

Data Collection

All work activities include a data collection system. The four data sheets help you log relevant information on each worker's performance (Work Performance Data Sheet) and work behaviors (two Work Behavior Sheets). An easy-to-read graph (Data Display Sheet) allows you to display raw data for instant review.

Examples of completed data sheets are provided on the following pages and should be reviewed while reading the explanations below.

Data Collection

Work Performance Data Sheet

This form records a worker's productivity. Begin by defining the reasons for taking the data, for example, are you conducting a formal assessment or are you documenting a training plan?

Compiling information takes time. Record only practical data like progress toward a goal or on-site observations that may lead to a critical adjustment in the training plan.

Most columns on this form are self-explanatory, like date, number of errors, etc., but note these:

Baseline Performance: put a check mark in the column only when recording an initial assessment.

Training Given: check here to document that a training session took place, even if specific data are not recorded. It's difficult to inspect and assess every performance, yet it's important to log its occurrence.

Comments/Observations: use this column to make note of training procedures or nonproductive behaviors.

Work Behavior Sheets

Either one of two methods can be used to chart work behavior — interval recording and event recording:

1. **Interval Recording Method** provides an effective way to record frequently occurring behaviors. Observe workers consistently for three, 5-minute periods to determine if a behavior is occurring. Record an "x" for yes, "o" for no.
2. **Event Recording Method** allows you to record a behavior when it occurs during an observation session. It doesn't require continuous observation. Define a time frame (e.g., 45 minutes) and record all occurrences during that time period.

Data Display Sheet

This form is effective for giving performance feedback to workers and helps you evaluate training strategies.

A graph illustrates a worker's progress toward an established goal. The goal can be either behavioral or performance-oriented.

WORK PERFORMANCE DATA SHEET

SAMPLE

Worker Larry Assessment Assorted tasks Training Plan

DATE	TASK	WORKING TIME	# OF UNITS	% OF NORM	# OF ERRORS	% OF ACCURACY	BASELINE PERFORMANCE	TRAINING GIVEN	GOAL ESTABLISHED	COMMENTS/OBSERVATIONS
4/2	#103 basic size	15 min.	180		4	98%	✓			Standard task. Well done. No training required.
4/2	#108 6-item sort	30 min.	120		60	50%	✓			Training required. Attends to shape only.
4/2	#202 color-ful nut and bolt		32		16	50%	✓			Standard task. Doesn't attend well to base shape. Color seems to override.
4/2	#303 small parts	30 min.	25	17%	2	95%	✓			Long periods of nonattending affect productivity. Good quality maintained. Take baselines on task behavior, data sheet #2.
4/4	#304 snap box	30 min.	80		27	67%	✓			Assembled all correctly but didn't arrange in bin— one-third error each.

WORK BEHAVIOR SHEET – INTERVAL RECORDING METHOD

SAMPLE

Worker Lindsay Task: _____

DATE		TIME		Recording Code: <i>X attending, 0 not attending</i>												TOTALS				
DATE	BEHAVIOR	START	FINISH	Interval = 15 seconds												Events	Intervals	%		
4/2	Task attending	9:00	9:05	0	X	0	0	X	0	X	0	0	X	0	0	X	10	20		
4/2	"	9:20	9:25	0	X	0	X	0	0	X	0	0	X	0	0	X	7	20		
4/2	"	9:00	9:05	X	0	X	X	0	0	X	0	0	X	0	X	0	9	20		
				<i>Baseline</i>												Totals:		26	60	43%
5/12	"	9:00	9:05	X	0	X	0	0	X	0	X	0	X	0	0	X	13	20		
5/12	"	9:30	9:35	X	X	X	0	X	0	X	0	X	0	X	X	X	17	20		
5/12	"	9:45	9:50	X	X	X	X	0	0	X	0	X	0	X	X	X	15	20		
				<i>Reassessment</i>												Totals:		45	60	75%

BEHAVIORAL ANALYSIS

Definition: *Attending to task - Consistent activity in those procedures needed to complete the task.*

Baseline: *43% on task*

Goal Statement: *Increase on-task attending to 65% by June 6. Reassess on June 12.*

Plan: *Use task #306A four times weekly. Give brief verbal prompts when not attending. Give verbal praise when attending. Observe regularly.*

WORK BEHAVIOR SHEET – EVENT RECORDING METHOD

SAMPLE

Worker

Lindsay

Task:

DATE	BEHAVIOR	TALLY	TOTAL	TIME FRAME	COMMENTS
4/10	talking	 	13	45 min.	
4/11	"	 	14	"	
4/12	"	 	12	"	
Totals			13	<i>(average)</i>	
5/10	"	 	8	45 min.	
5/11	"	 	9	"	
5/12	"	 	10		
Totals			9	<i>(average)</i>	
Totals					
Totals					
Totals					
Totals					
Totals					
Totals					

BEHAVIORAL ANALYSIS

Definition: *Inappropriate talking to staff or peers during work.*

Baseline: *13x's per 45 minute session*

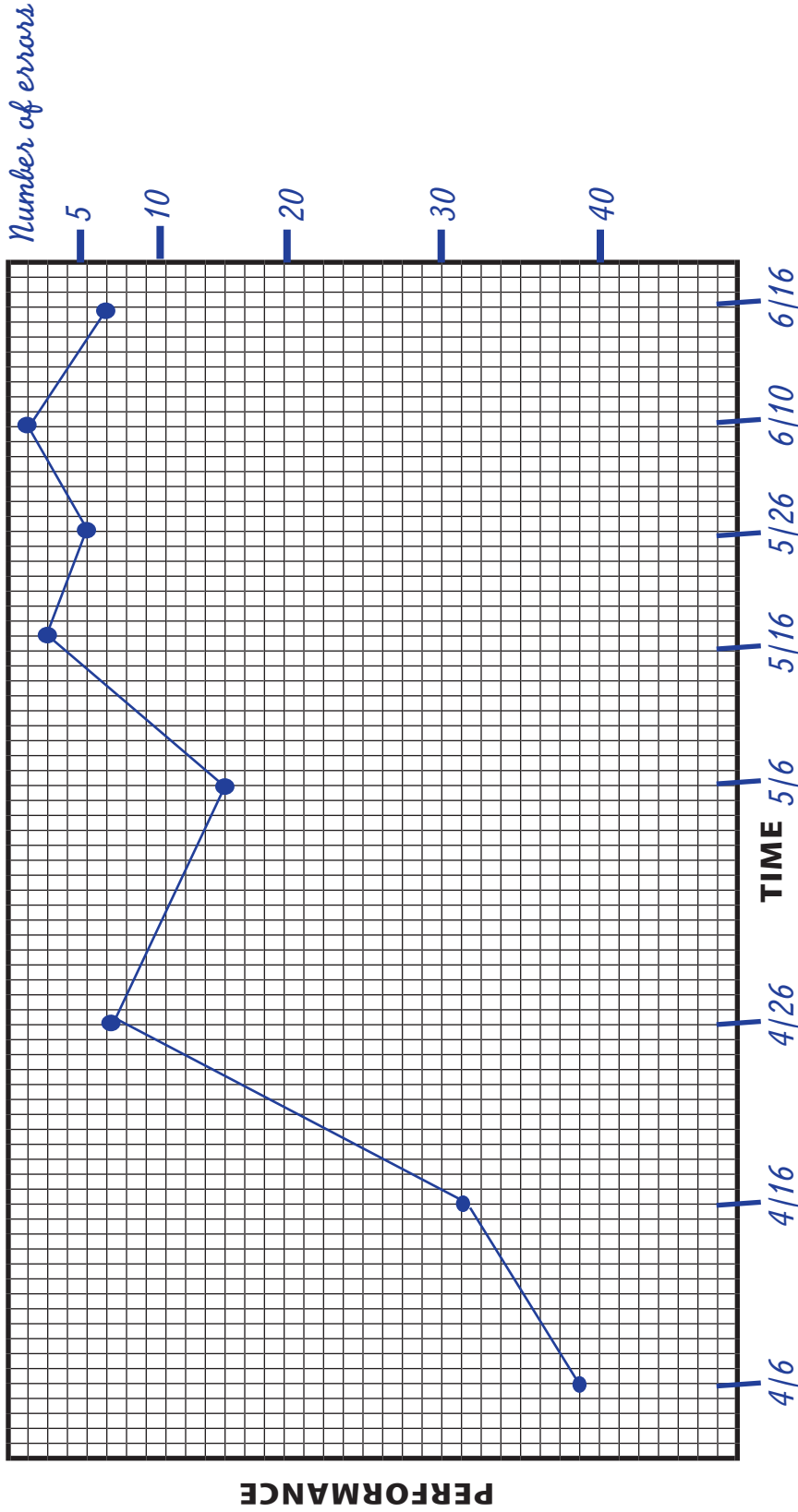
Goal Statement: *Decrease to 2 with fewer occurrences by July.*

Plan: *Take data monthly in three 45 minute sessions. Ignore talking to staff. Interrupt talk to peers.*

DATA DISPLAY SHEET

Worker Larry

SAMPLE



Goal Statement: Complete task #108 (6-item sort) with five or fewer errors on three consecutive occasions by July 10.

Program: Give complete task every two weeks. Give a simpler version of the task daily and have the student correct all errors.

Materials (task): 120 metal plates (task #108)
Measurement method:
Baseline: (4/1) 56 errors.

Subgoals: (1) Zero errors on two-item sort using square/hexagon.
(2) Two or fewer errors on a four-item sort (hole, no hole, square, hexagon) by May 6.
 Student corrects all errors.

WORK BEHAVIOR SHEET – EVENT RECORDING METHOD



Worker _____

Task: _____

DATE	BEHAVIOR	TALLY	TOTAL	TIME FRAME	COMMENTS
Totals					
Totals					
Totals					
Totals					
Totals					

BEHAVIORAL ANALYSIS

Definition: _____

Baseline: _____

Goal Statement: _____

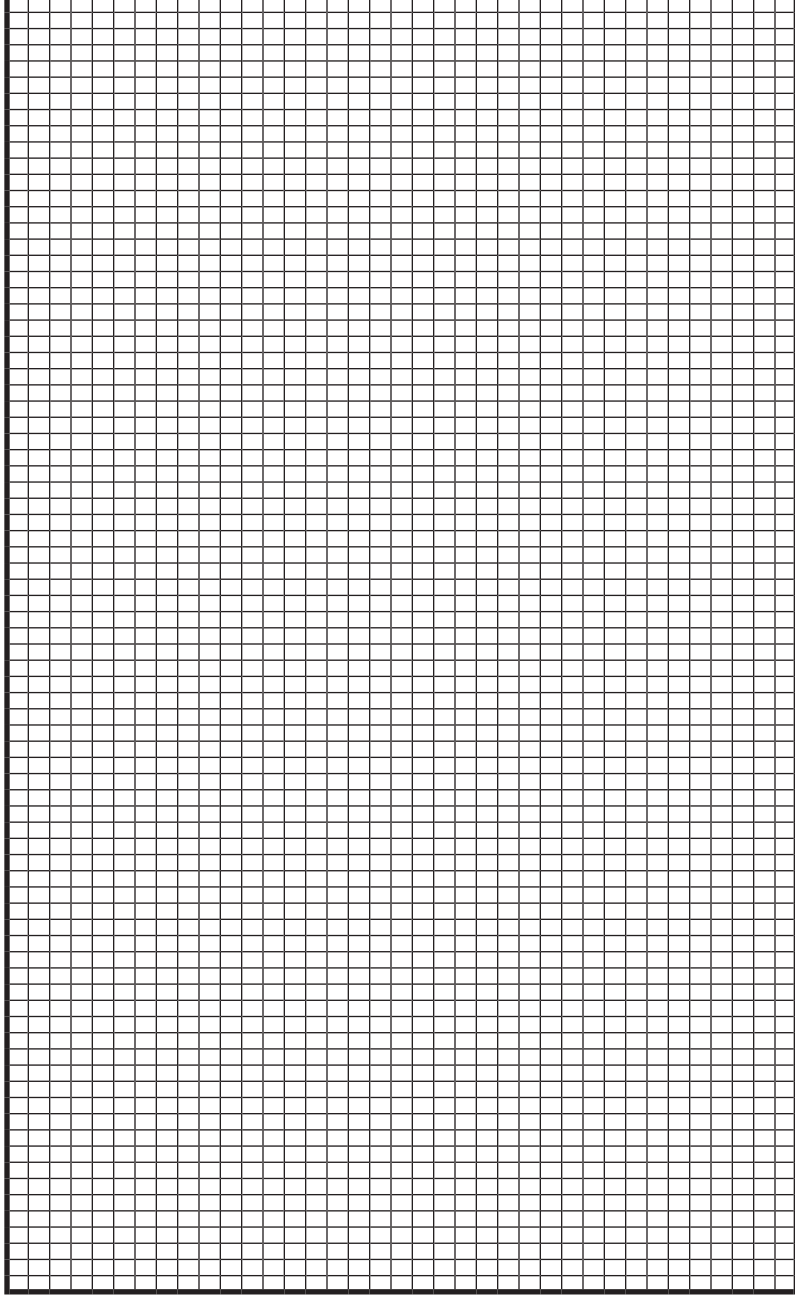
Plan: _____

DATA DISPLAY SHEET



Worker _____

Task: _____



PERFORMANCE

TIME

Goal Statement: _____

Program: _____

Materials (task): _____

Measurement Method: _____

Baseline: _____

Subgoals: (1) _____

(2) _____