



# Division of Developmental Disabilities

## Agency Tiered Supports Recognition Program

### Agency Application

The purpose of the Missouri Agency Tiered Supports Recognition Program is to identify and recognize Missouri agencies for successful implementation of Agency-wide Systems to positively support behavior. Criteria are based on effective implementation of the essential components outlined by the OSEP Center on Positive Behavioral Interventions and Support. Successful applicants will demonstrate superior performance in the following areas:

1. Use of data to direct instruction, problem solving and intervention efforts
2. Creative and engaging recognition systems
3. Implementation of Tiered Supports throughout the agency
4. Systemic orientation of new employees/staff, individuals, families, and guardians throughout the year
5. Active instruction for social and behavioral skills

**Instructions:**

- All materials must be completed and submitted by mail or electronically to your regional BRT Agency Tiered Support consultant no later than December 31, 2015.
- Materials regularly submitted to consultant do not need to be copied, inserted, or submitted as artifacts.
- An ASSET must be completed with your agency no later than September 30, 2015.
- Data files from Jan 2013-December 2013 (if available) and 2014/2015 (required) calendar years are forwarded to your regional BRT Agency Tiered Support consultant by September 30, 2015.
- Notification of the award will be made by December 15, 2015.

RECOGNITION RECIPIENTS MUST AGREE TO SERVE AS DEMONSTRATION SITES FOR Agency Tiered Supports. Demonstration sites may be called on to share their success in the following ways: (1) allow representatives from other agencies to visit your agency and attend an Agency Tiered Supports Leadership Team meeting, (2) share materials related to implementation, (3) provide data and other aspects of the implementation process for publication purposes and (4) arrange for Agency Tiered Support information from your agency be displayed on your website.

To be considered for the Missouri Agency Tiered Supports Recognition Program, this application and supporting documents must be submitted in accordance with the established timelines and meet all criteria.

For Official Use Only

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Application Complete: Yes \_\_\_\_\_ No \_\_\_\_\_

## Identifying Information

Agency Name:

BRT Agency Tiered Supports Consultant:

Agency Website:

Individuals Served:

Services Provided:

Circle tiers at which your agency has received instruction/support from Agency Tiered Supports consultants during the past 12 months.

Tier 1

Tier 2

Tier 3

Other pertinent information if applicable:

\_\_\_\_\_

Person Completing Agency Application Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Agency Administrator Signature

\_\_\_\_\_

Date

Tiered Supports Contact Person for Your Agency: \_\_\_\_\_

Tiered Supports Contact Person's Email: \_\_\_\_\_

Tiered Supports Contact Person's Phone: \_\_\_\_\_

## Application Checklist

Please *X* the boxes below if applicable in your agency:

Systems	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Active Administration Agency Tiered Supports Team in Place Agency Tiered Supports Team meets at least monthly to implement action plan
Data	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Data collected and reviewed regularly Team decisions based on data Team shares data with staff at least monthly Multiple and consecutive comparison data aggregated, used, reported, and assessed for agency improvement Required forms submitted to regional office BRT consultant on time
Practices	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Recognition system for individuals (at least 6 months) Recognition system for staff (at least 6 months) Active instruction of life values matrix implemented for at least 6 months Actively training staff on tiered supports system

\*Note: Materials regularly submitted to your consultant throughout the year do **not** need to be copied and inserted into recognition artifacts. These items will be denoted within the scoring rubric.

## Narrative

Please submit a narrative describing your Agency Tier 1 process as it relates to each item listed across categories of systems, data, and practices. To provide a guideline, schools that have previously submitted successful recognition applications have been able to complete the narrative section using 1,000 words or less.

### A. Systems:

1. Describe your system for disseminating your Agency Tiered Support process with new employees (staff)/individuals/families/guardians throughout the year.

### B. Data:

1. Explain specifically how your agency uses the following for decision making:
  - a. Baseline and ongoing data collected, reviewed and analyzed by the team at the Tier 1 level at least monthly.
  - b. ASSET and Self-Survey reports/results are analyzed for current year.
  - c. EMT data reports are reviewed and analyzed by the full staff at least monthly.

2. Explain how data is shared regularly with all invested stakeholders.

3. Describe evidence of improving individual outcomes.

Use one or more of the following:

- EMT data reports
- Team Minutes
- Staff meeting agendas or other types of regular staff communication
- Attendance of Staff Meetings
- Evidence of alignment with other tiered initiatives
- Staff Turnover/Retention Rates
- Sick Leave/Annual Leave Usage

### C. Practices:

1. Explain how teaching social/behavioral skills consistently and with fidelity, improved the culture and climate in your agency?

### D. Unique Features:

1. Present any other pertinent information you would like to share concerning the unique features of your agency.

# Missouri Agency Tiered Supports Recognition Program – Scoring Checklist

Revised 12.02.2013

\* Artifacts and data submitted to BRT Agency Tiered Supports regional consultants throughout the year do not need to be re-submitted. These items are denoted by \*

SYSTEMS		
Requirement	How to Submit	Emerging
1. A Team is in place and meets at least monthly	<ul style="list-style-type: none"> <li>Complete application checklist</li> </ul>	✓
2. Consistent team membership and attendance by administration.	<ul style="list-style-type: none"> <li>Complete application checklist</li> <li>Team meeting minutes including participant attendance (*)</li> </ul>	
3. Expectations and strategies communicated to all staff	<ul style="list-style-type: none"> <li>Staff meeting agenda or other types of regular staff communication (*)</li> </ul>	
4. Expectations and behaviors communicated to individuals, families, support coordinators and guardians.	<ul style="list-style-type: none"> <li>Individual/Family Handbook</li> <li>or</li> <li>Newsletters</li> <li>or</li> <li>Agency website</li> </ul>	
5. A continuum for encouraging expected behaviors is documented.	<ul style="list-style-type: none"> <li>In narrative provide a descriptor of your agency's encouragement system</li> <li><u>Or</u></li> <li>Submit a copy of your agency Recognition Matrix</li> <li><u>Or</u></li> <li>Submit a Individual/Family Handbook that includes description of the encouragement system highlighted.</li> </ul>	

6. Evidence of an Action Plan with Tier 1 goals	<ul style="list-style-type: none"> <li>• Submit Action Plan</li> </ul>
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DATA		
Requirement	How to Submit	Emerging
1. All required data submitted on time.	<ul style="list-style-type: none"> <li>• Self-Assessment Survey (*)</li> <li>• Team Meeting Minutes (*)</li> <li>• Universal Checklist (*)</li> <li>• Action Plan (*)</li> <li>• EMT Data Reports (*)</li> <li>• Agency Data Profile (*)</li> </ul>	✓
2. Evidence baseline and on-going data collected, reviewed and analyzed for decision-making by the team at least monthly.	<ul style="list-style-type: none"> <li>• Include description in narrative</li> </ul>	
3. EMT data report is reviewed and analyzed by the full team, then presented to the full staff at least monthly.	<ul style="list-style-type: none"> <li>• Include description in the narrative</li> </ul>	
4. Evidence data is shared regularly with families, staff, guardians and support coordinators.	<ul style="list-style-type: none"> <li>• Include description in the narrative</li> </ul>	
5. Describe evidence of improved individual outcomes	<ul style="list-style-type: none"> <li>• Include description in the narrative</li> </ul>	

**PRACTICES**

<b>Requirement</b>	<b>How to Submit</b>	<b>Emerging</b>
<p>1. Evidence of regularly teaching social/behavioral skills in all agency settings and homes.</p>	<ul style="list-style-type: none"> <li>• Provide example of a training plan derived from a Big 7 data review that indicated an area of concern.</li> </ul>	<p>✓ <b>Emerging</b></p>
<p>2. Evidence home/program expectations align with agency life values.</p>	<ul style="list-style-type: none"> <li>• Submit agency matrix with home or program expectations example.</li> <li style="padding-left: 20px;"><u>and</u></li> <li>• Submit a completed walk through observation form that includes home expectations and routines.</li> </ul>	
<p>3. Agency Team and Administrator is trained in Tools of Choice or a comparable universal practice</p>	<ul style="list-style-type: none"> <li>• Submit agency training records for agency team.</li> </ul>	

