



Coach Card for Completing the Frequency Data Spreadsheet

Note: Only cells that can be selected are to have information entered. All other cells are locked and you will not be able to enter data. Most information from Day 1 will carry over into the following days.

Step 1: Descriptive Information: Once the spreadsheet is open on your computer, click the tab at the bottom that is labeled DAY 1. Begin by filling in the intervention coach, school, class(es), and grade.

Step 2: Intervention Information: Next, complete the Description of Intervention, Data to be Collected, Behavior to be Increased, Behavior to be Decreased, and the corresponding Starts At and Ends At point goals. *Note: the values for Starts At (baseline) and Ends At (goal) will construct goal lines for the graph.* Finally, enter the date for the first day of the intervention.

Intervention Coach:	Mr. Smith	School:	Great Middle School
Class(es):	Algebra	Grade:	7
Description of Intervention:	Token Economy		
Data to be Collected:	Number of times student raises hand and gets out of desk per 15 minutes		
Behavior to be Increased:	Raises hand	Starts at:	5
		Ends at:	13
Behavior to be Decreased:	Gets out of desk	Starts at:	10
		Ends at:	2
Date: 1/4/10			

Step 3: Students/Classes & Times/Periods: Next, enter the names of the students or classes participating in the intervention under the Student/Class column. Up to six students or classes may be entered. Next, enter the times or periods that the intervention will be run under the Times/Periods row. Up to six times or periods may be entered.

Step 4: Points: The scores given by the teachers will be entered into the boxes next to corresponding students/classes and times/periods. The light blue shaded row indicates the scores for the Behavior to be Increased. The light red shaded row indicates the scores for the Behavior to be Decreased. **All points will be totaled for you across each row and down each column.**

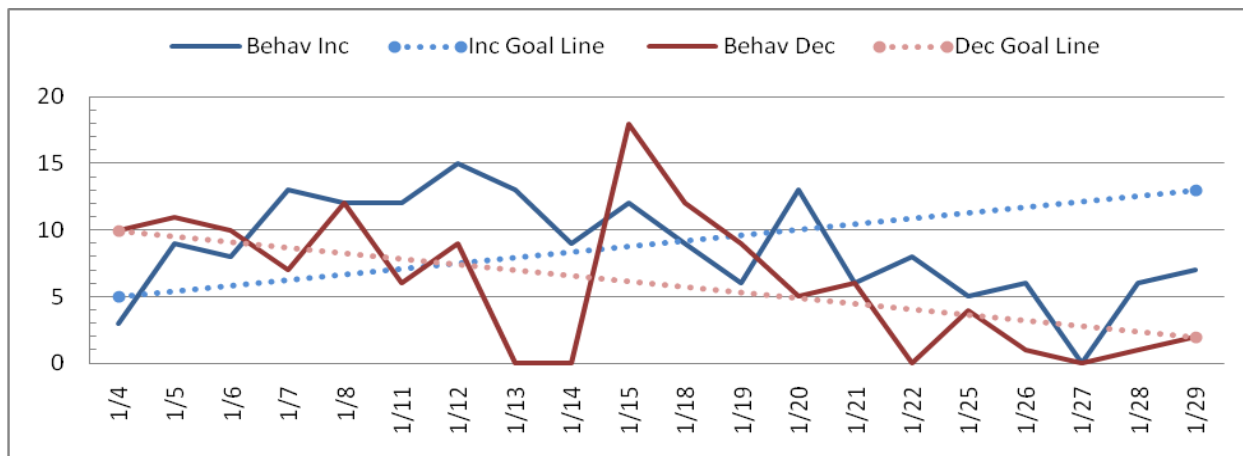
Student/Class	Times/Periods						Total
	9:00-9:15	9:15-9:30	9:30-9:45	9:45-10:00	10:00-10:15	10:15-10:30	
Tommy	0	0	0	2	1	0	3
	0	2	0	1	2	5	10
Cindy	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Bobby	1	2	3	1	2	3	12
	0	1	1	2	1	2	7
Carrie	1	3	0	2	2	1	9
	0	3	0	0	0	0	3
Wendy	1	1	1	1	1	1	6
	1	1	1	1	1	1	6
Total	3	6	4	6	6	5	30
	1	7	2	4	4	8	26

Step 5: **When a Reward/Incentive is Used:** If part of the student’s intervention plan includes the delivery of a reward/incentive, indicate yes/no or the number of rewards given in the cells next to the one labeled “Reward Given.”

Step 6: **Comments Box:** Use this box to enter comments about intervention implementation and/or the student’s daily performance, e.g., *Student was very motivated today; Student dismissed early; Social Studies did not meet due to assembly; Student did not take medication; Student was dismissed from math for fighting...*

Step 7: **Day 2 and Beyond:** Note that you will only need to input the Date, the daily scores given by each teacher, information about student reward/incentive (if applicable), and any comments. All other information will auto-calculate from day one entries.

Step 8: **Using the Overview Tab:** The spreadsheet provides a summary of the student’s data on the tab labeled “Overview Graphs.” The Overview data provides information about the performance of each student/class over a 20 day period. The student’s Daily Points for each goal are represented in a line graph and plotted against the Goal Line for each behavior.



Step 9: **Comments & Summary on the Overview Tab:** A Comments & Summary box is provided below each graph to enter the pertinent progress monitoring notes and the intervention summary, e.g., *10/2: Data reflect student improvement-continue intervention; 11/4: Data are fluctuating- review integrity of intervention implementation on 11/5; 3/2: Reward added to intervention...*

Step 10: **Self-Monitoring Handout:** A “Self-Monitoring Handout” tab is provided if self-monitoring is included within the intervention. This form can be used to print and make hard copies for students or teachers to complete throughout the day.

Note: If modifications are made to the intervention, i.e. type of intervention, data to be collected, or changes to times, periods, or goals, then a new file must be created for progress monitoring.

Note: This spreadsheet has been designed to act as a 2 in 1 document. Each day may be printed to use as a frequency (tally) form for the teacher or intervention coordinator. After data has been recorded on paper, the totals can be entered in the Excel spreadsheet.

Note: When printing student graphs on the “Overview Graphs” tab, you must select to print the correct number of pages per student/class. The default settings will print 5 pages unless prompted to do otherwise.