

Plan B Meeting Check List

Instructions:

Place a check ✓ for each item in the consistency rating scale. The scale is from 1: not at all consistent to 5: very consistent. Provide comments or note what worked well in the comments column.

Steps in Implementing a Plan B Meeting						Comments/What worked well
Empathy Step	Not at all Consistent		Very Consistent			
	1	2	3	4	5	
1) The Empathy step begins with an introduction, which begins with the words “I’ve noticed that…” and ends with the words “What’s up?” In between, an unsolved problem is inserted.						
2) The unsolved problem begins with the word “difficulty” and refers to the specific expectation the child is having difficulty meeting in kid-friendly language. The unsolved problem is split (rather than clumped) and contains no adult theories, no challenging behaviors, and is as specific as possible.						
3) Sufficient and appropriate use of probing or drilling strategies						
4) Ends when the child has no additional concerns. This is established by summarizing and asking for additional concerns. (Multiple summaries are likely.)						
5) Prioritize concerns.						
Define Adult Concerns Step						
6) The Defining Adult Concern step begins with the words “My concern is. . .” or “The thing is. . .”						
7) Explains how the unsolved problem is affecting the child and/or how the unsolved problem is affecting others.						
8) Avoids referring to the child’s behavior.						
9) Is not merely a restatement of the expectation.						
10) Prioritize concerns.						
Invitation Step						
11) The Invitation step begins with the words “I wonder if there is a way?”						
12) Recap the concerns of both parties: “I wonder if there’s a way for us to do something about (one party’s concerns) and also do something about (other party’s concerns)”						
13) Gives the child the first crack at the solution.						
14) Develops solutions as a team effort.						
15) Gauges solutions by the degree to which they are realistic (both parties can do what they are agreeing to) and mutually satisfactory (the solution truly addresses the concerns of both parties).						