



## AT/AAC 4 Step Prompt Tally

*A prompt is an aid that will eventually be faded-out to allow the student to  
Be independent in a given task*

Date: From \_\_\_\_\_ to \_\_\_\_\_

Recorder: \_\_\_\_\_

Site: \_\_\_\_\_

**Student:** \_\_\_\_\_ **Device:** \_\_\_\_\_

Introduce and Pre-teach the task/activity that the student will be performing. This may be related to using a communication page/board or device, switch access for a computer program, use of a VOCA, etc.

Demonstrate the process which may include verbal directions, modeling and/or hand-over-hand (motor through) as needed for the student to become familiar with what he/she is expected to do. Use strategies that have been successful for the student during this process.

Pre-determine user's Processing Time and use that time frame when calculating responses prior to each prompt provided during the data collection. It is important to allow the person to hear, process and initiate the required actions to produce the desired/target response. It is important not to wait too long as the student may forget what was requested. Consideration should be given to the noted response time. Look at motivating activities and mentally log the normal response time for the student; this provides a baseline. You can modify this "wait" time as it best addresses your students functional skill level and needs.

Prompt hierarchy:

1. Natural Response - the normal time the student may respond to a direction and/or comment, etc.
2. Verbal Prompt – this may be a rephrasing of the initial request in a question format
3. Visual - making eye contact with your student, and depending on the student you may look at the task/item  
The goal is to have the student follow your lead to the target of the task (switch/board, etc.)
4. Tactile - Make eye contact with the student, and move your hand to task/item and tap on target
5. H/H - Motor through (may be hand-over-hand, physical movement to activate switch, etc.

### CHECK THE APPROPRIATE BOX ON THE TALLY SHEET TO INDICATE RESPONSE FORMAT

**NR: NATURAL RESPONSE**

**VER: VERBAL PROMPT**

**VIS: VISUAL PROMPT**

**T: TACTILE PROMPT**

**H/H: HAND OVER HAND - FACILITATED PROMPT**

**Remember:** Respond to all task completions with age, chronological and/or developmental, appropriate language.

DO NOT Make "hit the switch/touch the cell" type of statements. Use the same language you would use with any other student.

When student is successful DO NOT say "nice job" because the student does not connect what he did with this blanket type statement.

DO SAY, "Thanks for telling me," - "It was fun playing on the computer," "Choose another part of the picture to color," etc.

The following tally represents 4 Trials:

Please keep a copy of this handout in your student's file as a reference. If you do not understand the process, please email \_\_\_\_\_ at

\_\_\_\_\_.  
Remember to close all activities on a positive note. If your student appears to be frustrated and is having difficulty responding and continually needs to be motored-through, go back to a short task that he does successfully and STOP.

