

Step 1a

1. Identify an employee behavior that is occurring **too often** that does not align with the BACB Code.
2. Then, identify the BACB Code item(s) it may be violating.

*Keep in mind:*

- The behavior should be observable and past the dead man test (if a dead man can do it, it isn't behavior).
- Identify the behavior that *is* happening, not what *should* be happening.
- Multiple code items may apply to a single behavior.
- Avoid victim blaming (saying the victim of the problem is the cause of the problem); instead, describe the environmental factors that may be responsible for employee behavior.

<b>Employee Behavior and Negative Effects</b>	<b>BACB Code Elements(s)</b>
1.	
2.	

Step 1b

1. Identify an employee behavior that is not occurring frequently enough, and does align with the BACB Code. Be sure to describe the negative effects of that behavior (or lack of).
2. Then, identify the BACB Code item(s) the behavior may be satisfying.

<b>Employee Behavior and Negative Effects</b>	<b>BACB Code Elements(s)</b>
1.	
2.	

Step 2a

Using the behavior you identified in Step 1a or 1b,

1. Specify the behavior that *should* be occurring, the performance objective. The objective should be stated as measurable dimensions of behavior.
2. Describe the conditions under which this behavior should occur.
3. Describe how this behavior can be measured.

**What behavior have you identified for further analysis?**

<b>Performance Objectives</b>	<b>Under What Conditions Should the Behavior Occur</b>	<b>Measurement System</b>

Step 3a

1. Using the behavior you identified for analysis in Step 2, complete the *Performance Diagnostic Checklist – Human Services* (Carr, Wilder, Majdalany, Mathisen, & Strain, 2013)
  - a. [https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4788645/bin/40617\\_2015\\_99\\_MOESM1\\_ESM.pdf](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4788645/bin/40617_2015_99_MOESM1_ESM.pdf)
2. Below, identify the area(s) of environmental modification. Select all that apply.
3. Indicate whether or not you are able to affect behavior change in the area(s) of modification.
  - a. If you cannot affect change in a specific area, you may need to consider whether or not this may be a barrier to effective behavior change and problem solve as needed to resolve / reduce this barrier.

<b>Areas that Need Modification</b>	<b>Can You Affect Change in this Area?</b>
___ Training	Yes / No / NA
___ Task clarification and prompting	Yes / No / NA
___ Resources, materials, & processes	Yes / No / NA
___ Performance consequences, effort, & competition	Yes / No / NA

Step 3b

1. In each area you identified as both in need of modification **and** changeable, describe a specific intervention (system) you may design and implement.
2. Identify who will be responsible for implementing the intervention and taking data.
3. Identify whether or not you have the resources to carry out that intervention.
  - a. If you do not have the resources to carry out the intervention, you should either a) obtain them or b) design a different intervention. If you are unaware, find out or design a new intervention.

	<b>Training</b>	<b>Task Clarification</b>	<b>Resources, Materials, &amp; Processes</b>	<b>Performance Consequences, Effort, &amp; Competition</b>
<i>Intervention(s)</i>				
<i>Who will be responsible?</i>				
<i>Are resources available?</i>	Yes, No, Unknown	Yes, No, Unknown	Yes, No, Unknown	Yes, No, Unknown

Step 4a

1. Identify the challenges that may arise during the implementation of your intervention.
2. Identify the potential solution(s) to each challenge.

<b>Challenges that May Arise</b>	<b>Potential Solutions</b>
1.	1.
2.	2.
3.	3.
4.	4.

**Step 5a**

1. Indicate how often you plan to analyze data.
2. Indicate who will be involved in the data analysis process.
3. Indicate how you plan to display the data.
4. Describe the potential challenges that may arise in the data analysis process, and how you may resolve those challenges.

<b>How Often Do You Plan to Analyze Data?</b>	<b>Who Will Be Involved in the Data Analysis Process?</b>
<b>How Do You Plan to Display the Data (e.g., a table or time-series graph)?</b>	
<b>Challenges that May Arise</b>	<b>Potential Solutions</b>
1.	1.
2.	2.