



BDA Behavioral Consultant Scorecard

Welcome to the Behavior Consultant Scorecard! This tool was created to provide BC's in the company a:

1. List of key performance indicators for the Behavior Consultant role: Each area of the scorecard provides key indicators that will help you become an excellent BC in the company.
2. Guideline for weekly mentor conversations: Using the scorecard can help guide your weekly mentor/mentee conversations and check-ins. Areas such as learner progress, professional development, and timeliness amongst other areas can be reviewed.
3. Guide to evaluate and self-monitor performance and create goals for pay increases: The scorecard can be used to create goals for yourself in order to establish criteria for pay increases. You can discuss this with your regional BC, mentor, and ultimately a member of the executive team for final review and monitoring.
4. Reference point to review examples of excellent performance: The scorecard can be used as a reference point to see what excellent performance looks like within any particular area. There will be multiple examples in each category, and the list will grow regularly.
5. Link to our skills matrix to find areas of interest, experts, and others with similar interests: Section 2 of the scorecard has a link to our skills matrix where you can review various areas of interests and expertise within BDA. You can reach out to an expert or simply reach out to others in the company who may have a similar interest. This may lead to study groups, professional development opportunities, or simply getting to know others within the company.
6. Format to request and receive feedback from your mentor, CC, or BC on your case(s). The scorecard can be used to request and receive feedback from your CC/BC/mentor on your current performance in a given area. This can help you create new professional development opportunities, fine tune your skills, or establish baseline for new areas of growth.

SECTION 1: BC SCORECARD

BC SCORECARD CHECKLIST

Rating Scale: 1 Very Poorly - 2 Poorly - 3 Average - 4 Well - 5 Excellently

e.g. "If I submit my timesheet every week by the deadline and have never missed one, I would rate my performance at a 5." "If I miss a submission or make an error every 2 months or so, I would rate my performance at a 3 or 4"

	Focus Areas	GOALS	My Rating	Interrater
1	LEARNER PROGRESS	<ul style="list-style-type: none"> ● Assist learner to move to less restrictive situations (i.e. community-based activities) ● Learner's problem behaviors are reducing in frequency/duration as measured by graphical data <ul style="list-style-type: none"> ○ <i>Attach graphs for one learner's problem behaviors</i> ● Learners are acquiring new skills utilizing skill acquisition programming and replacement behavior training <ul style="list-style-type: none"> ○ <i>Attach a skill acquisition program currently in use with one of your learners</i> ● For learner's whose problem behaviors are not decreasing, functions have been reassessed and changes have been made to the BSP as shown on graphs with phase lines. If problem behaviors continue to stay at the same levels, bring the case to a Clinical Meeting with Dr. Jessica Kendorski. <ul style="list-style-type: none"> ○ If applicable, share a graph for a case with limited progress and the efforts made to reduce the behavior 		
2	STAKEHOLDER SURVEYS	<ul style="list-style-type: none"> ● Receive predominantly good to excellent scores on stakeholder (parent/school) surveys 80% of cases. ● Insert a survey and score you have received here: <ul style="list-style-type: none"> ○ Date of survey: _____ ○ Score Received: _____ 		

BC's Name: _____ Mentor: _____ Interrater: _____ Date: _____

	Focus Areas	GOALS	My Rating	Interrater
		<ul style="list-style-type: none"> ○ Comments provided in survey: _____ 		
4	TIMESHEETS	<ul style="list-style-type: none"> ● Submit timesheet with all associated notes with 100% compliance every Saturday by midnight. ● Complete Cyber notes weekly with 100% compliance. ● If locked out of Cyber, notes are sent to George Candia 		
5	TELEHEALTH	<ul style="list-style-type: none"> ● Use google meet up _____ times per week or _____% of cases. ● Use telehealth during learner social skills outings when needed (i.e. limo outings). ● Use telehealth platform for team meetings or interest groups. ● Troubleshoot any issues such as headsets, harnesses, battery recharge, Wi-Fi, video quality 		
6	GRAPHS	<ul style="list-style-type: none"> ● Submit graphs to the office by the first of the month for 5 consecutive months. ● Inform CA or CC of errors or changes to graphs. ● Share graphs with parents during meetings. ● Create graphs that are easy to read and are appropriately formatted (i.e. axis titles, phase lines, etc.) and match BACB/research standards 		
7	WEEKLY SURVEYS	<ul style="list-style-type: none"> ● Completed weekly survey and submitted on time. Submitted on time for _____ out of 12 weeks. 		
8	CALLOUTS	<ul style="list-style-type: none"> ● Use call out line for 100% of cancellations (Staff or Parent) 		

BC's Name: _____ Mentor: _____ Interrater: _____ Date: _____

	Focus Areas	GOALS	My Rating	Interrater
9	TIMELINESS	<ul style="list-style-type: none"> ● Respond to emails within 48 hours. ● Submit BSP's by due date ● Submit FBA within 2 weeks of starting. 		
10	LEADERSHIP MEETINGS	<ul style="list-style-type: none"> ● Attend and participate in leadership meetings ● List dates of meetings attended: <ul style="list-style-type: none"> ○ _____ 		
11	PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> ● Maintain credential including supervision and appropriate CE's. ● Attended one DiNovi or similar workshop over the last 6 months. <ul style="list-style-type: none"> ○ List workshop: _____ ● Presented at 1 leadership meeting, webinar, clinical meeting, workshop, over the last 3 months. <ul style="list-style-type: none"> ○ List presentation: _____ ● Disseminate behavioral science across multiple disciplines ● Create behavior analytic content via video and audio per approval ● The consultant seeks to further clinical knowledge based on the BACB 5th edition task list. 		
13	DELTA	<ul style="list-style-type: none"> ● Participated in the Delta One Clearance training. <ul style="list-style-type: none"> ○ List Levels Completed: _____ ● Tell new team members about the Delta One Clearance program. 		
14	SOCIAL MEDIA	<ul style="list-style-type: none"> ● Post and/or comments regularly on LinkedIn or other BDA platforms. ● Seek to create content for BDA social media platforms. ● Share BDA content on social media (i.e. LinkedIn) ● Check BDA culture page for important company updates. ● Maintain professional social media boundaries (i.e. not friending parents or posting videos/photos of learners to personal pages) 		

BC's Name: _____ Mentor: _____ Interrater: _____ Date: _____

	Focus Areas	GOALS	My Rating	Interrater
15	CULTURE/TEAMWORK	<ul style="list-style-type: none"> ● Be able to explain our services to others to fulfill needs for the client. ● Create opportunities for other employees. <ul style="list-style-type: none"> ○ List clients/districts in which you have created work for other BDA staff: <ul style="list-style-type: none"> ■ _____ ● Share feedback about fellow employees via weekly surveys, emails or BDA culture. ● Assist peers (i.e. Other BC's) on cases via in-person or remote consult ● Seek out assistance/knowledge from peers using the Skills Matrix 		
16	Time Management	<ul style="list-style-type: none"> ● Use CA hours to support staff and learner as necessary ● Carefully monitor's hours for each learner or district to meet the needs of the client and does not exceed provided hours ● Monitor own caseload and hours and notifies Joe Carter or Matt Linder at least 2 weeks in advance of needing more hours/work. 		
17	Social/Limo Outings	<ul style="list-style-type: none"> ● Attend various outings to know if they are appropriate for specific learner ● Ensure learner is signed up for events at least 24 hours in advance ● Provide oversight to own learner's during community outings via in-person or remote consultation at least once per month ● Sign up for Community Supervision at least once a month if time allows 		
18	Supervision	<ul style="list-style-type: none"> ● Provide appropriate supervision to all CA's on caseload including rotating through all CA's on a home case regularly ● Develop/monitor goals with CA's for appropriate engagement ● If BCBA, obtain supervision credential and supervise BCBA candidates ● Provide mentorship weekly to co-workers as assigned 		
Score Averages			_____	_____

BC's Name: _____ Mentor: _____ Interrater: _____ Date: _____

SECTION 2: LINK TO SKILLS MATRIX

FOR ACCESS TO OUR SKILL MATRIX, CLICK ON THE LINK BELOW. THE MATRIX LISTS CONSULTANTS IN OUR COMPANY WITH SPECIALTY AND INTERESTS AREAS. PLEASE FEEL FREE TO CONTACT CONSULTANTS WITH A SIMILAR AREA OF INTEREST FOR QUESTIONS, PROFESSIONAL DEVELOPMENT, OR TO BEGIN AN INTEREST GROUP.

https://docs.google.com/spreadsheets/d/1E2Wyts1MHmfoSdvYuF3idpgkFtxe0XzRgqZfn_eJ3q2Y/edit#gid=0

SECTION 3: EXAMPLES OF EXCELLENT PERFORMANCE

Examples of Feedback for Excellent Performance

Behavior Consultant
I would like to thank BC for his support with staff and modeling how to handle a situation with poor staff performance. I definitely appreciated the help and learned a lot!"
BC is always quick to respond when I reach out about our learner or any questions that I have.
BC has been supervising the experience hours I have been accruing for the BACB for over a year. I have benefited greatly from his consistent support and supervision through weekly phone calls and/or onsite overlaps despite his robust caseload and professional obligations. BC explains clinical practices in a practical, easy to understand way that has helped me to better articulate strategies to families as well as to CAs. He has also modeled sound soft skills when communicating with families, particularly when presenting services at the start of a case, and when when helping families to navigate significant transitions, such as those faced when learners start school for the first time. BC has also supported my professional growth within the company. He has helped me to connect with other BDA team members who possess strong skill sets in areas I have expressed interest in, and he has recommended me for the role of CC to help give me the opportunity have more indirect experiences and as well as more experiences serving as a leader for others.
BC was extremely helpful in providing me feedback on multiple topics, pertaining to our case together, ABA recommendations, and being a BC I can come to with any worries or concerns.

BC's Name: _____ Mentor: _____ Interrater: _____ Date: _____

BC is such a great mentor and is so helpful when it comes to all situations that I have ever needed assistance with and she is so easy to talk to and get in touch with.
BC gave a excellent presentation at the North Jersey leadership meeting last week!
BC has been giving me plenty of support and feedback for our new case together. BC has been coming out almost every week and drives a long distance to be there. I appreciate her on going support.
BC has been an excellent addition to our home case. She has been a great mentor to me and has brought new and creative ideas to the case to best benefit our learner.
BC sends these forms and folders full of resources to review; I appreciate not only that she has these things in place but that she is creating a way to share this information to make sure there is some continuity in a lot of our processes.
BC is an awesome mentor and supervisor. I am constantly learning from him and he always makes himself available to his clients and ca's.
Every session that I overlap with BC, she provides me with meaningful advice that allows me to function better as a person and a clinical associate. I appreciate her helping me advance myself not only in my career, but in my life.
BC is a great mentor and person. She is constantly giving me positive feedback when I am doing well and what specific things she liked. She also informs me when their are areas things need some work or how to do them next time. I know I can count on her for advice professional when needed.
BC is a constant professional. She is truly dedicated to her learners and enhancing the services we provide at BDA. Our learners, staff, and BDA as a whole are lucky to have her.
BC is always available when I have a question or need support on a case. He is always positive, encouraging, and a huge cheerleader for staff and the learners. He also is encouraging for feedback from the staff as to what we believe could work even though we have not been in the field for half as long as he has. It really is so nice to feel like my opinion matters because it is a part of this whole learning process.
BC has really helped me learn a lot about verbal behavior and allowing me to shadow her conducting the VB-MAPP assessment. This has helped me become more knowledgeable in verbal behavior and more comfortable with my little kiddos who require this kind of programming.
BC and I had a phone call to discuss a tantrum one of my learners had and gave me some great feedback. It made me feel much more confident in handling these situations.
BC has been very helpful in giving me the right information as well as helping me to further my knowledge as a CA. He has been consistent with making sure that I am fully prepared to do my work to the best of my ability. He has also answered any questions that I have had, or directed me to the person that I would need to contact for the information I needed.
BC continues to provide valued support for me on a school case I have with him. Whenever I have questions or need advice, he always answers me in a timely manner with effective feedback.

BC's Name: _____ Mentor: _____ Interrater: _____ Date: _____

List any examples of excellent feedback you have received here: _____

SECTION 4 MENTOR/MENTEE DISCUSSION QUESTIONS

- **WHO ARE YOUR MENTORS?**
- **DO YOU HAVE ENOUGH HOURS?**
- **ANY RECURRING ISSUES WE CAN ADDRESS VIA OUR SURVEY?**
- **DO YOU KNOW WHO TO CONTACT FOR SKYPREP TRAININGS?**
- **DO YOU KNOW WHO TO CONTACT FOR RELIAS & RBT?**
- **DO YOU KNOW HOW TO GET A RECRUITMENT BONUS?**
- **DO YOU KNOW HOW TO RECEIVE 5%?**
- **WHAT ARE YOUR LONG TERM GOALS WITH BDA?**
- **ARE YOU AWARE OF WHAT MOVEMENT MATTERS IS?**
- **DO YOU KNOW WHY WE DISSEMINATE VIA SOCIAL MEDIA?**
- **DO YOU KNOW ABOUT OUR DELTA ONE PROGRAM?**
- **DO YOU KNOW WHO TO CONTACT TO START A SOCIAL SKILLS COMMUNITY GROUP?**
- **DO YOU KNOW HOW TO GET MOST "BUY IN" FOR YOUR BEHAVIOR PLANS?**