	240		4	0.07	28	0.47	52	0.87	
12	5	300		5	0.08	29	0.48	53	0.88	
13	6	360		6	0.10	30	0.50	54	0.90	
14	7	420		7	0.12	31	0.52	55	0.92	
15	8	480		8	0.13	32	0.53	56	0.93	
16	9	540		9	0.15	33	0.55	57	0.95	
17	10	600		10	0.17	34	0.57	58	0.97	
18	11	660		11	0.18	35	0.58	59	0.98	
19	12	720		12	0.20	36	0.60	60	1.00	
20	13	780		13	0.22	37	0.62			
21	14	840		14	0.23	38	0.63			
22	15	900		15	0.25	39	0.65			
23	16	960		16	0.27	40	0.67			
24	17	1020		17	0.28	41	0.68			
25	18	1080		18	0.30	42	0.70			
26	19	1140		19	0.32	43	0.72			
27	20	1200		20	0.33	44	0.73			
28	21	1260		21	0.35	45	0.75			
29	22	1320		22	0.37	46	0.77			
i4 ·	→ HZ	Sleep Data	/ Data	Analysis /	OIS Name	s \ Time 0	onversio	n /	[4	

- 5. **Filtering:** By entering the IRs in the Excel workbook, you now have the option to analyze your data. To do this proceed with the following:
  - a. Highlight the rows (including titles) for "Date, Time, Setting Event/Trigger, Behavior, Intervention and all PPIs, with minutes."
  - b. Go to the "Data" button on your toolbar and click on "Filter." then "Auto Filter."
  - c. Once this is complete "arrows" will appear over your data. Click on the arrow next to "Behavior." A pull-down menu will appear with all of the behaviors that you have entered for the IR's. Click on any behavior that you want to review. For example, if you want to see how many physical aggressions an individual has had throughout the year, highlight "physical aggression." The document will only show the behaviors for "Physical aggression."

	<b>)</b> (ç	OHS	State Ope			Program Bel ry Report	avior	al Mo	nthly	. AA
	Client:	Jo	e Smith	ISP Date:	1/0/00	Meeting Date	1/0	100		
-			Date an	d Brief Summ	ary of Incid	ent Reports				
0	3/1/10	1:00pm 5:00pm	Setting Event/Trigger Peer Behavior Peer Behavior Watching TV Client was in room watching TV when he became upset			Intervention - Problem Solved Problem Solved Calming Strategies	PP'. LC 2BB	0.17 1.00	E Pf	#MI.





1 2 3 4 5	<b>)</b> (i	OHS	D E	State	Operate	ed Co			Progr y Rep		eha	avio	ral Mo	onthly	/
-	Client:	Jo	e Smith		IS	P Date:	1	1/0/00	Me	eting Da	te:	1/	000		
. 0 .				Di	ate and Br		mary	of Incid	ent Rep	orts					
	Date -	Time -	Setting	Event/Trig	ger - Be	havior (	NAM	E ONL'	Inter	vention	-	PP'	# Mi -	E PF.	# Mi -
	3/1/10	1:00pm	Peer Beh	evior	0	ojects as	Wea	oons	Problem	Solved		288	1.00	10000	200000
g								-	1						
17											$\Box$				
10															

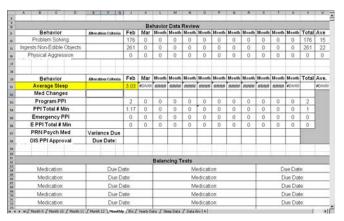
- 6. How this helps with monthlies: Once you enter the PPIs and the number of minutes in each of these on the IR sheet go back to the "Monthly" tab. You will see that the number of PPIs as well as the total number of minutes that an individual was in these is already entered. As a result, you don't have to worry about tallying these up separately.
  - a. **Note:** The number of minutes for the PPI's and Emergency PPI's will show up in the following format: hh:mm:ss. For example, 1:15:07, or 1 hour, 15 minutes, and 7 seconds.

h	No Edi Yes Just Fyron ]	pole Date Window	tests										Speni	period by	r lviii -	6
		4.19.0.	9. 1	- 11	51 50	49.70		e Bi		n =	田田	E.	0 - A			
	# 6 E B	1 1 4	1 4		1 4	u	-	- 6		4				N.		
Ļ					-	-	-		_	100					_	
1	240000	With the second	(Steel		havior				18000	200		10000	1			-
H	Behavior	After ation Orderia	Feb 176					Month				O		Month		
H	Problem Solving Indests Non-Edible Objects	_	261	0	0	0	0	0	0	0	0	0	0	0	176	15
H	Physical Aggression	_	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Physical Aggression	_	0	0	0	- 0	0	0	0	0	0	0	0	0	0	0
H	Rehavior	After ation Criteria	Feb	Mar	Month	Month	March	Month	Month	Manth	Month	March	Manch	Month.	Total	Acres
H	Average Sleep	ABSTANCE CONTRA			anna.										1018	#DAM
i	Med Changes				-		-									
i	Program PP1		2	0	0	0	0	0	0	0	- 0	0	0	0	2	
	PPI Total # Min		1.17	0	0	0	0	0	0	0	0	0	:0	0	1	
ī	Emergency PPI		0	0	-0	0	0	0	0	0	0	0	0	0	0	
	E PPI Total # Min		0	0	0	0	0.	0	0	0	0	0	.0	0:	0	
Г	PRN Psych Med	Variance Due				-							100			
Γ	OIS PPI Approval	Due Date:														
Ĺ																
h				-	WCWC.		7747		-						-	
P	44.00.00.00		-		Balan	cing T		4					-	sé Dat		
H	Medication:	Due D		_				edicab								-
ŀ	Medication	Due D			-			edicati-						ue Dat		_
ŀ	Medication	Due D			-			edicati			_	-		ue Dat		_
ŀ	Medication:	Due D			-			edicab						ue Dat		
L	Medication	Due D	late:				M	ed cab	on:					ue Dat	501	

#### **STEP 6: Sleep Data**

- 1. Sleep Data is an important part of understanding an individual's behaviors (i.e. increases/decreases). To complete the sleep data, open the "Sleep Data" tab on the Worksheet.
- 2. You will notice that the individual's name already appears on the graphs, as does the month.
- 3. You will enter daily totals of hours of sleep, just as you entered your raw data in the behavior graphs.
- 4. The graphs will automatically tabulate the total number of hours for the month. The average will automatically appear in the monthly section.





#### **STEP 7: Print out for the Monthlies**

- This Excel workbook is meant to as a means to complete several of your job expectations at once: Behavior Graphs, Sleep Data, and Monthlies. Primarily, this document is meant to expedite the data entry for the monthlies.
- 2. When you prepare your monthlies, you will print out the following documents to provide to the Site Manager to combine with the current Vocational and Site Manager sections of the monthly:
  - The worksheet in the "Monthly" tab and the Corresponding month in the "IR" tab. <u>Do not print</u> the entire document in the IR tab. Print just the pages that correspond to the appropriate month for the meeting.