

# **CATHERINE'S 10 TIP FBA/BIP Process**

## **Best Practice for Facilitators**

### **Tip 1: Meet with the Teacher(s)/Related Service Provider(s)**

- As you gather information from the teacher(s)/related service providers, simultaneously, (re)introduce/explain the behavior pathway
  - Operationally define behavior/s
  - Introduce the ABC data sheet
  - Review measurement (frequency, duration, intensity and/or latency)
  - Demonstrate how to use the pathway/ABC data sheet in preparation for two-week data collection period.
  
- Explain the FBA process and how the determination for a BIP is made
  - Request collaboration for record review and indirect data process
    - Attendance
    - Current academic functioning
  
- As soon as possible, write summary of your interview and share with the teacher(s)/related service providers for feedback and/or clarification

### **Tip 2: Meet with the Family**

- Interview/meet with the family
  
- As you gather information from the family, simultaneously, introduce/explain the behavior pathway

- Explain measurement (frequency, duration, intensity and/or latency)
  - To help families understand the process and how the team will be determining the function of the behavior (why of behavior)
  - Explain to the family the steps that you are taking as part of the FBA process and how the need for a BIP will be determine to support their child
- As soon as possible, write summary of your interview and share with the parent for feedback and/or clarification

### **Tip 3: Analyze all data collected**

- Review/Analyze trends within all data supplied in student records and indirect observational data collected from and school staff.

### **Tip 4: Summarize your finding on the FBA report as you collect indirect data**

- Add your summaries after share out
- Add pertinent background information based on your record review

### **Tip 5: Data Collection: Teacher(s)/Related Service Providers**

- 2 weeks of data collection by staff
- If behavior is infrequent, schedule 4 weeks of data collection
  - Collect data on the first day to determine if data is being collected appropriately
    - If no, re-train team on data collection process
  - Collect the data at the end of each week for additional feedback

## **Tip 6: Schedule/Conduct direct observations/Summary**

- Schedule direct observations during the two weeks based on the times teacher have indicated as challenging during the interview
  - One observation the first week
  - Two observations the second week after you analyze the first week of data provided by the teacher and have determine patterns in the data
  
- Conduct at minimum 3 observations (4 observations will be best) for 30 minutes (or an instructional period). Use ABC data and clinical notes.
  - Ask teacher if observation is what the norm is for the student
  - After each direct observation write your summary
    - Include date and time
    - Setting/Activity/Task
    - Duration of Observation
    - Frequency, duration, intensity and/or latency of target behaviors observed
    - General clinical observations of student's overall demeanor and behaviors observed during your observation
  
- After week 2, analyze the combined data to determine the patterns/trends of the target behavior.
  
- Determine if more observations are necessary

## **Tip 7: FBA/BIP Report Writing/Collaboration with Team/BIP determination**

- Write up Report including all information necessary as stated by the NYSED FBA Regulations
- After you complete the report and proofread, share the results with the team to ensure information is accurate
- Add potential interventions to your report based on the results in collaboration with team
- Discuss with team during CSE meeting if a BIP is needed or not

### **Tip 8: BIP Write -Up**

- After CSE meeting, if it has been determined a BIP is needed for the student write-up BIP based on the discussion during the CSE

### **Tip 9: BIP Initial Implementation and Progress Monitoring**

- Review plan with team to ensure everyone is on the same page
- Model, role-play, and provide feedback based on the plan
- Continue coaching as needed during the first week of implementation
- After 2 weeks of implementation, facilitator conducts fidelity check
  - Debrief with the team
  - Coach team as needed to ensure fidelity of BIP

- No data needs to be collected by the teacher during the first four weeks

### **Tip 10: Ongoing Progress Monitoring:**

- After 4 weeks of date of implementation, the teacher will take a time sampling of two weeks of data (same as FBA process) take frequency, duration, intensity, and/or latency of target behaviors only (based on FBA)
- Best practice: Facilitator will also take frequency data of replacement and desired behavior during direct observations
- Meet with team at the end of the data collection period to discuss progress or lack of progress and next steps
- Make necessary changes and repeat process
- Time gets reset after the 2 weeks of PM (i.e. another 4 weeks of implementation of BIP with fidelity of current or modified BIP and then conduct another round of Progress Monitoring for 2 weeks.