**PBS Orientation**

**Phase 1**

**Finding your Starting Point**

The purpose of these questions is to offer you questions to consider when putting your team together and starting the journey of PBS in your agency. There is no one right way to infuse your agency with PBS and for PBS to be successful in your agency. Your biggest allies for success for the people you serve and PBS is your vigilance and commitment to each other, the process, and most of all, the quality of life for those you support.

Things to consider when rolling out PBS in your agency:

1. What is the mission and purpose of our PBS team? How does it reflect PBS values?
2. What is our policy statement that reflects we are committed to PBS?
3. What are our current policies/practices that hinder PBS (eg, loss of privileges)?

**Phase 2**

**Your Agency**

Complete the following questionnaire to assist in determining where your agency currently operates. The questions are based on a tool called the Fidelity Scale that is used by the PBS Network to assist agencies in incorporating PBS. It is advised that the agency Director, as well as key leadership staff, assist in the completion of this questionnaire to provide an assessment for the entire agency.

1. What would your agency like to get out of being part of the PBS Network? Rank in order of importance. (e.g. training, networking, tools, etc)
2. Identify current policies, procedures, training, incident reporting and disciplinary practices that reflect the philosophy of PBS.
3. What systems does your agency currently have in place to review incident reports, patterns and incidents of interfering behavior and data collection?
4. Does your organization currently provide training on Universal Enhancement, Leadership and/or PBS? If so, what is the training and who does it focus on?
5. What steps have been put in place that allows members to collaborate and have open and honest, critical conversations?
6. What is our plan for when team members leave, or adding new members?

**Phase 3**

**Your PBS Coaches**

A PBS Coach is vital in helping incorporate PBS philosophies and tools into an agency. When making those selections, have a discussion with your key leadership staff who the potential PBS Team members might be. PBS Teams are designed to meet monthly, review patterns of interfering behaviors and offer tools and resources to teams who are supporting people.

1. Who in our organization is considered a leader by his/her peers (either by position or influence)?
2. Who are the team members that understand and practice the philosophy of PBS?
3. Who do we identify as a person who can facilitate and keep a meeting on track?
4. Who would we identify as a person who can train/mentor other members of the team?

**Phase 4**

**Rolling out PBS**

1. What team members are currently in place and ready to proceed? Does our team reflect the different departments of our agency and do the team members have the “big picture” of how PBS will impact the agency?
2. How do we want to start? Or, what is our agency’s current capacity to infuse PBS so it will be successful?
3. What is our plan (how and when) to continue rolling PBS out to the entire agency? (eg, add another person, site, department? What time table would we like to see for rollout?)
4. What are our plans to meet on a regular schedule?
5. Where do we go and ask for help when we have questions or seem to be struggling? (eg, PBS Network members, a mentor)