Recommended Best Practices for TPOT and TPITOS Administrators

Pre-Administration:
- Allot sufficient time to complete all aspects of the administration process. Use the following timeframes as a guide for each TPOT or TPITOS administration:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation</td>
<td>2</td>
</tr>
<tr>
<td>Practitioner Interview</td>
<td>.5</td>
</tr>
<tr>
<td>Scoring</td>
<td>2</td>
</tr>
<tr>
<td>Feedback Session</td>
<td>1</td>
</tr>
<tr>
<td>Enter Data into iSocial system</td>
<td>.5</td>
</tr>
<tr>
<td>Total</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

- Send a welcome email to the practitioner and program administrator and coordinate a time to review the TPOT or TPITOS process and coaching agreement
  - Email the agreement prior to the meeting to allow time for review
- Meet with practitioner and administrator (in-person or virtually) to:
  - Share the TPOT or TPITOS fact sheet
  - Discuss what to expect during a TPOT or TPITOS administration
  - Review the coaching agreement, answer any questions
  - Sign the agreement, provide copies to all parties
- Schedule times to conduct the observation, interview, and feedback session
- Attend the TPOT/TPITOS Support Session as needed or desired

Administration:
- Ensure that you have all required materials: TPOT or TPITOS manual and scoring booklet, paper, and pen/pencil for notetaking
- Complete:
  - Page one of the scoring booklet
  - The observation
  - The interview
- Score all items including indicators, red flags, and using effective strategies to respond to challenging behavior; reference the manual throughout
- Important: complete all components on the same day when possible

Post Administration
- Enter data into the spreadsheet provided by Brookes Publishing
- Deliver the feedback session using the bar graph, begin with asking questions to promote reflection
- Provide practitioner copies of all scoring pages
- Enter data into the iSocial data system

Contact NH Master Cadre member, Becky Britton, becky13b@comcast.net, with any questions or concerns.