

Prompting Checklist

Check the items that are in place. If an item is not in place, develop an action item to work on the step. Once an item is complete, check it off.

✓	Strategy to Improve Implementation of Prompting	Added to action plan
	1. We have the prompt hierarchy posted in the classroom in relevant areas and/or we have the prompt hierarchy in a portable format such as a lanyard.	
	2. We provide all staff with training in how to deliver prompts. Training topics include: Prompt levels, Least-to-most prompting, Most to least prompting (errorless), Prompt fading, and the “Two-time rule.” (see the AFIRM module – Prompting, or other resources)	
	3. We provide opportunities for staff to practice prompting with instructions, modeling, rehearsal, and feedback (Behavioral Skills Training). Practice may occur in a training setting, and is then generalized to the natural environment.	
	4. We know how to use least to most prompting.	
	5. We know how to use most to least prompting (errorless).	
	6. We use the two-time rule and follow through to success at least 90% of the time.	
	7. When fading prompts, we use an intentional fading strategy such as gradually reducing the level of prompting or a time delay before initiating a prompt.	
	8. We regularly evaluate whether all staff are using prompting strategies correctly and provide booster trainings as needed.	

	9. We know how to collect prompt level data accurately.	
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