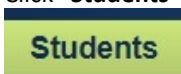


Functional Behavioral Assessment Behavior Intervention Plan EDPlan FBA/BIP Module *Quick Reference Guide*

Accessing the “FBA/BIP” tool for an individual student

1. Click “**Students**” on the Green Main Menu bar



2. Filter the student by school, last name and/or first name

School:	Test School
Student Last Name:	DaSilva
Student First Name:	Amari

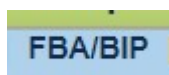
3. Click on the “**View Students**” button at the bottom of the page



4. Click the name of the student to open the student’s file.

School	Grade	Name
Test	2	Amari Starr DaSilva

5. Click on the “**FBA/BIP**” tab on the blue menu bar



Creating a FBA/BIP

1. After opening the student’s file and clicking on the “FBA/BIP” tab on the blue bar, the FBA/BIP menu items will display:

1. Summary

2. Complete Student Profile/ Social Dev History/ Interviews

3. Identify Team

4. Complete Observation/Collect A-B-C Data

5. Create Behavior Intervention Plan (BIP)

6. View/Log Monitoring Data

7. Conduct Progress Review

Note: The FBA/BIP is intended to be completed in 4 phases:

Phase 1: Complete Student Profile/Soc. Dev. History/Interviews, Identify Team, and Complete Observations-Collect A-B-C data

Phase 2: Write the Behavior Intervention Plan

Phase 3: Implement the Plan and Log Monitoring Data

Phase 4: Complete a Progress Review and determine next steps

The “**Summary**” page provides a Behavior Summary for the student –

Behavior Summary

Name:	Alexa Thomas Mahoney	ID:	B4IEPSTUD41
Gender:	F	Case Manager:	
Case Manager:		School:	Test School

At the bottom of page, there is a check box, if you want the student to be considered for possible behavior intervention, check the box and save.

Consideration for Behavior Interventions

Andry Seta Fox can be marked as being considered for interventions.

Check this box to mark this student being considered for possible behavioral intervention.

Save

After checking the box, identify the Tier. Choose Tier 3 and click the **“Save”** button.

Identification of Behavior Tier	
<input type="radio"/>	Student needs a Tier 3 behavior plan
Save	

Phase 1:

- Click the **“FBA/BIP”** tab and choose **“Complete Student Profile/Social Dev History/Interviews”**
- Document all relevant information about the student. Every section does not need to be completed, but it is best practice to complete as much as possible. To access the sections of the document, click on the plus **“+”** symbols next to each area under Student Profile Information.

Student Profile Information

+ Expressive Communications

+ Receptive Communications

- After completing the document, click **“Save”**, **“create draft”**, or **“create final individual profile”**. This does not have to be completed at one time, Be sure and use the **“save”** button or **“Create Draft Individual Profile”** button to finish it later.

Save

Create Draft Individual Profile

Create Final Individual Profile

- Once the profile is created, the document will display on the bottom of the page.

Student Profile Documents

Date Generated	Document Type
05/22/2019	Student Profile Document
04/17/2019	Student Profile Document

- Click on the **“FBA/BIP”** tab, and select **“Identify Team”**
- Choose the person who will serve as the Case Manager or Lead for this student’s FBA/BIP

Targeted Behavior Intervention Team

Current Case Manager:

- Add others to the team, by clicking on the **“Change Intervention Team”** button and select the team members.
- When you have finished identifying the team, click **“Save and Continue”**
- Click on the **“FBA/BIP”** button and select **“Complete Observations/Collect A-B-C Data”**
- To start a new observation, select **“Start New D-FBA”**

Start New D-FBA

- Select the conditions under which the A-B-C data will be collected.
- Select the Location, Group Size, Activity, and People Present – during the observation.
- Add the behaviors to be observed, by clicking the **“View or Add Behaviors”** button – choose no more than 3 target behaviors to observe.

View or Add Behaviors

- The menu of Behaviors to choose from will be displayed– click on the plus **“+”** symbols next to the behavior categories to choose the behaviors

Behavior Selection

Aggressive	
<input type="checkbox"/> Bites others	<input type="checkbox"/> Int
<input type="checkbox"/> Chokes others	<input type="checkbox"/> Kic

16. Once the behaviors are chosen, they will be listed on the bottom of the page

Selected Student Behaviors

Del	Category	Behavior
<input type="checkbox"/>	Aggressive	Bites others
<input type="checkbox"/>	Aggressive	Spits at others

17. When finished, be sure to click the “**Save & Continue**” button.
18. Click “**Complete Initial Conditions and Continue**”.
19. This returns to the “**A-B-C Data Collection**” page. “New” will display under the Status column. Click the “**Start Observation**” button when you are ready to begin collecting A-B-C data.

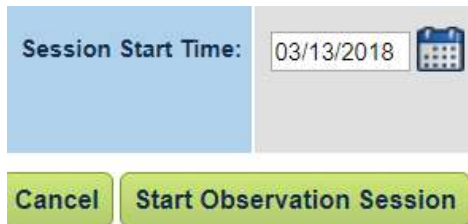


20. Click “**Start Observation**”

Observation Sessions



21. Confirm Session Date and Start Time are accurate. Click on “**Start Observation Session**”



22. Scroll down to center of page and begin to input the Antecedents/Behaviors/Consequences observed. Click “**Record ABC Episode**” each time an Antecedent/Behavior/Consequence is recorded



23. Continue the above process until you have collected the A-B-C data for that observation period.

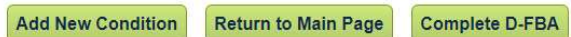
24. When finished with the observation, click “**Observation Session Complete**” button.



25. To confirm the observation session end time, click the “**Save and Continue**” button.



26. Choose from the following:



27. When selecting “**Complete D-FBA**”, there is enough data to create a hypothesis about the function of the student’s behavior.

Hypothesis/Summary Statement

- Avoid or escape an activity
- Gain sensory stimulation
- Seek social reinforcement
- Seek attention
- Seek tangible reinforcement
- Response to a physical condition
- Communicate need or desire

Hypothesis/Summary Statement

28. Choose from following: “**Create a Draft FBA**”, “**Create a Final FBA**”, “**Continue Logging Data for this FBA**”, or “**Return to main FBA page**”.



29. Return to the “**FBA/BIP**” tab

Phase 2:

30. Click “**Create Behavior Intervention Plan**”

31. To start a new plan, click “**Update or Create a Behavior Plan**”

Update or Create a Behavior Plan Test

- Click on the “+” (plus symbol) next to “Behaviors to Include in Plan”, to see the behavior identified and the A-B-C data collected during the observation session(s).
- Select the behavior to include in plan and determine the function of the behavior from the drop-down choices. Also include a description of the challenging behavior.

Behaviors to Include in Plan

Select/Add to Plan	Behavior	Function of Behavior
<input checked="" type="checkbox"/>	Bites others	Avoid or escape an activity
Description of Challenging Behavior The student bites any student who is near him when presented with an unwanted activity.		

- Click on each of the “+” (plus symbols) under Interventions to choose “Escape/Avoidance”, “Adult Attention”, “Peer Attention”, “Tangible” and “Automatic”

Interventions

- Escape/Avoidance
- Adult Attention
- Peer Attention
- Tangible
- Automatic

- When finished, click the “**Save**” button.
- Complete the “Active Challenging and Positive Behavior Monitoring Plans” section, by clicking “**Go to Monitoring Plans Section**” button

Active Challenging and Positive Behavior Monitoring Plans

Start Date	End Date	Name
04/01/2019	06/03/2019	Judd Millman

Go to Monitoring Plans Section **Save**

- To create a new Monitoring Plan for the BIP, click “**Create a New Plan**”

Delete Selected Plans **View Inactive Plans** **Create a New Plan**

- This opens the “Create New Monitoring Plan” page.

- Select the Behavior or Behaviors you want to monitor.

Monitoring Plan Behaviors Test

Select	Position	Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aggressive

View or Add Behaviors

- Complete the next section – Name of Plan, Start Date, End Date, Person Monitoring

Name of Plan:	Start Date:	End Date:	Person Monitoring
Johnny's BIP re Biting	05/22/2019	06/13/2019	Mollye Kiss

- Select the type of Monitoring – (Note: at the top of page it provides a Suggested Monitoring Type)

Type of Monitoring:

- Frequency (Set Interval)
- Frequency (Maximum Behaviors)
- Duration
- Intensity

Monitoring Start Time: 9:00 am

Monitoring End Time: 10:00 am

- Click “**Save and Continue**”
- Click on “**Go To BIP**” button to return working on the BIP.

Go To BIP

- Once on the BIP – scroll down to the “Function of Desired Behavior” section. Click on the “+” (plus symbol) to select Positive Behavior Goals.

Function of Desired Behavior

Select	Behavior	Replacement Behavior
<input checked="" type="checkbox"/>	Engages in appropriate social, communicative interactions with peers	Seek attention

- Select the desired replacement behavior and the function of the replacement behavior. Click “**Save**” button
- Enter the date the Plan will start and the date the plan will be reviewed. And click “**Update Date**”.

47. Set the Target Levels for the Behavior you are monitoring.

• Bites others	Frequency (Set Interval)	1 per 1 Hours
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48. If there are any Related Services the student will be accessing as part of the BIP, they can be identified by clicking on the “Add Related Services” button. **Note: Be sure to update the IEP to include the services**
49. To include an Emergency Plan, fill in the text box under “Emergency Plan”
50. If there are any additional comments to include in the plan, add them in the “Additional Comments” text box on the bottom of the plan.
51. Choose “Create a Draft Plan”, if it is not finished, or “Create Final Plan” if completed.

Phase 3: Implement Plan and Collect Monitoring Data


52. Click the “FBA/BIP” tab
53. Click “View/Log Monitoring Data”
54. To add data, click “View/Edit”

• Bites others	View / Edit
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55. Click on “Log, View or Edit Data”

[Log, View or Edit Data](#)

56. Add the data, such as Frequency count, and click “Log Data” button

Monitoring Start/End Time:	09:00 AM / 10:00 AM
Date of Log:	05/23/2019 
Frequency:	<input type="text" value="3"/>

Progress Monitoring Notes

sample notes

[Back](#)

[Log Data and Return](#)

[Log Data](#)

Note:

If you had noted in the A-B-C data the student manifested a behavior in one setting, and another in

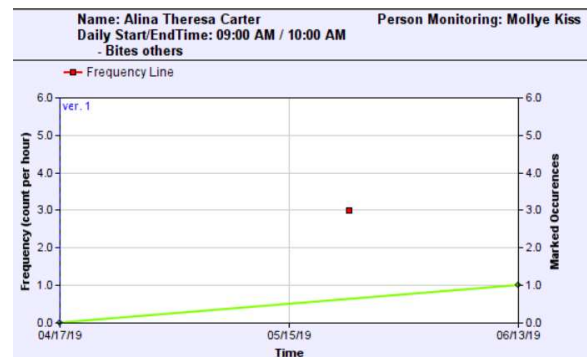
a different setting, you can create monitoring plans that differentiate between the 2 settings.

Ex. If student threw objects in the first setting, you might set a plan between 8-9 AM that monitored the frequency which he threw things. If during lunch, he stood on the table and sung every day, you may want to monitor the duration. This allows you to say that during 1st period, we monitor this, and during lunch, we monitor something else.

The reason why it is a time option and not a class period option is you might want to monitor a single behavior throughout the day. Ex. the student displays the same behavior in every class, you could set your monitoring time from 8am-3pm.

In addition, the time values allow you to say that either the time ended before the student met the target number of behaviors, or he hit the target number of behaviors before the time is up. Ex. You are monitoring every day in 1st period, and your target is 5 incidents in that hour, you can flag that he threw objects 5 times in the first 20 minutes on Monday and Tuesday, but made it the whole period on Wednesday-Friday without throwing anything.

57. Data points will appear on the monitoring graph.



58. Click the back button

Phase 4:

59. Click “FBA/BIP” tab
60. Click “**Conduct Progress Review**” – this is an opportunity for the team to review the student’s response to the plan and make next step decisions.

Review Decision
<input type="radio"/> Change Student Tier Status
<input checked="" type="radio"/> Change Plan to a Maintenance Plan
<input type="radio"/> Continue with Current Plan
<input type="radio"/> Modify Plan (Creates next version)
<input type="radio"/> Create a New Plan (Previous plans are no longer displayed)

Review Summary

Student has shown a positive response to plan - continue plan in maintenance mode.

Note: Although it is best practice to go in the order of the FBA/BIP menu, you may access any of the choices under “FBA/BIP” and complete them as appropriate, based on your unique scenario.