**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:

|  |  |
| --- | --- |
| Activity | Amount of Time |
| Observation | 2  |
| Practitioner Interview | .5  |
| Scoring | 2 |
| Feedback Session | 1 |
| Enter Data into iSocial data system | .5 |
| Total | 6 hours  |

* 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
	+ <https://brookespublishing.com/resource-library/tpot-scoring-spreadsheet/>
	+ <https://brookespublishing.com/resource-library/tpitos-scoring-spreadsheet/>
* 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.