End of Day Procedures Overview

- Summarize data from the day’s activities
- Counselors and learning center staff members complete data tracking sheets
- Prepare materials for the following day or following week
- Importance of keeping good records of children’s behavior and progress
  - Use data to set behavioral criteria
  - Use data to define treatment response

End of Day Procedures

- Enter point system and time-out data
- Each Sport Leader keeps records for that sport
- Each counselor keeps records for 3 children
- Lead Counselor monitors all records and completes site-specific duties
- Group tasks are split between counselors to divide work equally
- Developmental aides and teachers complete academic tracking forms
**Important Points**

- Record all data clearly and legibly
- Work carefully; errors in data can be carried forward into errors in treatment evaluation
- Assign tasks according to staff members' strengths for most efficient procedure
- Lead counselors and teachers are responsible for verifying all work completed by counselors and aides
- All forms are clinical records and must be treated confidentially

**Binders**

- **Group Binder** for schedules, group tracking sheets, and filing point and behavior reports
- **Counselor Binders** for children's records and Sport Leader records

**Daily Awards Tracking Sheet**

- Record the names of children who earn group awards, such as High Point Kid, each day.
- Use to track award winners and determine end of summer awards.
Group Discussion Attention Question Tracking Sheets

• The counselor who does not lead one of the three sports keeps records for Group Discussion Standardized Attention.
• Use the 2 Group Discussion questions asked each day (from 2 point sheets)
• 5 of 6 GD questions (3 days) = increase difficulty
• < 3 of 6 GD questions (3 days) = decrease difficulty

Recess/Daily Report Card Tracking Sheets

• Use to summarize the information needed to determine whether children have earned recess reinforcers each day.
• Source of data entry information for overall positive daily report card percentages
• Use to determine whether children have met the DRC criterion for Friday field trips.
Sport Leader Tracking Sheet

- Record skills and rules reviewed each time sport is played.
- Record notes about children's sports skills.
- Use information to plan skill drills and games.

Game-Awareness Attention Question Tracking Sheets

- One sheet for each child, for the sport the counselor leads.
- Use the 3 Game Awareness questions asked in each game (NOT the group discussion question).
- Complete each time the group plays the sport, in either Designated or Other game period, regardless of program day.
- 5 of 6 GA questions (2 games) = increase difficulty
- <3 of 6 GA questions (2 games) = decrease difficulty
- Wait until stable data obtained before changing difficulty.
Honor Roll Tracking Sheet

- Use to determine whether children have met daily Honor Roll criteria during the day
- Tracks children's Honor Roll status throughout the summer.
- Complete only information necessary to determine eligibility, not necessary to complete entire checklist each day.
- Must meet criteria for 2 consecutive days to earn Honor Roll status
**Target Behavior Summary Tracking Sheets**

- Record the frequency of each target behavior and whether the child met the daily criterion for that behavior.
- Includes a graph to depict child’s progress throughout the summer.
- Use data to evaluate the need for modifications in targets or criteria.
- One form for each target behavior.

**Field Trip Criteria Tracking Sheet**

- Record the child's DRC totals for each day
- Record the Friday level earned each week