

# Plan B Meeting Check List

*Instructions:*

Place a check  for each item in the consistency rating scale. The scale is from 1: not at all consistent to 5: very consistent. Provide comments or note what worked well in the comments column.

Steps in Implementing a Plan B Meeting						Comments/What worked well
<b>Empathy Step</b>	Not at all Consistent		Very Consistent			
	1	2	3	4	5	
1) The Empathy step begins with an introduction, which begins with the words "I've noticed that..." and ends with the words "What's up?" In between, an unsolved problem is inserted.						
2) The unsolved problem does not refer to challenging behavior and/or adult theories.						
3) The unsolved problem is split (rather than clumped) and is specific.						
4) Sufficient and appropriate use of probing or drilling strategies						
5) Ends with a summary and when the child has no additional concerns.						
<b>Define Adult Concerns Step</b>						
6) The Defining Adult Concern step begins with the words "My concern is. . ." or "The thing is. . ."						
7) Explains how the unsolved problem is affecting the child and/or how the unsolved problem is affecting others.						
8) Avoids referring to the child's behavior.						
9) Is not merely a restatement of the expectation.						
<b>Invitation Step</b>						
10) The Invitation step begins with the words "I wonder if there is a way?"						
11) Recaps the concerns of both parties.						
12) Gives the child the first crack at the solution.						
13) Develops solutions as a team effort.						
14) Gauges solutions by the degree to which they are realistic (both parties can do what they are agreeing to) and mutually satisfactory (the solution truly addresses the concerns of both parties).						