



Steps of an FBA Checklist

Student: _____

Date of Consent: _____

Step to Complete	Resources	Who is Responsible	Date Completed	Notes
Identify a target student (for your 1st FBA, start with a student without dangerous behaviors)	Use behavior data to determine who the target student will be			
Obtain parental consent	Use your district's consent form			
Establish a team	Team Roles			
Complete records review	Records Review Form			
Complete live interviews	teacher , parent , student			
Complete 1 questionnaire	FAST , FACTS , QABF , MAS , PBQ * QABF Tutorial Video			
Identify 1 problem behavior to observe and the time frame behavior occurs the most	Prioritize Target Behaviors , ABC Tracker , Scatterplot Data			
Write problem behavior definition	Operationally Defining Bx WKSHT			
Take ABC data for 1 week @ identified time each day	FBA Observation—ABC Recording Form , ABC Data Sheet , Tally Flex App			
Analyze graphed ABC data (bar graph) to create a hypothesis statement	How to create a bar graph , Intervention Central , Hypothesis Statement WKSHT , Summary of Behavior WKSHT			



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Write FBA report	FBA Report Guidelines , FBA Report Template			
Write BIP with team	BIP Template , BIP Form , Function-Based Antecedent Interventions , Successive Approximations WKSHT , Preference Assessment			
Identify implementation responsibilities	BIP Implementation Plan			
Evaluate the adequacy of the FBA to BIP process	TATE , Rubric			
Assess to ensure all team members have buy-in	Social Validity Video Pre-Intervention Social Validity Survey (page 1) , Parent Survey , Teacher Survey , Contextual Fit Survey			
Train and provide feedback to staff on BIP until mastery	BST Model , BST Planning Form , Treatment Integrity and Feedback Form			
Take and graph data on effectiveness and implementation of BIP for 2 weeks	Implementation Plan Form , Daily Point Card , Measurement decision making model , Data Toolkit , BIP Treatment Integrity Form , Graphit Tool , FBI Graph Template , Simplified Graph			



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	Template, Tally Flex App, Intervention Central			
Share data with team then meet to evaluate plan and make adjustments	BIP Implementation Plan Review, BIP Review Meeting Form, Evaluation Planning Form			
Reassess team buy-in	Post-Intervention Social Validity Survey (page 2), Parent Survey, Teacher Survey, Contextual Fit Survey			

Adapted from:

Farmer, R., & Floyd, R. (2016). An evidence-driven, solution-focused approach to functional behavior assessment report writing. *Psychology in the Schools*, 53(10), 1038–1055. <https://doi.org/10.1002/pits.21974>

Kansas Technical Assistance System Network. (n.d.). *Basic FBA to BIP: Individual Modules (Open Enrollment)* [Online training modules]. TASN Autism & Tertiary Behavior Supports. https://moodle.tasnatsbs.org/course/index.php?categoryid=32&lang=en_us_k1

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