Executive Skills Coaching: A Practical Parent Primer



Room For All
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PRACTICING STUDENT EMPOWERMENT

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OVERVIEW OF TODAY'S PRESENTATION

- Overview of EF, and underpinnings that are relevant to parents, students, and staff that support student independence; note that interventions and strategies will be broadly referenced
- . Review and discussion of staff questions relating to EF
- Emphasis on useable, real-life examples, and practical information for families
- For starters, an important request and disclosure
- For referrals or those who want to extend the conversation, we offer parents a free consultation to review services we offer, including EF Coaching
- All resources are available online at www.iepguardians.org under *Presentations*

DOMAINS OF EXECUTIVE FUNCTIONING

Executive Functioning Domains (in order of skill/brain development)

- <u>Inhibition</u>: the ability to stop a target behavior at the appropriate time
- Working Memory: the capacity to hold info in suspension for the purpose of completing a task
- **Emotional Control**: modulation of emotional responses by bringing rational thought and coping strategies to the situation
- Shift: moving from one activity to another and adapting to various classroom demands in a reasonable time
- <u>Self-monitoring</u>: self-examination and active monitoring of student's own progress
- <u>Initiation</u>: the ability to begin a task independently; generating ideas, responses, problem solving strategies
- Planning/Organization: the ability to manage current and future demands
- Organization of Materials: imposing order on school materials and storage spaces
- <u>Self-Awareness</u>: assisting a student with an accurate and functional picture of her strengths and needs as a student with a disability

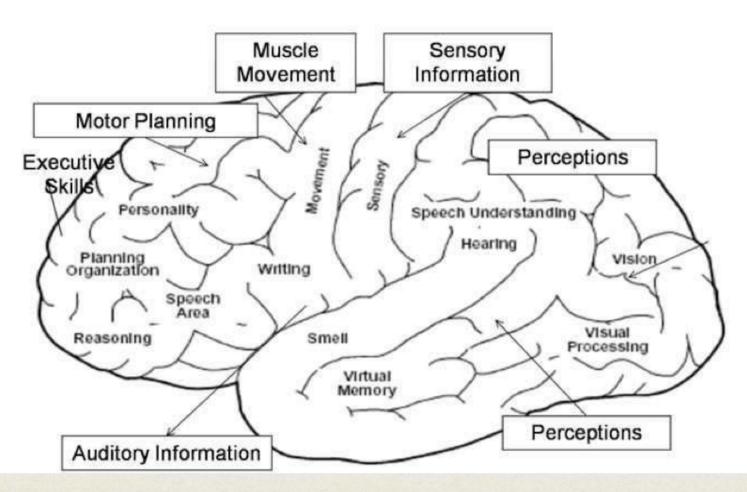
EXECUTIVE SKILLS: OVERVIEW

Students with EF difficulties demonstrate the following difficulties in school, home, workplace, and community:

- Planning activities
- Effectively managing time: knowing when to start and when to stop
- Monitoring multiple tasks simultaneously
- Application of previously mastered knowledge
- Changing pace, focus, or subject
- Accurately assessing when help is needed
- Holding back on impulses
- Accurately estimating how much time would be required for a task
- Memorizing and retrieving information
- Developing a plan of action or response to a conflict or problem

EXECUTIVE SKILLS: OVERVIEW

Executive Skills and the Brain



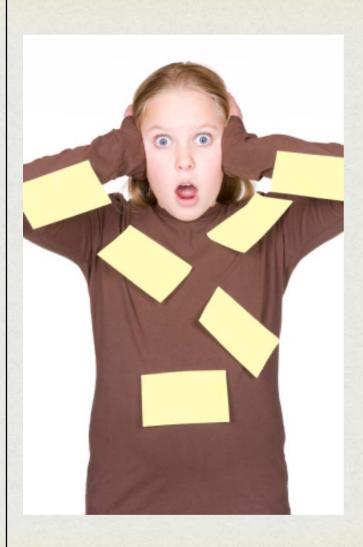
EXECUTIVE SKILLS: OVERVIEW

- Many parts of the brain impacted by executive functioning, but primarily involves frontal lobe (prefrontal cortex) functions that facilitate/impact "novel problem solving"
- Process or integrated processes that link present and past actions
- The prefrontal cortex is the brain's "CEO" which makes judgements and delegates action
- EF is rarely "broken", but inefficiencies exist for many individuals
- Qualitative/rating scales assessments across several settings/reporter is critical (Conners, CPT, Tower of London, Rey-Ostrreith WCST, TOVA, TMT, BRIEF)
- Understanding a student's relative strengths and weaknesses is critical to any plan

ACADEMIC DIFFICULTIES: FUNCTIONAL PERFORMANCE

Problems resulting from inefficient executive skills

- Procrastination and inefficient use of planning opportunities
- Difficulty in adhesion of disparate concepts in writing
- Easily diverted from task by stimuli
- Slow completion of tasks
- Poor modulation of emotional responses
- Impairments with social judgement
- Ineffective model of self-monitoring
- Difficulties in moving from one task to another



OUTCOMES IN EXECUTIVE FUNCTIONING: HOW WE TARGET THE NEXT SETTING



- The diminishing frequency and intensity of parent, school, or thirdparty based interventions
- The increased application of selfadvocacy skills and self-directed behaviors, in a variety of settings
- The extent to which current supports the student benefits from receives in current setting are available/accessible in the next setting
- Is it meaningful to the student?
- Is it sustainable?

SELF DIRECTED BEHAVIORS AXIS I: REPERTOIRE

Repertoire of supportive, self-directed behaviors

Emerging Self Advocacy Behaviors

Limited insight into how strengths and challenges lead to functional limitation

Consistently underestimates demands; Budgets time disproportionately

Highly dependent on external third parties to assert rights; Has little knowledge of what supports exist in environment

Prompt dependent on communication with relevant parties; requires scripting and modeling; uses wrong medium for purpose

Lacks initiative or ownership in problem solving Self-directed Behaviors

Self-Awareness of strengths and needs

> Awareness of academic/task demands

Knowledge of rights and supports

Communication

Leadership

Advanced Self Advocacy Behaviors

Knows what situations require more or less application of strategies

Evaluates demands across settings and instructors; adjusts output accordingly

Understands limitations of rights; seeks clarity in the "grey areas"

Knows why, how, when, and who to contact for clarification

Stands up for the rights of others, encourages action

SELF DIRECTED BEHAVIORS AXIS II: NEED

Intensity of Need

Greater Intrinsic Need of Student

Need Basis

Less Intrinsic Need of Student

Requires adult assistance in waking, getting to appointments on time

Requires external support to analyze degree of problem/communicate

Requires modeling and assistance to adapt/shift between multiple tasks

Requires assistance to physically access support

Requires external supports to maintain focus during difficult tasks

Requires modeling and instructor support to organize written responses NEEDS RELATIVE TO ALL YOUNG ADULTS (relative strengths/ weaknesses)

NEEDS RELATIVE TO DISABILITY (highly unique)

NEEDS RELATIVE TO INTERACTION OF TYPICAL YOUNG ADULTS' NEEDS AND DISABILITY Minimal/no support required for planning/ time management

Minimal/no support needed to problem solve, develop plan, and communicate with relevant parties

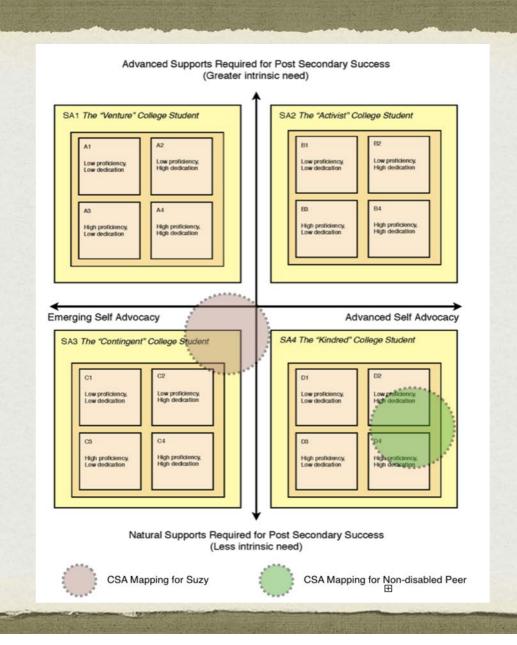
Minimal/no support needed to multi-task and manage multiple demands

Can independently access supports

Can inhibit, initiate, and maintain tasks with minimal/no support needed to

Can independently organize and construct written responses

SUPPORT MATRIX: A TOOL FOR INTERVENTION



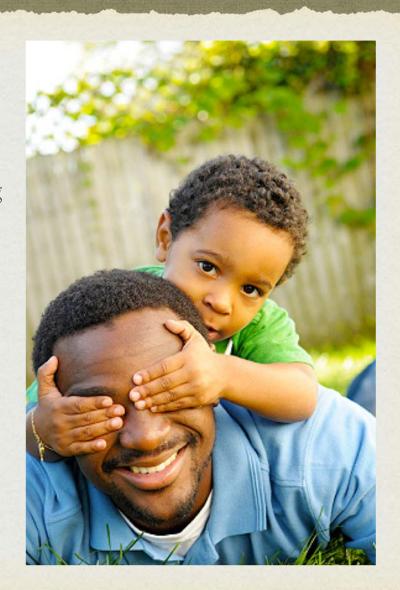
SOME OBSERVATIONS ON EXECUTIVE FUNCTIONING



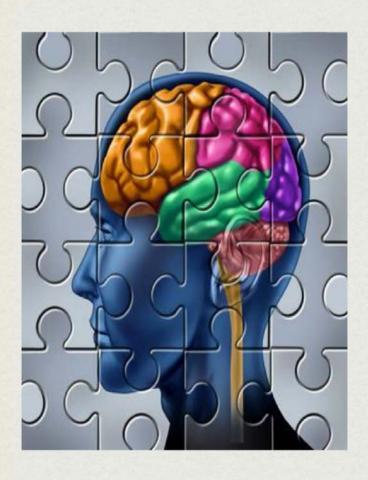
- Research shows that, neurotypically, EF skills take 25 years to fully develop, with biggest gap around middle school years
- Verbal ability strongly linked to typical EF development
- Brain development: from back to front
- Skill development tends to be progressive, with the last and most complex skill development time management and metacognition (learning how to learn)
- EF skill development predicated on fading external cues, and teaching internal, self-directed cues & strategies
- Vast divide between our (adult's) expectations and capability of children and executive skills difficulties
- Two basic approaches: impose instruction or teach the child compensatory strategies
- WE MUST INTERVENE WHERE CHILD IS,
 DEVELOPMENTALLY, **NOT WHERE WE DESIRE**THEM TO BE

SOME OBSERVATIONS ON EXECUTIVE FUNCTIONING

- Developmentally appropriate need to distance support and reliance on parents: middle school years see a point of diminishing returns for parent based intervention
- EF coaching ultimately informs an understanding of a student's ideal level of independence
- Strengthened ability to anticipate the next environment, and effectively generalize the skill to that environment
- EF coaching must be HIGHLY INDIVIDUALIZED
- Force maximizing EF instruction through partnership with parents, teachers, and therapists
- Logistics and scheduling



SOME OBSERVATIONS ON EXECUTIVE FUNCTIONING



- The process "requires wrinkles, but hopefully reveals no tears..."
- Assessment and reliance on self-report
- Students who protect coping strategies (efficient and inefficient alike) that have sustained them in the past
- Avoiding superimposing schemas that work for us on kids
- Understanding that EF needs globally impact functioning, not just academics
- Post secondary success: "the least destructive assumption"
- Our Mantra: PLAN-EXECUTE-REPAIR
- Identifying the gray areas, and willingness to delve in and clarify

EF Coaching: How Does Our Model Work?

- Highly relationship-based
- Executive Function Intervention Plan (EFIP): Development of at least three goals (ie, parent, student, coach)
- Exercises vs. Strategies
- Min: Weekly, 1 hour sessions for minimum of 3 months
- Instructional component as needed (ex: SIM, Learning Strategies, rehabilitative exercises)
- Summer: great for skill instruction, but less to organize (best to teach while demands are authentic and support is meaningful)
- Distance and commuting are critical (online coaching is sometimes an option once relationship is built)
- Data driven
- Ideally addresses both skill development and management of workload
- Maintenance: case management

A TYPICAL W&A EF LESSON

[Client Name] [Date] Executive Functioning Skills Coaching Session

Evaluate	 Evaluate goals from the week.
Forecast	 Examine needs, routines, or tasks that need to be addressed (e.g. list from assignment notebook).
Prioritize	 Prioritize current initiatives to meet goals (e.g. prioritize that list by placing a number of importance next to each).
Budget	 By order of importance, input assignments or tasks on calendar or planner, with the allotted time budgeted/estimated for each task. (Have client also track actual time.)
Initiate	 Summarize action items; have client verbally review steps.
Evaluate	 Looking ahead, discuss how will assess successful achievement of the next week's goals.

EF Coaching: How Does Our Model Work?

EFIP

- Sessions 1-2: Intake and Relationship Building
- Session 3: Goal Setting and Prioritization
- Sessions 4-8: Instructional support for goals
- Sessions 9-10: Assessment/Evaluation

YOUR QUESTIONS

Supporting routines at home: go "visual", keep it novel (particularly reinforcers), and prioritize!

Reasonable growth: how do we know EF skills are improving?

Technology: A couple of key principles...

- -Do you think this is a better idea than the kid?
- -Is there a simpler way that doesn't run on batteries?
- -How will it increase independence?
- -How will growth be reported?
- -Is it sustainable?

Some of our Favorites: **Stroop Effect** (sustained attention); **Aces Traffic Pack** (working memory); **Luminosity** (all EF areas, but primarily PSI and WMI); **Idea Sketch** (visualization and concept maps); **Evernote** (management of materials); **Planning 30/30** (time management and forecasting/budgeting); **Quizlet** (customized and easy to use "drill and kill"); **Built in IOS apps** (including Screentime, reminders, calendar); **Drawn to Discover** (VMI and development of early written expression skills), **My Job Chart**. And our absolute favorite tech in office: **Google app suite**: Hangouts, Calendar, Reminders, etc. (highly generalizable)

CogMed is the only research base, peer-reviewed, and effective clinical intervention shown to improve PSI.

Editorial: Why does MW think there is a dearth of evidence based programs out there? Because EF skill dysfunction is not uniform, and effective intervention crosses cognitive/behavioral/therapeutic Maginot lines...

Teacher understanding? How do I improve?

EF and School Supports: What does a good IEP or 504 plan for kids with EF issues look like? IEPs and training: favorite part of the IEP!

EF Resources

www.iepguardians.org

- www.iepguardians.org/STUFF/W&A
 %20Brochure_EF%20v3.0.pdf
- www.smartbutscatteredkids.com
- www.efintheclassroom.net
- www.efs2therescue.ca
- www.developingchild.harvard.edu/scie nce/key-concepts/executive-function/
- www.learningworksforkids.com

- http://www.gvlibraries.org/common-core-learning-standards/7-m4a-your-brain-plugged
- www.toolsofthemind.com
- www.gonoodle.com
- www.brainfacts.org
- www.pbs.org/wgbh/pages/frontline/sh ows/teenbrain/

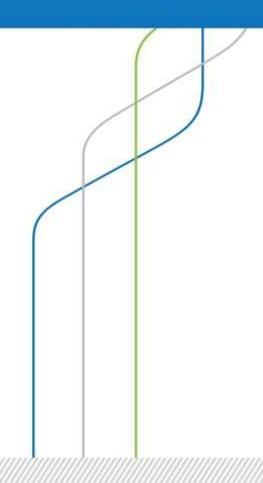


IN CLOSING...



AT and App support for Executive Function: Middle School through Post-Secondary

Executive Functioning App Matrix





Executive Functioning App Matrix

According to Amanda Morin, parent advocate, former teacher and author of 3 books on Activities for children with special needs, and Blogger at <u>Understood</u>, Executive Function is the "CEO of the brain" because it controls, manages and supervises an all cognitive processes and the attention system. As an umbrella term used to define skills required for everyday living (i.e. working memory, reasoning, flexibility, problem solving and time management, focused attention and doing things independently), Executive Function is often detected in connection with ADHD, Autism, Dyslexia, and Learning Disabilities. For students transitioning to post-secondary institutions of higher education, planning, memory and temporal organization are frequent challenges with recalling the who, what, when and where of many tasks.

Developed by AT Specialists Diana Petschauer as a hand-out for the webinar on <u>AT and App Support Executive Function: Middle School through Post-Secondary</u>, this Matrix of Apps provides educators and families with an overview of major features of available Apps addressing executive function.

Executive Functioning App Matrix

http://bit.ly/1V8Ay5Z

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(LifeLong Assistive Technology)

App / Developer	Addresses this Executive Function	iOS as of October 15, 2015	Google as of October 15, 2015	Comments/ Features
30/30 By Binary Hammer	Shift / Flexible Thinking	Free	N/A	color coding, can share lists via emal, visual timer
Choiceworks By Bee Visual, LLC	Shift / Flexible Thinking	\$6.99	N/A	Text, Picture, Picture Library, Audio, Customizable, Timers, Up to 8 tasks, printable
VisTimer By Mindfultools	Shift / Flexible Thinking	\$1.99	N/A	Color, Visual timer
Time Timer By Time Timer LLC	Shift / Flexible Thinking	\$2.99 iPhone /\$4.99 iPad	<u>\$0.99</u>	Color, visual timer
Sōsh™ By Dr. Mark Bower	Emotional Control	Free / \$39.99	N/A	Social skill enhancement, comprehensive app, different aspects sold individually if needed
Chillax by Wimbledon Sound	Emotional Control	Free	N/A	binaural beats

ATforEd.com	Diana Petschau	er Stacy D	Driscoll Life	eLongAT.com	Exec Function App Matrix

Relax Melodies HD: Sleep zen sounds & white noise for meditation, yoga and baby relaxation By iLBSoft	Emotional Control	Free	<u>Free</u>	binaural beats
At Ease By Meditation Oasis	Emotional Control	\$2.99	<u>\$2.99</u>	Breathing meditations and journaling
Lotus Bud By Chad Sager	Task Initiation	Free	N/A	Random bell alarm
FTVS HD - First Then Visual Schedule HD By Good Karma Applications, Inc	Task Initiation	\$14.99	N/A	Printable, Text, Audio, Pictures,Video, Picture library, Share,
iPrompts By Handhold Adaptive, LLC	Task Initiation	\$49.99	<u>\$9.99</u>	Text, Audio, Pictures, Video, Picture library
Plan It, Do it, Check it Off	Task Initiation	\$4.99	N/A	Text, Audio, Pictures, simple format
Reminders, Calendar, Alarm and Voice Reminder - Aida Reminder by Sergio Licea	Self Monitoring	Free / \$0.99	N/A	Voice Reminders, Nag feature
Alarmed ~ Reminders + Timers By Yoctoville	Self Monitoring	Free / \$4.99	N/A	Nag feature, completely customizable. Preset and flexible times, adjustable text size
PhotoMind by Koedal Inc.	Self Monitoring	\$2.99	N/A	iWatch compatible,Text and pictures as reminder
Super Notes: Recorder, Note, Memos, Photos. Notebook plus Notepad. free By Clear Sky Apps LTD	Self Monitoring	Free	N/A	Text, pictures, audio recording, color coding, sharable
Priority Matrix By Appfluence LLC	Planning and Prioritizing	Free	<u>Free</u>	Color coding, 4 quadrant organization
EasyPhone App By HJ Holdings LLC	Planning and Prioritizing	\$0.99	<u>\$1.00</u>	Two steps to make a phone call. Tap on Picture of person to call

ATforEd.com	Diana Petschauer	Stacy Driscoll	LifeLongAT.com	Exec Function App Matrix

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Launcher with Notification Center Widget By Cromulent Labs	Planning and Prioritizing	Free	N/A	Picture identification for tasks, call, messaging and texts
myHomework Student Planner by Rodrigo Neri	Planning and Prioritizing	Free	<u>Free</u>	in app purchases, planner with reminders
inClass By inclass Inc.	Planning and Prioritizing	Free	N/A	Video, audio and photo notes
DropTask HD - Visual To-Do List by Think Productivity	Planning and Prioritizing	Free	<u>Free</u>	Organization via visual map, collaboration
myShopi - Shopping list - Grocery list By Agilys	Organization	Free	<u>Free</u>	Can add photos, photo library available
Popplet By Notion	Organization	Free / \$4.99	N/A	Simple layout, Color coding, can export
Due By Due Apps LLP	Organization	\$4.99	N/A	iWatch, Nag feature
BugMe! Stickies Pro - Ink Notepad & Alarms By Electric Pocket	Organization	Free / \$1.99	<u>\$0.99</u>	in app purchases, color coding
Inspiration Maps By Inspiration Software Inc.	Organization	\$9.99	N/A	Color coding, visual mapping, picture library
Notability By Ginger Labs	Working Memory	\$5.99	N/A	Color Coding, Audio Recording with time stamp, Add pictures and text
AudioNote - Notepad and Voice Recorder By Luminant Software, Inc	Working Memory	\$4.99	<u>\$4.99</u>	Audio recording with time stamp, add pictures and text
Microsoft OneNote	Working Memory	Free	<u>Free</u>	Color Coding, Audio Recording with time stamp, iWatch compatible, Add pictures and text
Notes (Standard iOS)	Working Memory	Free	N/A	Syncs across devices

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CanPlan By University of Victoria	Working Memory	Free	N/A	in app purchase \$14.99, Text, Audio, Pictures, Video, Add reminders
Picture Scheduler By Petr Jankuj	Working Memory	\$2.99	N/A	Text, Audio, Pictures, Video, Add reminder, not updated recently
Tools4Students by Mobile Learning Services.	Planning, Organization, Brainstormin g	\$0.99	N/A	25 graphic organizers supporting common comprehension skills like main idea and detail, sequencing, compare & contrast etc. (Also check out Tools4Students 2; 25 more graphic organizers and a blank template to design your own)
My Homework	Time Management , Planning, Organization	Free	<u>Free</u>	Digital Planner/ Agenda, scheduling, reminders, time management
Errands To-Do-List	Task Management , Working Memory, Planning	Free	N/A	Folders, Checklists, Task Images, Scheduling & Repeating, Alerts (alarms), Automatic Badge Updating, Calendar View, Mail Tasks, Multiple View Modes, Search
The following are Chrome Extensions.		Will not run on an iDevice		All Chrome Extensions are Found in the Chrome Web Store. They can only run on the Chrome Browser.
Session Buddy	Organization, Memory, Research	N/A	Free	This is a Chrome extension, found in the Chrome Web Store. Save all open tabs by topic to get back to later.
Connected Mind	Mind Mapping, Planning, Organization	<u>Free</u>	Free	Mind Mapping, Brainstorming, Color Coded Shapes or Use Images, cloud storage
LucidChart for Education	Organization, Planning, Memory	<u>Free</u>	Free	Hundreds of Templates and Examples: - Flowcharts - Venn Diagrams - Graphic Organizers - Mind Maps - Org Charts

ATforEd.com Diana Petscha	uer Stacy D	Driscoll I	_ifeLongAT.com	Exec Function App Matrix
To Do List	Planning, Memory	N/A	Free	Easy, Simple, To Do Lists- Plan Today, Tomorrow, This week, This month, etc.
Strict Workflow	Focus, Time on Task, Productivity, Attention	N/A	Free	Enforces a 25min/5min workflow: 25 minutes of distraction-free work, followed by 5 minutes of break. Repeat as necessary.
One-Click Timer	Time on Task, Focus, Productivity	N/A	Free	Large, red, visual and audio timer. Up to 60 minutes. Also check out Progress Bar timer and other timer options in the Chrome web store.
Readability	Focus, Time on Task, Working Memory	N/A	Free	"Read Now" to disable surrounding webpage noise and clutter, get rid of distracting videos and ads • "Read Later" to save content to your personal reading list • "Send to Kindle" to send any web page to your Kindle in a comfortable reading view • Configurable content appearance: font color and size
Free Web	Free with subscription			All Browsers
Resources	options offered.			
Cold Turkey				
Self-Control (Mac)				
Simple Mind				
EduSync				

Smart Watches:

Apple Watch

Pebbles Watch

Martian Watch

ReVibe by Fokus Labs

Luiz Perez Tips and Tricks

http://www.consumerreports.org/smartwatches/the-best-smartwatchesfor-your-money

Resources:

Windows 10 Accessibility https://www.microsoft.com/enable/education/

Feature Matching Executive Functioning Apps

<u>Devi</u>	<u>ce</u>	<u>Outp</u>	<u>ut Features</u>	<u>Outp</u>	<u>ut reminders</u>
	iPad		Visual		Type
	iPhone		Text		Frequency
	Android Tablet		Images		Duration
	Android Phone		Video	<u>Exec</u>	utive Function
	Windows Tablet		Icons	Defic	cit Area
	Windows Phone		Colors		Impulse Control
_			Auditory		Shift / Flexible
<u>Input</u>	<u>t Method</u>		Sounds		Thinking
	Typing Text		Alarms		Emotional Control
	Voice		Music		Task Initiation
	Pictures		Voice		Planning and
	Video		Tactile		Prioritizing
	Drop Down Menus		Vibration		Organization
	Icons	D C	1.0		Self Monitoring
			erred Features		Working Memory
			Nag		
			Snooze		
			Sync between devices		
			Notification Type		
			Banner		
			Alert		
			Push Notifications to		
			others		