C-Tran Functional Analysis of Behavior

√: completes independently
P: completes partially
 -: does not complete

Morning Routine
____ wake up with alarm
____ take shower when necessary
____ hang up towel
____ put dirty clothes in hamper
____ shave when necessary
____ choose clothing appropriate for weather
____ choose clothing appropriate for setting/activities
____ apply deodorant
____ apply aftershave
____ get dressed
____ brush teeth
____ put away toothbrush and paste
____ comb hair
____ make bed
____ tie shoes
____ fix and eat breakfast
____ prepare backpack/items for the day
____ put on watch
____ have wallet, keys, and handkerchief in pocket
____ turn everything off before leaving
____ lock doors

Public Transportation-arranging it
____ phone skills to make an appointment
____ know/find number
____ dial
____ introduction/greeting
____ request for need
____ know address going to and from
____ know what time you need to arrive
____ wait/listen for confirmation
____ initiate closure
____ respond to cue for closing confirmation

Using Public Transportation
____ be on time
____ have items ready before ride arrives
____ quick greeting
____ show bus pass

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Functional Analysis of Behavior
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___sit down quickly
___ride without making commotion
___say a short goodbye
___exit quickly at stop

**Walking to Places**
___mapping skills to familiar places
___street safety
___greetings
___know stranger danger
___not interrupt other people’s business
___being conscience of others’ personal space

**Using a Daily Planner**
___identify month, day and date
___use for management of day
___able to find correct day
___have it available to use
___request for others to write items in
___enter pickup time for transportation
___schedule haircut
___enter work hours
___enter reminders for transportation scheduling
___record and keep track of phone numbers
___identify if there is a schedule conflict
___enter phone numbers and addresses

**Arrival at work**
___know how to call in sick
___know how to coordinate with work when he/she has an appointment
___has all appropriate materials
___clock in/out
___quick greetings
___know time to get to work
___follow routine for getting started
___follow job sequence
___work without taking a break
___maintain appropriate behavior across time
___continued adequate output
___know when there is a need to get back on task
___accept criticism from boss
___accept criticism from co-worker
___respond appropriately when given criticism
___make change based on criticism
___follow directions without asking why
___accept compliments
Skills to take a 2-5 minute break

- know how often he can take a minute to relax
- initiate the need to relax/interact with co-worker
- identify when it is okay (when boss is not looking, etc.)
- know appropriate ways to joke with co-workers (including use of augmentative communication device)
- know appropriate ways to respond to joking comments
- know appropriate ways to make casual conversation (how are you, what’s up, etc.)
- know when to end silliness
- have a variety of topics to talk about

Skills to take a full break

- clock in/out
- identify who you can talk with
- get something to eat/drink
- be aware of time
- look at newspaper or other reading materials
- know general comments to converse (i.e. weather, activities in town, sports, doing fun activities, video games, TV, girls, friends, family)
- maintain positive attitude in comments
- ask before using other people’s things
- avoid asking to use things that belong to people you do not know
- choose age-appropriate shows on the television

Social Skills at Work

- adequate level of eye contact
- use appropriate volume of voice
- introductory skills (introducing new people)
- consideration/awareness of others’ desires in familiar situation
- Interacting with customers
  - casual conversation
  - know when to quit
  - avoid interfering with their business
  - greet strangers quickly or not at all and then go on with business
Keep hands to self
no hugging
follow directions of boss
follow directions of co-employees
avoid arguing when given directions
ask for a next task when necessary
express frustration appropriately
avoid disrupting co-workers who are working
avoid disrupting customers
return to work at appropriate time

Leaving work
take all personal belongings
say good-bye quickly
leave without disruption
remove work gear
put items away
change clothes in the appropriate place

Riding with friends
be ready/willing to leave a place when the other person is ready/when it is time
always wear seat belt
be gracious
avoid touching gadgets in car
ask before touching radio, window, a/c, etc.
help with directions to familiar places
do not give directions if the person does not need them
get out right away at destination (within reasonable time)
keep all things together in the car
remove all items from car
transition easily to new activities

“Downtime” at home with roommates
lock and unlock door
able to share items
able to initiate activities with peers
able to make phone calls to friends
know/find phone number
ask for correct person
identify self-using first name
ask if the person is busy
respond appropriately if person is busy
present subject to discuss
initiate casual conversation
follow/maintain a one-topic conversation to completion
answer questions asked
make appropriate requests
make thorough plans
communicate about common interests/what other person is interested in
initiate closing
respond quickly to others’ closing
say good-bye once
leave appropriate message on answering machine with phone number
give roommates personal space
listen to music/watch TV/play Nintendo
know acceptable volume
check to see if roommate is studying, sleeping, talking on phone, listening to music already, etc.
check to see if roommate is “not in the mood”
negotiation-decide with partner what music will be played
negotiation skills
handle conflict between roommates
use self-advocacy skills when needed
pick up subtle cues from roommates
give people space and privacy
avoid going into others’ bedrooms if they are not around
knock on doors before entering
use appropriate levels of touching
avoid interrupting if another person is involved in an activity
ask before entering someone’s bedroom
answer knock on the door
find out who is there before unlocking the door
answer only to a person he knows
know how to respond if he does not know the person
use appropriate social skills if he does know the person
answer phone calls for self and others
take messages for roommates
deal with telephone solicitors

Going to the bank
approach counter
wait in line patiently
make appropriate transaction (take out or put in)
know when to deposit/when to withdraw
identify appropriate amount of time to converse with teller
know balance
use checkbook
use debit card
use credit card
put cash in a secure place
set up new accounts
use communication strategies/sequences
___use augmentative device for clarification when necessary

**Grocery Store**

___inventory on-hand groceries
___identify items needed
___get needed items
___determine menus
___check/choose fresh food
___check/choose low fat and low calorie foods
___avoid buying excessively
___select least costly item (e.g. two cans of soup)
___ask employee if you can’t find something
___maneuver cart
___identify checkout lane that is open
___exchange money
___give correct amount of money
___check to be sure the right amount of change is given
___move cart through lane and put it away if necessary
___use coupons
___stop and visit if you know someone
___take items to car
___use communication strategies/sequences
___use augmentative device for clarification when necessary

**Meal preparation at home**

___wash hands
___decide what to cook
___clean and cut vegetables
___operate oven
___operate stove
___locate cooking utensils
___follow a menu
___read directions
___set table if needed
___fix a drink
___make sure appliances are off
___clean up by washing dishes used in preparation as time allows

**Clean-up after meals**

___clear the table
___put leftover food away
___wash dishes
___wipe counters
___empty dish washer first if dishes are clean
Heating Leftovers
___identify when leftovers are no longer edible
___locate items
___use only microwave safe bowl, etc.
___use microwave
___determine when items are hot
___clean up mess in microwave if required

Maintaining a home
___do chores without reminders
___do laundry (at home, parent’s, laundromat)
___care for bedding
___fold and put away clothes
___hang up clothes
___vacuum
___put away dishes
___take out garbage
    ___recognize it is garbage collection day
    ___empty all trash cans into outside garbage can
    ___replace trash can liners as needed
    ___return all trash cans to their place in the home
    ___wheel garbage to street before pickup
    ___wheel garbage can back to home after pickup
___pay bills
___clean bathroom
___keep things neat
___mail bills
___but stamps
___get mail
___report problems/need for repairs
___know how often to do specific chores

Other shopping
___find necessary department
___stay within budget
___ask for help when necessary
___exchange money
___use communication strategies/sequences
___use augmentative device for clarification when necessary
___return merchandise when necessary
Public Entertainment
- call friend to schedule
- make a date
- put appointments in date book
- be on time for transportation
- act appropriately
- thank friends for a good time
- make sure he has the correct amount of money for activity

Visiting a Sit-Down Restaurant
- wait for seat if necessary
- locate desired item on menu
- place order
- wait patiently for food
- eat with manners
- sit casually after dining
- read check
- pay check
- leave tip
- use communication strategies/sequences
- use augmentative device for clarification when necessary

Going to a Movie
- choose a movie
- buy ticket
- buy concessions
- find correct theatre
- find seat without being disruptive to others
- sit quietly through movies
- locate public restrooms
- use communication strategies/sequences
- use augmentative device for clarification when necessary

Recreation Facilities
- wait patiently for assistance
- ask to borrow equipment
- sign checkout sheet
- change clothes in appropriate area
- use locker for storage
- use exercise equipment
- interact with other patrons
- check-in equipment
- follow an other rules
- use communication strategies/sequences
- use augmentative device for clarification when necessary
**Video Store/Library**

- take necessary materials
- browse quietly
- locate particular movie or book
- ask for help
- request specific movie or book
- rent movie or check out book or movie
- note due dates in planner
- return in timely manner
- pay fines as necessary
- use communication strategies/sequences
- use augmentative device for clarification when necessary