

# BIP Desk Reference

## 30 Minute Training Guide

### SECTION 10: Communication and Teaming

### SECTION 3B: Data Collection Forms

Possible Time	Training Components	
	Team Coordination	Team Communication
5 minute	<p><b>Purpose:</b> Build a system of accountability into the PBS plan process (see Section 11)</p> <p><b>Big Idea:</b> Assign roles and ensure each aspect of plan is carried out.</p> <p>*Look at it and love it</p>	<p><b>Purpose:</b> To discuss progress monitoring data and make formative and summative evaluations of student's response (see Section 14)</p> <p><b>Big Idea:</b> Data-based decision making and progress monitoring.</p> <p>*Look at it and love it</p>
5 minute	<p><b>Key Elements:</b> All implementers identified and responsibilities specified.</p> <p><b>Scoring Problems:</b> Failure to specify who is responsible for carrying out what.</p>	<p><b>Key Elements:</b> Reciprocal two-way communication of data. Must describe between <i>whom</i>, during what <i>conditions</i>, <i>manner</i>, and <i>content</i> of communication regarding FERB.</p> <p><b>Scoring Problems:</b> Lack of any data, lack of baseline data, does not specify between whom and under what conditions data are communicated, and sought after in-bound communication not specified in two-way communication.</p>
10-20 minute	<p><b>Resources:</b> N/A</p> <p><b>Training activities:</b> demonstrate how to rate item using examples and non-examples, provide opportunity to practice rating plan, and give feedback based on performance.</p>	<p><b>Resources:</b> Section 11 pg. 20 and Section 14 pg. 2 of BIP Desk Reference.</p> <p><b>Training activities:</b> demonstrate how to rate item using examples and non-examples, provide opportunity to practice rating plan, and give feedback based on performance</p>
5 minute	<p>Allow time for questions and comments.</p> <p>Check for understanding!</p>	<p>Allow time for questions and comments.</p> <p>Check for understanding!</p>