

Here are some quick instructions for using the task analysis:

1. The first time you use the TA it is important to take a baseline. Assess where the child is without any instruction, see what they already know.
2. Be sure to record the date and the initials of the person assessing the child, this helps to monitor progress and give a time frame. The initials are more important in the school setting than the home.
3. Once you have recorded the date have the child go through the steps. When they complete a step independently give them a + in the allotted box. Any step that they still need to work on should receive a -. Then you tally up how many +'s they have at the bottom. This number should increase all the time and can provide you with a percentage, so you can see how much progress they have made.
4. When trying to teach a child a step that they do not know it is important to allow them to go through all the steps they know independently. When they get to a step they don't know it is important first to use what is called graduated guidance, it is important to start with heavier guidance and fade to independence.
 - model the step (M)
 - gesture to begin the step (G)
 - partially prompt the step, such as gently guiding the hand in the direction of the next step (PP)
 - Full prompting, using the hand over hand method to complete the whole step (FP)
 - Visual prompt, using visual aids to cue steps, such as Jay & Ben. (VP)You can use the letters M, G, PP, FP, VP instead of a minus to give yourself a more accurate record of where the child is in gaining independence with the step that is great.
5. Continue as necessary until the child attains independence.