

Planning Process For Use Of Time-Out

STEP 1: TARGETING BEHAVIOR

Inappropriate Behavior	Operational Definition	Priority Status (most important=1)

STEP II: DECISION-MAKING

Prioritized List of Operationally Defined Behaviors	Will Time-Out be Used for this Behavior?	Form of Time-Out to be Used	Length of Time-Out	Person Responsible for Teaching Time-Out Procedure to Student	Procedure to Implement if Student Refuses/Resists Time-Out*	Release Option (how student is released from time-out)**	Monitoring/ Documentation to be Used
1.	Yes No						
2.	Yes No						
3.	Yes No						
4.	Yes No						

* Consider adding a consequence for refusal (e.g., additional minutes of time-out; loss of privilege) or adding a reinforcement contingency for compliance with time-out (e.g., 1 minute off of time-out length for compliance within a set time limit)

**1. Release at end of time duration – behavior during time-out not relevant in this option; 2. Release for appropriate behavior – time-out is given for specific time period but extended if student not exhibiting the appropriate behavior at the end of the time period.

