Targeted Group Training Steps

The following guide lists suggestions for steps to be followed when a district inquires about targeted group training for one or more schools. It is critical to remember that these suggestions will vary depending on the demand for targeted group training. If there is a high demand for targeted group training, some of the suggested steps will not be feasible and revisions will need to be made.

Districts will learn about targeted group training as a next step in school-wide positive behavior support during 2nd and 3rd year coaches’ training. At the coaches’ training, an overview of the “Next Step” of PBS will be provided. Districts can then choose to have targeted group overview training. If they choose the BEP intervention, we will provide the training. All other interventions would be provided by someone else. This might be someone in the district (for social skills for example) or an outside resource such as FDLRS (for violence prevention for example). We also will provide assistance for setting up mentoring and academic programs if the district needs it.

District coordinators (and/or a designated district employee selected by the district coordinator to be responsible for targeted group training, if applicable) will be required to attend the first overview targeted group training in that district. District coordinators or a designated district employee will be required to co-train with PBS staff at the second overview targeted group training. After that point, the district employee will be responsible for future overview targeted group trainings. This same pattern also will be followed for BEP training. Technical assistance for all interventions will occur as it does for school-wide PBS, meaning that we assist the district first and the schools that need further assistance second.

Steps for a school to request an overview of targeted group trainings:
1. The team (including the coach) will complete the Next Step Decision Module (on-line)
2. The coach will contact the district coordinator to request an overview of targeted group training.
3. The district coordinator will identify all schools ready (according to the Next Step Decision Module) for the overview training within one month of each other.
4. The district coordinator will contact his/her PBS representative

Steps for PBS staff to determine if a school is ready to receive an overview of targeted group training:
1. Ensure the school meets the following criteria:
   a. Completion of school-wide PBS training
   b. A functional and active school-wide PBS team as indicated by a score of “2” on item #3 on the Benchmarks of Quality
   c. A data-based decision making system established and utilized as indicated by a score of “2” on item # 18 on the Benchmarks of Quality
   d. A minimum of 70% on the Benchmarks of Quality or SET
   e. A minimum score in each of the following critical element areas:
      i. Effective procedures for dealing with discipline (score 10 of 12)
      ii. Data entry & analysis plan established (score 7 of 9)
      iii. Expectations & rules developed (score 9 of 11)
      iv. Reward/recognition program established (score 14 of 17)
2. Completed Next Step Decision Module with applicable data
Steps for PBS staff, district coordinator, and schools once a school is ready for an overview of targeted group training:

1. Identify designated district employee responsible for targeted group training (i.e., district coordinator or someone designated by district coordinator)
2. Identify who should participate in training (e.g., member(s) of the school-wide team, administrator, behavior specialist, school psychologist, etc.)---The district/school should determine who they want to go through training. This will vary by district/school. This is up to the school based on their wants and needs. The district coordinator (or designated person) and coach must go through training.
3. Determine when the training will be held (e.g., ASAP, summer)---This will depend on who is participating in the training, what the needs of the school are, and available time. The district must commit enough time to complete the module overview (at least 1.5 hours).
4. Determine where the training will be held.
5. Complete training evaluation on the last day of the scheduled training

Steps for PBS staff, district coordinator, and schools once a school has selected a targeted group intervention

1. Determine if a training is needed
   a) If the BEP is selected, we provide the training
   b) If social skills training is selected, determine if someone in the district has the knowledge to provide the training
   c) If mentoring or academic tutoring is selected, no training is needed, only technical assistance will be provided.
2. Identify who should participate in training (e.g., member(s) of the school-wide team, administrator, behavior specialist, school psychologist, etc.)---The district/school should determine who they want to go through training. This will vary by district/school. This is up to the school based on their wants and needs. The district coordinator (or designated person) and coach must go through training.
3. Determine when the training will be held (e.g., ASAP, summer)---This will depend on who is participating in the training, what the needs of the school are, and available time. The district must commit enough time to complete the module (at least 2 hours).
4. Determine where the training will be held.
5. Complete training evaluation on the last day of the scheduled training
6. Establish goals and outcomes of the training
7. Identify relevant outcome data to collect and analyze
8. Develop process for PBS staff to access data (e.g., SWIS, monthly update, etc.)
9. Plan for technical assistance as needed---Technical assistance will occur as it does for school-wide PBS. That is, PBS staff will contact the district coordinator to determine how the school is doing. If further assistance is needed, then a technical assistance visit will be scheduled. It is up to the district coordinator/designated district employee/coach (may vary by district) to provide technical assistance. Only if more is needed will the project provide assistance.
10. Initiate a yearly follow-up technical assistance survey---This will occur for all schools that have participated in targeted group training at a determined time during the year.