**Intake Process Part 4 Instructions**

**Directions for use: Go through each section and check off each item as completed.**

**Parent Training LTOs**

* Think about your current case, and the needs of the parents and the child:
  + Complete the program/LTO sheet template to develop the programming for the parent training goal.
  + For the LTO box (multiple options below):
    - Use a format similar to: When presented with (the antecedent condition) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *parent* will (the behavior) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for (criteria) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
    - Use a format similar to: *Parent* will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when presented with the directions/assignment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the behavior) for (criteria) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + For the targets box:
    - Consider the number of anticipated short term objects, and the targets in each (e.g., concepts to be taught).
  + For the short term objectives:
    - For parent training STOs, use a format similar to: Target (skill acquisition target) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ using (teaching procedures) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
      * Describe the antecedent condition and the teaching procedure, if necessary
      * Describe what a correct response and incorrect response looks like
      * Describe the (e.g., BT’s) response to the behavior
      * State data collection procedure
      * State the procedure for graphing
      * State criteria
* Follow the set of steps above for each skill acquisition target that you practice writing the program sheet for.

**Parent Training Checklist**

* Think about your current case, and the needs of the parents and the child:
  + Create a checklist that could be used for the parent to self-assess/self-rate his or her own behavior. The checklist could be used to create later goals/LTOs or as part of a goal/LTO itself.
  + Make sure that the items on the checklist are measurable, clear, and concise.
  + Make the checklist targeted to one specific need.
  + Make the checklist brief.
  + Use everyday language.

**Parent Goals**

* Think about your current case and the LTOs that you have created/are thinking about creating to:
* Write at least 2 goals and objectives that align with those pieces.
* Goal
  + Make the goal just a statement about the target behavior and the direction of change.
* Objectives
  + Describe the target behavior in a clear and observable way.
  + Describe the antecedent condition under which the behavior should or should not occur.
  + Include a criterion for success.
  + Break the goal down to include objectives (smaller steps toward the larger goal), as needed.

**Parent Training Plan Summary**

* Think about your current case, the needs of the client, and the family, then write a short summary paragraph about your parent training plan:
* Including a few sentences about the general plan for parent training (e.g., who, where, when, how).
* Stating the expected level of parent participation (e.g., sessions, workshops, etc..).
* Outlining the general time commitment expected of parents.
* Making mention to the use of specific goals and training procedures.