Behavior Assistant Curriculum Scoring Tool - Instructions

I.   **General**
  A.   Each new Behavior Assistant Curriculum must be evaluated independently by at least two Board Certified Behavior Analysts.
  B.   **Criteria:** A curriculum must meet two separate criteria to be approved. If one criterion is met, but the other is not, the curriculum cannot be approved.
     1.   The criteria are:
        a.   <u>The minimum overall score for a curriculum is 90 points</u>. Curricula that score below 90 points will need to be revised before they will be approved. The scoring tool can be used as a checklist to address unmet requirements.
        b.   <u>Critical items must score at least the minimum score of 2</u>. If a curriculum scores lower than a 2 on any critical item, it cannot be approved. Critical items are denoted by an asterisk next to the criterion number (see columns A and B) and bold text. Critical items are also denoted by yellow highlighting in the scoring area that is set up to return to the normal row color once the minimum score has been met.
     2.   Row 60 of the tool displays the overall score and the review outcome.
        a.   **Incomplete** – "Incomplete" will be displayed when:
           i.   A rating is missing for one or more criteria
           ii.   More than one rating has been entered for one or more criteria
        b.   **Criteria Met** – "Criteria Met" will be displayed when <u>both</u>:
           i.   A score of 90 or above has been reached across all criteria and
           ii.   A score of 2 or above has been reached for all critical criteria
        c.   **Criteria Not Met** – "Criteria Not Met" will be displayed when <u>either</u>:
           i.   A score below 90 has been reached across all criteria or
           ii.   A score below 2 has been reached for all critical criteria
II. **Completion**
  A.   **Demographics:** Enter demographic information at the top in column D for rows 1 through 5.
  B.   **Scoring:**
     1.   Enter an "X" under the appropriate rating to the right of each criterion.
     2.   Only one "X" should be entered for each criterion.
     3.   The rating area will turn red for that criterion when more than one "X" has been entered for that criterion.
     4.   Your ratings are summarized below the criteria-rating area and will yield an overall score when all items have been completed.
  C.   **Curriculum Ratings:**
     1.   **0** – A score of zero should be entered when the criterion components are absent or significantly incomplete.
     2.   **1** – A score of one should be entered when the criterion components are present and generally complete, but the quality is poor based on content and organization.
     3.   **2** – A score of two should be entered when the criterion components are present, complete, have sufficient content, and are reasonably well-organized.
     4.   **3** – A score of three should be entered when the criterion components are present, complete, exceeds the minimum content needs, and is well-organized.
  D.   **Commenting:**
     1.   A space is provided next to each criterion to enter comments, notes, or recommendations specific to that criterion.
     2.   A space is also provided at the bottom of the tool for general comments, notes, and recommendations.