

Behavior Education Program (BEP) Development & Implementation Guide

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Activities to be completed:

- Coach/Trainer to provide overview of the BEP
- How will the BEP be implemented in your school?
 - Who will be the BEP Coordinator? (Reminder: BEP Coordinator needs to be a staff member that has a flexible schedule before and after school, is in the school everyday, is highly positive and liked by students)
 - Where will check-in and check-out occur?
 - What is the maximum number of students that can be served on the BEP at one time?
 - What is the name of BEP for your school (e.g. HAWK Program, HUG Program) and what is the Daily Progress Report called?
 - Who will check students in and out when coordinator is absent? (Name at least two people who can substitute for the coordinator)
- Develop a Daily Progress Report (DPR)
 - What will the behavioral expectations be
 - Consistent with school-wide expectations?
 - Are the expectations positively stated?
 - Is the DPR teacher friendly? How often are teachers asked to rate the student's behavior?
 - Is the DPR age appropriate and include a range of scores?
 - Are the data easy to summarize?
 - Is there a place to write each student's goals (i.e., in case some students need to start with a lower goal)?
- Develop a reinforcement system for students on the BEP?
 - What will students daily point goal be?
 - What reinforcers will students receive for checking in and out (e.g., praise and lottery ticket)?
 - What reinforcers will students receive for checking out AND meeting their daily point goal?
 - How will you ensure students do not become satiated on the reinforcers?
- Develop a referral system
 - How will students be referred to the BEP? What are the criteria for placing students on the BEP?
 - Have you developed a parental consent form for students participating in the BEP?
 - What is the process for screening students who transfer into the school?
 - What is the process for determining whether students will start the next school year on the BEP?

- System for managing the daily data
 - Which computer program will be used to summarize data?
 - Which team in the school will examine the daily BEP data and how frequently will it be examined? (note: data should be examined at least bi-weekly)
 - Who is responsible for summarizing the data and bringing it to team meetings?
 - How frequently will data be shared with the whole staff?
 - How frequently will data be shared with parents?

- Plan for fading students off of the intervention
 - What are the criteria for fading students off of the BEP
 - How will the BEP be faded and who will be in charge of helping students fade off of the BEP?

- Develop staff training
 - Who will train staff on the BEP? Training should include information on a) how to make a referral, b) how to fill out the DPR, and c) types of feedback statements to be made to students. The process of rating students on the DPR should be modeled to the staff by one of the behavior team members?
 - Who will provide teachers with individual coaching if the BEP is not being implemented as planned?
 - Who will provide yearly booster sessions about the purpose and key features in implementing the program?

- Develop student and parent training
 - Who will meet with students to train them on the intervention?
 - (Training should include an overview of the program, how to check-in and check-out daily, adding up daily points, determining whether daily point goals are met, accepting feedback- both positive and negative, and the procedure for taking the DPR home, getting it signed by the parents and bringing it back the next school day).
 - How will parents be training on the intervention? (e.g., how to provide feedback to students, etc.)