**PAPER SHREDDING ROUTINE**

| **STEP** | **PROMPT LEVEL** | **COMMENTS** | **DATE** | **DATE** | **DATE** | **DATE** |
| --- | --- | --- | --- | --- | --- | --- |
| **Empty shredder basket** | **Full physical assist** |  |  |  |  |  |
| **Count 10 papers**  | **Full physical assist** |  |  |  |  |  |
| **Place paper in top slot of paper shredder** | **Full physical assist** | **Paper should be folded in half or in fourths so it will stand in place.** |  |  |  |  |
| **Push paper through**  | **Direct verbal cue. (may need as little as an indirect verbal cue or as much as a gestural prompt to complete this task.)** | **He will need assistance if paper jams or if paper is not aligned properly on the support surface. When he is excited his excess movements may cause the misalignment. Repeat the steps for 10 papers.** |  |  |  |  |
| **Take a break. Paper shredder turns off automatically.** | **Direct Verbal cue** | **He takes a 10-30 second break after 10 pages. This gives him his reinforcement.**  |  |  |  |  |
| **Shred 10 more pages** | **Repeat as above.** | **He will do this task for up to 30 minutes.** |  |  |  |  |