BEHAVIOR AND EDUCATION INC

Data Collection Policy

1. **Introduction**

   Behavior and Education Inc (BAE) is committed to ethical and effective behavioral services (ABA) for each and every client. As part of good practices, each member of a clients' team will participate in collecting data on individual program goals based on needs. Regular and ongoing data collection is vital in evaluating the progress our clients make towards their various goals. Critical decisions regarding their goals and therapy sessions are made based on this ongoing data collection. Data should be collected on the following domains, but is not limited:
   - Behaviors that are dangerous to the client or others.
   - Behaviors that impede daily activities
   - Behaviors that impede access to their environment
   - Communication skills
   - Social skills
   - Learning to learn skills.
   - Individual target identified.

2. **Scope**
   This policy applies to all employees and clients at Behavior and Education Inc.

3. **Policy**
   a) During onboarding of new clients, BAE will ensure ABA clinical recommendations are based on assessments, direct data collection and interviews.

   b) Data is recorded during each session to monitor improvements made, strategies that worked well, or changes that may be useful for the next session. Direct therapy staff will be trained and supported on daily data collection. All data is collected and stored on data collection software that is accessible by all staff and families.

   c) IOA data will be clearly tracked and reviewed with RBT staff on a regular basis for ongoing training and accountability.

   d) Data collection procedures will be clearly outlined by the overseeing BCBA for each goal and instructional level.

- Who will be collecting data during ABA therapy sessions?
- Who else on the team will be responsible for collecting data in various settings? How often is IOA data completed?
- What type of data will be collected?
- Is the data collection continuous or discontinuous?
- How often will data be collected and analyzed?
- When will the analyzed data be shared with families and how?
- What criteria is required for mastery, generalization, and progression of targets.
- Training/Supports for caregivers outside of session.

4. **Types of data collection for client programming**
   - Duration recording
   - Latency Recording
   - Permanent product
   - Frequency/Event Recording
   - Rating Scale
   - Per opportunity recording
   - Task Analysis (TA)
   - ABC data collection
   - Interval Recording (whole, partial, or momentary)

5. **Training provided to all clinical staff and families.**

   Please see training slide decks in Sharepoint – BAE Trainings Library.

   a) New Hire Training 10. CR Data Collection Training
   b) Clinical Supervisor Training: Choosing Measurements and Lesson Planning.
   c) Parent Training Orientation
   d) Advanced RBT training: Beyond the Classroom Data Collection
   e) Clinical Supervisor Training: IOA data and Managing Programs