

Procedural Fidelity Checklist

First-Then Board

Preparation	
Identify appropriate time(s) in the student's schedule/activity in which to implement a first-then board.	<input type="checkbox"/> Y <input type="checkbox"/> N
Identify appropriate tasks that the student needs to complete to go in the "First" box.	<input type="checkbox"/> Y <input type="checkbox"/> N
Identify preferred activities for the student to go in the "Then" box.	<input type="checkbox"/> Y <input type="checkbox"/> N
Create materials for the first-then board (e.g., picture symbols, words, actual objects).	<input type="checkbox"/> Y <input type="checkbox"/> N
Implementation	
Display the first-then board clearly in the student's view.	<input type="checkbox"/> Y <input type="checkbox"/> N
State the expectation to the student while referencing the first-then board. Example: "First, you have to (insert non-preferred activity), then you earn (preferred activity)."	<input type="checkbox"/> Y <input type="checkbox"/> N
If needed, provide prompts to ensure the student completes the "First" task.	<input type="checkbox"/> Y <input type="checkbox"/> N
Provide the student with the preferred item or activity as soon as the "First" activity is completed.	<input type="checkbox"/> Y <input type="checkbox"/> N
Provide behavior specific praise when providing the item/activity in the "Then" box.	<input type="checkbox"/> Y <input type="checkbox"/> N
Assessment	
Collect data on completion of the "First" task.	<input type="checkbox"/> Y <input type="checkbox"/> N
Adjust the first-then board as needed (e.g., change the type of symbol, change the preferred activities, etc.).	<input type="checkbox"/> Y <input type="checkbox"/> N

This tip sheet series was developed by TRIAD consultants and was made available at no cost through the Tennessee Department of Education, Tennessee Technical Assistance Network. Triad.vumc.org/schools. 2023