

Performance Improvement Plan – Step 2

My Problem Areas

When you are not following acceptable behavior...you are having a problem. Choose one or more of the 12 problem areas to label your problem:

1. <u>Low Self-Image</u> I was thinking poorly about myself.	7. <u>Misleads Others</u> I got someone else to do something wrong.
2. <u>Inconsiderate of Self</u> I was doing things that are bad for me. I was not caring about myself.	8. <u>Easily Misled</u> I let someone else get me into doing something wrong.
3. <u>Inconsiderate of Others</u> I was doing something wrong to others. I was not caring for others.	9. <u>Alcohol or Drug Problem</u> I was using drugs or alcohol.
4. <u>Authority</u> I was not respecting adult instructions.	10. <u>Stealing</u> I stole something.
5. <u>Easily Angered</u> I got mad, easily.	11. <u>Lying</u> I told a lie to make myself big or to get out of trouble.
6. <u>Aggravates Others</u> I threatened, put-down others.	12. <u>Fronting</u> I was being a fake...trying to look good.

Think about the 12 problem areas. What problem area(s) were you having?

Performance Improvement Plan – Step 3

My Thinking Errors

Every behavior has 4 parts: *Thinking*, *Feeling*, *Doing* and *Physiology* (what is happening inside your body). *Thinking* drives the other parts. Problems begin when a person has a Thinking Error(s). 4 kinds of Thinking Errors are:

<p>1. <u>Being Self-Centered</u></p> <p>For example: Thinking only of your self and what you want.</p>	<p>3. <u>Assuming the Worst</u></p> <p>For example: Thinking life or others are all against you.</p>
<p>2. <u>Minimizing and / or Mislabeleding</u></p> <p>For example: Seeing or explaining your problem as "no big deal" or doing no harm.</p> <p>Referring to others with put-downs or negative labels.</p>	<p>4. <u>Blaming Others</u></p> <p>For example: Blaming your behavior on a situation or on others</p> <p>"It's someone else's fault".</p>

Think about the 4 Thinking Errors. What Thinking Error(s) were you having? _____

Explain how this Thinking Error(s) resulted in a problem for you and for others? _____

Review this with a staff member. By initialing, the Staff member agrees you honestly understand your Thinking Error(s); and how it relates to the problem area. You are approved to go on to Step 4 _____ (staff initial).

Performance Improvement Plan – Step 4

My Basic Needs

When we behave we are trying to meet one or more needs. The needs are:

Power – to be important; to be in charge	Belonging – to fit in; to get accepted
Freedom – to have a choice; to do what I want	Fun – to have pleasure; to enjoy myself

Think about the needs. What need were you trying to meet?

Describe the need you were trying to meet. Why is this need a need for you? Did you get your need met (Yes or No)? Explain why or how.

By Initialing, the Staff member agrees you honestly understand your Basic Need(s); and how it relates to your problem area. You are approved to go on to Step 5 _____ (staff Initial).

Performance Improvement Plan – Step 5

My Plan Worksheet

How will you behave as expected?

Thinking – what correct thoughts will you have?	Feeling – what emotions will follow your thoughts?
Physiology – what will your body be doing inside?	Doing – how will you act as a result of what you think & feel?

What Thinking Error will you avoid and how will you avoid it?

What will your feelings be, as a result of your thinking?

What will be happening inside you if you think and feel this way?

What will you do pro-socially to meet your needs?

Review this with Staff for approval _____ (staff Initial). Now you are ok to pull all your work together and complete your Performance Improvement Plan. By Initialing, the Staff member agrees you have taken an honest look at yourself. You are approved to go on to the Performance Improvement Plan.

Performance Improvement Plan

Youth's Name Living Unit Date & Time

Categories of Acceptable Behaviors: (Circle the violation(s))

- | | |
|---|---|
| 1. Remain in Authorized Area | 6. Use State property as designed |
| 2. Respect the safety of everyone | 7. Use appropriate, respectful language |
| 3. Respect State & personal property | 8. Arrive on time. Be on task. |
| 4. Follow all instructions from adults, immediately | 9. Follow the dress code |
| 5. Act respectfully toward everyone | 10. Sleep only during scheduled sleep hours |

Counselor/Staff Member Comments

Youth's Thoughts & Comments

What I did was:

My Problem Area(s) and Thinking Error(s) were:

The Need(s) I was trying to fulfill was:

Performance Improvement Plan Step Checklist

Please complete Section A after youth has completed each step of the Performance Improvement Plan

Section A:

Name of Youth _____ Date: _____

Step I: Date Step Completed: _____ Time Step Completed: _____
Name of Staff Who Reviewed Step 1: _____

Step II: Date Step Completed: _____ Time Step Completed: _____
Name of Staff Who Reviewed Step 2: _____

Step III: Date Step Completed: _____ Time Step Completed: _____
Name of Staff Who Reviewed Step 3: _____

Step IV: Date Step Completed: _____ Time Step Completed: _____
Name of Staff Who Reviewed Step 4: _____

Step V: Date Step Completed: _____ Time Step Completed: _____
Name of Staff Who Reviewed Step 5: _____

Performance Improvement Plan: Date/Time Completed _____

Name of Counselor who reviewed and accepted plan: _____

Please provide any additional information as it relates to the review and completion of the student's Performance Improvement Plan.

Student's Signature Date

Staff Signature Date

Daily Progress Check List

Please complete Section B on each shift daily by checking yes or no if the student has performed the following behaviors to indicate daily progress.

Section B:

- Remain in Authorized Area Yes ___ or No ___
- Respects the safety of everyone Yes ___ or No ___
- Respects state & personal property Yes ___ or No ___
- Follows all instructions from adults, immediately Yes ___ or No ___
- Acts respectfully towards everyone (staff/students) Yes ___ or No ___
- Uses state property as designed which includes:
Paper, pencils, doors, tables, clothing, walls,
Clinic passes/grievance forms, Yes ___ or No ___
- Uses appropriate and respectful language Yes ___ or No ___
- Arrives on time for school/activities and be on task Yes ___ or No ___
- Follows the dress code Yes ___ or No ___
- Sleep only during scheduled sleeping hours Yes ___ or No ___

Please provide any additional information on student's positive behavior.

Staff Signature

Date