



Catalight Paraprofessional Competency Checklist

Paraprofessional Name _____ For RBT Supervision Hrs

Supervisor Name _____ Supervisor Role(s) _____

Date _____ Location _____ Time start/end _____

Procedure

- Completed with signatures prior to submission.
- Items scored should be scored based on observation and data. All items should be demonstrated in supervision or session.
- This is meant to be a snapshot of performance within a session, not performance over time.

Scoring Guide

0 - Does Not Demonstrate Yet	1 - Sometimes Demonstrates	2 - Always Demonstrates
Skill still requires prompting, is emerging, or is not independently demonstrated.	Skill demonstrated and required no prompting in 50% of opportunities.	Skill demonstrated and required no prompting in 95% of opportunities.

Measurement		0 pt	1 pt	2 pts	N/A
1 A-01	Prepares for data collection. <i>Has data sheet, BIP, and timer/measurement tools ready.</i>				
2 A-02	Implements continuous measurement procedures (e.g. frequency, duration). <i>Records duration, latency and frequency goals accurately, as measured by IOA.</i>				N/A
3 A-03	Implements discontinuous measurement procedures (e.g. interval, momentary time sampling). <i>Records interval and momentary time sampling goals accurately, as measured by IOA.</i>				N/A
4 A-05	Collects data. <i>Completes data sheet in real time; enters data in last 15 minutes of session.</i>				

Assessment		0 pt	1 pt	2 pts	
5 B-01	Describes the behavior and environment in observable and measurable terms. <i>When discussing client or asked about treatment, uses objective, behavioral and person-first language.</i>				
6 B-02	Conducts formal or informal preference assessments as directed. <i>Follows treatment plan frequency and format; responds/adjusts appropriately to client interest.</i>				
Treatment Planning and Reinforcement		0 pt	1 pt	2 pts	
7 C-01	Identifies the essential components of a client's treatment plan. <i>When asked, states the goal they are currently targeting, including the SD and/or MO and target behavior.</i>				
8 C-02	Prepares for the session as required by the client's treatment plan. <i>Follows treatment plan, prepares developmentally appropriate activities/materials tailored to client's interests, behavior, and goals.</i>				
9 C-03	Provides reinforcement contingent on correct behavior. <i>Reinforcement is timely (0-3 seconds) and of appropriate magnitude.</i>				
10 C-03	Provides reinforcement (generalized vs. specific) and schedule of reinforcement as defined in treatment plan.				
11 C-03	Bases reinforcement on recent preference assessment. <i>Varies reinforcement to avoid satiation and to increase the likelihood of participation.</i>				
12 C-03	Provides behavior-specific praise throughout session.				
13 C-03	Establishes self as a reinforcer. <i>Pairs oneself with preferred objects and activities.</i>				
Skill Acquisition		0 pt	1 pt	2 pts	N/A
14 C-04	Follows ABC format when implementing discrete trial instruction procedures.				
15 C-04	Starts at accurate phase (MT, RR) when implementing discrete trial instruction procedures.				N/A
16 C-04	Provides clear and concise SD when implementing discrete trial instruction procedures.				
17 C-07	Uses the appropriate or defined materials when implementing discrete trial instruction procedures.				N/A
18 C-04	Uses the appropriate or defined materials when implementing discrete trial instruction procedures.				N/A



19 C-05	Follows ABC format when implementing naturalistic teaching procedures.				
20 C-05	Delivers naturalistic teaching in a functional or socially relevant way. <i>(e.g. Tying shoes goal – "It's time to go outside, let's put your shoes on!")</i>				N/A
21 C-05	Contrives and captures frequent opportunities to target goals when implementing naturalistic teaching procedures.				
22 C-06	Implements chaining procedures. <i>Forward, backwards, and/or total task chaining is effectively demonstrated according to treatment plan.</i>				N/A
23 C-08 C-10	Implements prompt and prompt fading procedures. <i>Follows correct prompt hierarchy according to treatment plan; gradually removes prompts as behavior continues to occur in the presence of the SD.</i>				
24 C-11	Invites caregivers to participate in generalization of goal and facilitates active participation.				N/A
25 C-10	Facilitates group interactions.				N/A
26 C-12	Facilitates active participation of caregivers throughout session by providing opportunities and explanation of how to participate.				N/A
Behavior Reduction		0 pt	1 pt	2 pts	N/A
27 D-01	Identifies the essential components of client's behavior intervention plan. <i>When asked, states antecedent and/or consequence strategies and replacement behavior for each target behavior.</i>				
28 D-02	When asked, describes the identified function of client's behavior.				N/A
29 D-03	Implements antecedent strategies as defined in Behavior Intervention Plan.				
30 D-04	Implements differential reinforcement procedures as defined in Behavior Intervention Plan.				N/A
31 D-05	Implements extinction procedures as defined in Behavior Intervention Plan.				N/A
32 D-06	Describes crisis/emergency procedures according to protocol. <i>When asked, describes client's crisis protocol and has a copy accessible (printed or electronic). Follows procedures if crisis arises.</i>				



Professional Conduct and Scope of Practice		0 pt	1 pt	2 pts	
33 F-02	Responds appropriately to feedback and maintains or improves performance accordingly. <i>Accepts feedback with positive, professional demeanor; implements suggestions immediately.</i>				
34 F-03	Communicates with family, caregivers, and other professionals as authorized. <i>Demonstrates appropriate, friendly, and culturally sensitive communications within scope of role.</i>				
35 F-04	Maintains professional boundaries (e.g., avoids dual relationships, conflicts of interest, social media contacts). <i>Appropriate boundaries visible through physical contact, topics of discussion, requests, offerings.</i>				
36 F-05	Uses person-first, strength-based language. Demonstrates appropriate language and demeanor and maintains professional manner throughout session.				
37 F-05	Identifies and intersperses preferred activities or materials with less preferred ones throughout session.				
Additional Clinical Considerations and Professionalism		0 pt	1 pt	2 pts	
38	Uses differential reinforcement during naturally occurring opportunities.				
39	Shows creativity and enthusiasm within activities.				
40	Maintains good flow/pace of session, based on client rapport and client's skill set.				
Admin Requirements			0 pt	2 pts	
41	Wears appropriate attire that is sensitive to job responsibilities, program/activity needs, family culture, and customs.				
42	Wears ID badge, or if asked by client not to wear badge, has it accessible.				
43	Refrains from using technology or conversations not related to session (e.g. texting, answering calls, emails).				
44	Arrives on time and/or departs on time (within 5 minutes of scheduled time).				

Notes

Scoring

Section	Total	Possible points			
Measurement Subtotal		8	- 2x ___ # N/As		Possible Points
Assessment Subtotal		4		4	Possible Points
Treatment Planning and Reinforcement Subtotal		14		14	Possible Points
Skill Acquisition Subtotal		26	- 2x ___ # N/As		Possible Points
Behavior Reduction Subtotal		12	- 2x ___ # N/As		Possible Points
Professional Conduct and Scope of Practice Subtotal		10		10	Possible Points
Additional Clinical Considerations and Professionalism Subtotal		14		14	Possible Points
Total (add above rows)					Total Possible Points

Percentage (Total/Total possible)	
Score is greater than 55%	Yes/No
Score is greater than 88%	Yes/No

Notes about passing scores:

- First time minimum passing score is **55%**
- Paraprofessionals between 3-6 months in position minimum passing score is **75%**
- RBT's who have been in the position 6 + months minimum passing scores is **88%**

Next Steps/Follow Up Items

- Develop skill with Paraprofessional (using BST or other form)
- Create performance development plan
- Review training content with supervisor
- Other support needed
- No action items needed

Notes

Paraprofessional Print Name

Paraprofessional Signature

By signing this form I acknowledge that I have reviewed this document

Supervisor Print Name

Supervisor Signature

By signing this form I acknowledge that I have reviewed this document with the paraprofessional

