

Name of Participant: Bobby

Start Date: 3/01/2013

HABILITATION SERVICE FORM

- Special Family Habilitation Home** **Residential Habilitation Training**
 Residential Habilitation **Day Habilitation**

Units must be planned for the entire plan year. If less than 350 Residential Habilitation units and/or less than 230 day service units explain why: _____

Service Code: _____

Provider: _____

Units: _____

OBJECTIVE

My Objective is:

I will independently get my pants undone before using the restroom with a targeted date of 95% success by July 30, 2013.

When Bobby masters this objective, Teams set a new objective for Bobby to help him continue to build his skills to become more independent and successful using the restroom.

You may want to measure some/all of the following steps or make them into future objectives:

- avoid being distracted when using the restroom
- learn how to independently remember to wash his hands after using the restroom
- learn how to manage his pericare, and so on

All of these objectives are designed to ultimately help Bobby meet his goal to be accepted by his peers and have more friends. Providers need to remember after one objective is mastered to set another one – keep it going and progressing forward to reach the Participant’s goal.

How will this objective help me? (Meaningful)

I will have increased independence and self-esteem. As a result, I will be able to play comfortably with my peers so I can make new friends and feel accepted.

How will this objective indicate how I am doing? (Measurable)

Bobby is able to use the restroom successfully approximately 50% of the time now and he has accidents primarily when he can't get his pants undone. This is Bobby's baseline - his starting point for mastering this objective. He is at 50% and the team wants to move him to 95% through training.

Provider will help Bobby achieve his success by offering verbal reminders, hands-on training, and monitoring to see what is and is not working.

Provider supports for this objective may be extinguished when Bobby demonstrates his ability to maintain 95% success and a new objective can be set. However, if Bobby is not able to make progress by July 30, 2013, Provider will reassess and make any corrections to the methodology.

If this objective is continuing from the previous plan, indicate past progress made and how the objective will change to attempt more success this year. N/A - new

METHODOLOGY

Describe the training activities and strategies used by Providers to help me achieve my objective.

Verbally prompt Bobby to use the restroom by discreetly asking, ***"Bobby, do you need to use the restroom?"*** Allow Bobby a minute to respond.

- If he answers "No" – wait and ask him in an hour.
- If he answers "Yes" – offer this verbal cue: ***"Ok, let's go to the restroom now so we can get your pants undone and you won't make a mess in your pants!"***
{This is where you remind him what he wants to accomplish.}

Now follow the steps to run his objective.

Teaching the objective (be sure to run this objective the same way every time).

1. When you get to the restroom, ask Bobby, ***"Do you want help getting your pants undone?"*** Give him time to process and respond.

- If he states ***"Yes"*** - ***provide privacy to assist him*** - using this as a teaching opportunity to help demonstrate to Bobby how to unbutton or unzip his pants.
Score this a "-".
- If he states ***"No"*** – ***encourage him to go for it!*** Let him use the restroom on his own.
 - If he does not get his pants undone and has an accident, let him know this is okay and you can help him next time work on getting his pants undone.
Score this a "-".

- Also assess the situation to determine what outside factors may have caused his accident such as; he was in a hurry, did not have enough time, was anxious, etc. Use this assessment to determine how you can better train or teach him next time.
 - If he does get his pants undone and has NO accident, **offer him a high 5!** Score this a “+”. Be sure to provide plenty of praise letting him know you’re proud of him for getting his pants undone on his own. {Reinforce his accomplishment.}
- 2. Do not leave Bobby unattended while he is using the restroom since he tends to get into things. Stand outside the door and verbally prompt him being careful not to distract him, **“Bobby let’s finish up in there so you can come back and play.”**
 - Be patient and offer substantial praise if he does not get into anything in the restroom. Score this a “+”.
 - If he does get into something in the restroom, score this a “-” and look for other ways to help him stay focused.
- 3. See if Bobby remembers on his own to wash his hands with soap and water then dry them before leaving the restroom. If he does, score this a “+” and again shower him with praise for remembering to wash up after using the restroom {reinforcing the behavior you want to see}. If he does need a verbal reminder to wash up, score this a “-”.

Scoring each step.

Each step is monitored and scored as follows:

- “+” = successful with that step
- “-” = not successful yet
- “n/o” = no opportunity to run that step

Calculate the % of success.

1. **Add all “+” for that time / divide by total number of steps**
Do not include “n/o” in your total number of steps – include only “+” and “-”
2. The percentage is your success rate.
(Example: 3 “+” and 1 “-” = 4 total number of steps; 3/4 = 75% success for that time)
3. Last, **add the total percentage for the week / divide by total times ran**
(Example: Scored 75% Sun; 25% Tue; 60% Sat – ran a total of 3 times this week)

$$75+25+60 = 160 / 3 = 53\% \text{ success for the week}$$

NOTE: The objective and task analysis must be on a schedule or separate form. Monthly documentation including progress on the objective must be submitted to the Case Manager by the 10th business day of the following month.

EXAMPLE

HABILITATION TRAINING SCHEDULE

NAME: **Bobby**

SERVICE: _____

PLAN DATE: **3/1/2013**

PROVIDER: _____

SCHEDULE IMPLEMENTATION/REVISION DATE: **3/1/2013**

LOCATION: _____

Summary of Goal: **Bobby's goal is to make friends and be accepted into his peer group.**

Level of Mastery each Step: "+" = successful "-" = not successful yet "n/o" = no opportunity

**Training Objective SCHEDULE	DATE: 03/01/2013	Sun	Mon	Tue	Wed	Thu	Fri	Sat
BEGIN TIME:		10:00 am		9:30 am				2:30 pm
OBJECTIVE #1: I will independently get my pants undone before using the restroom with a targeted date of 95% success by July 30, 2013.								
1. Ask Bobby if he needs help getting his pants undone. If he handles getting his pants undone on his own and has no accident, score it "+". If he does need help, use this as a teaching opportunity to train him, scoring it as "-".		+		-				+
2. Remind Bobby to finish up so he can come back and play. If he does not get into things in the restroom, score this "+". If he does, score it "-".		+		+				+
3. Bobby remembers on his own to wash his hands with soap then dry them before leaving the restroom. If he does so with no verbal prompt, score it "+". If he does need a reminder, score it as "-".		-		+				+
Total # "+"		2		2				3
Total # "-"		1		1				0
Total # steps		3		3				3
% COMPLETION OF OBJECTIVE (total "+" / total # steps)		66%		66%				100%
*Average % Completion for the week (add % Sun through Sat / divide by total number of times ran the objective) Ex: 66+66+100/3 = 77%		77%						
END TIME:		11:00 am		10:30 am				3:30 pm
UNITS USED:		1		1				1
SIGNATURE _____								
UNITS APPROVED _____ AS OF _____ (Use IPC date)								
**A COPY OF THIS DOCUMENTATION AND BILLING SHEET MUST BE SUBMITTED BY THE 10 th BUSINESS OF THE FOLLOWING MONTH.								
INCIDENT REPORTS SUBMITTED AS A SEPARATE DOCUMENT.								

*Remember the goal is 95% - look for ways to improve the next week. What can you teach or train?