

**Summary Steps
Skills Cold Probe
Daily Data Recording**

MASTERED	
1	Highlight ALL mastered target skill(s) and their dates on the <i>Skills Cold Probe form</i> .
2	Locate the mastered target skill(s) on their corresponding <i>Skills Progress Monitoring form</i> and enter the date mastered.
3	Locate the <i>corresponding cumulative graph</i> for the mastered target skill(s). Add the number of skills mastered to the previous date's number of skills mastered. Record that number with a data point on the correct date.
4	Select new target skill(s) and enter their start date in the "Start Date" column of the corresponding <i>Skills Progress Monitoring form</i> .
5	Add the new target skill(s) to the <i>Skills Cold Probe form</i> and the next available row.
6	Prepare teaching materials for the new target skill(s) selected to teach and review teaching protocols as applicable.
7	Begin teaching and monitoring as per the mastery criteria for the targeted skill(s) added.

<u>NOT</u> MASTERED	
1	Review the <i>Skills Cold Probe form</i> for any target skills NOT mastered.
2	Locate the <i>corresponding cumulative graph</i> for the target skill(s) NOT mastered. * Record a data point on the corresponding cumulative graph in the same number as the previous day for ALL target skills NOT mastered.
3	Review any target skill that is 2-days past its mastery criteria and where there is high variability in the cold probe data for potential instructional changes.
4	Continue teaching target skills NOT mastered along with any new target skills added to the <i>Skills Cold Probe form</i> .

*Cold probe data recorded on the cumulative graph allows the instructor to track daily acquisition of targeted skills within an educational program, therefore it is important to track mastered and non-mastered targets on a daily basis. Additionally, monitoring non-mastered target skills on the *Skills Cold Probe form* and their carry over dates is equally important to ensure that any delays in skill acquisition receive timely review.