

# 25-Minute Planning Process Worksheet

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Interventionist Name \_\_\_\_\_ Teacher Name(s) \_\_\_\_\_

Other Participants \_\_\_\_\_

Starting Time \_\_\_\_\_

**Step 1: Background (5 Minutes)** Stop \_\_\_\_\_

- Describe the presenting problem. Identify when, where, how often, how long, etc. the problem occurs.
- Identify student strengths.
- Identify strategies already tried.

**Step 2: Problem/Goal/Data (4 Minutes)** Stop \_\_\_\_\_

Narrow the scope of the problem and identify a goal.

Identify what form of data will be used to track progress toward the goal.

**Step 3: Corrective Consequences (2 Minutes)** Refer to menu of possible corrective consequences as needed. Stop \_\_\_\_\_

Determine whether irresponsible or inappropriate behavior will be corrected, ignored, or whether a consequence will be implemented.

**Step 4: Responsible and Irresponsible Behavior (4 Minutes)** Stop \_\_\_\_\_

Provide examples of responsible behavior and/or student strengths to encourage. Provide examples of irresponsible behavior to discourage.

Responsible Behavior

Irresponsible Behavior

**Step 5: Proactive Strategies (4 Minutes)** Refer to menu of possible strategies as needed.

Stop \_\_\_\_\_

Brainstorm strategies to encourage responsible behavior. (Brainstorm; don't evaluate.)

**Step 6: Proactive Plan (3 Minutes)**

Stop \_\_\_\_\_

Select a manageable set of proactive strategies to implement.

**Step 7: Final Details (3 Minutes)**

Stop \_\_\_\_\_

a. Evaluation: Identify at least two ways to determine if the plan is working.

b. Support: Identify things other adults can do to assist the student and teacher. (Be specific—who, what, where, and when.)

c. Plan Summary: Identify each person's responsibilities and when actions will be taken. Identify who will discuss the plan with the student and when. Schedule follow-up.

Who	Responsibilities	Date(s)

**Discussion with the Student:**

Who \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Follow-Up Meeting:**

Who \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_