

# FA PROCESS CHECKLIST

(Average Period of Time to Complete: 2-4 weeks)

## STEP 1: Conduct Team Meeting

Team introductions and purpose of meeting

Confirm if an FBA is needed

Describe the purpose and steps involved in the FBA process

Obtain written informed consent from family

## STEP 2: Review Student Records

- Individual Education Plan (IEP)
- Previous or current FBA/BSP
- Seclusion/restraint data
- External reports (medical/psychological/educational)
- Other teacher/staff/administrator notes

## STEP 3: Collect and Summarize Indirect Data

- Interviews (teacher, assistant, student, parent)
- Checklist/rating scale/screening tool
- Reinforcer survey
- Office discipline referrals
- Progress monitoring
- Suspension/Seclusion/Restraint data

## STEP 4: Operationally Define Behaviors

- Prioritize behaviors for assessment and intervention
- In observable and measurable terms

## STEP 5: Collect, Graph, and Summarize Direct Data

- ABC
- Scatter plot
- Baseline
- Preference assessment
- Identify**
- Who will observe
- When observations will be completed

## STEP 6: Write Hypothesis Summary Statements

### Identify

- Setting event/context/routine
- Antecedents
- Consequences
- Behavior
- Function(s) of behaviors (positive, negative or automatic/sensory reinforcement)

## STEP 7: Share Results with School Team and Family