

# **Functional Behavioral Assessment {FBA} and Behavior Intervention Plan {BIP}**

## **Corrections to the July 1, 2017 AEA *Special Education Procedures* and Release Notes**

**August 15, 2017**

Information related to creating, reviewing and revising a Functional Behavioral Assessment (FBA) or Behavior Intervention Plan (BIP) that was included in the July 1, 2017 *Area Education Agency Special Education Procedures and Release Notes* reflected the best understanding at that time of how the Web IEP system would work for FBAs and BIPs during 2017-2018. Due to changes in programming, that information is now incorrect.

***Please use this document as a guide for creating, reviewing and revising FBAs and BIPs.***

In the past, an FBA or a BIP could be modified without an IEP process (i.e., a review, reevaluation, interim or amendment). When a new FBA or BIP was completed, the new information would "overwrite" the existing information so that the old information as well as the timeline of its creation and modification could be lost. When programming is complete (projected mid- to late-August 2017), it will no longer be possible to modify an FBA or BIP without an IEP process.

***Whether documenting a student's first FBA and BIP, creating a new IEP for a student who already has an FBA and a BIP or amending an FBA or BIP, checking "Yes, behavior is a concern and will be addressed in the attached FBA and BIP" on the B page is vital for the ease of future revisions and maintaining accurate records and data.***

The FBA/BIP will be attached to a plan (initial, review, reevaluation or interim IEP) based on how page B is marked for the question, "Will the student's behavior be addressed in this IEP?"

### **To create an FBA as a part of an initial evaluation:**

- During the Child Find process, select Functional Behavioral Assessment from the Child Find Overview Tab, Additional Forms section and complete the FBA.

### **For the first FBA and BIP for a student:**

- Check "Yes, behavior is a concern and will be addressed in the attached FBA and BIP" on Page B of the IEP.
- On the forms tab, select FBA and BIP from the formslist.

**Note:** For an initial evaluation and initial IEP, when an FBA has already been created as a part of Child Find, select BIP, only.

- "New" will auto-selected.
- Complete the FBA and BIP.

**For an FBA and BIP for a student whose current IEP includes an FBA and BIP and the IEP is a review or reevaluation:**

- If "Yes, behavior is a concern and will be addressed in the attached FBA and BIP" on Page B of the previous IEP the FBA and BIP data will be carried over to the new plan.
- Choose:
  - "New" if the FBA or BIP will be completely rewritten.
  - "Review without changes." The form will be filled in from data in the existing FBA or BIP. Select this option if the information in the existing FBA and BIP are current and correct.
  - "Revision." The form will be filled in from data in the existing FBA or BIP and may be edited. Select this option when the FBA or BIP will be changed but the changes are not significant enough to completely rewrite the document.

**For an FBA and BIP for a student whose current IEP includes an FBA and BIP and the IEP is being amended to address the FBA or BIP:**

- If "Yes, behavior is a concern and will be addressed in the attached FBA and BIP" on Page B of the IEP being Amended the FBA and BIP data will be carried to the forms tab.
- Choose:
  - "New" if the FBA or BIP will be completely rewritten.
  - "Review without changes" will auto-select when IEP is Amended." The form will be filled in from data in the existing FBA or BIP.

"Revision." The form will be filled in from data in the existing FBA or BIP and may be edited. Select this option when the FBA or BIP will be changed but the changes are not significant enough to completely rewrite the document.

**For an FBA and BIP for a student whose current IEP includes an FBA and BIP and the IEP is being amended for reasons other than to address the FBA or BIP:**

- No action is needed regarding the FBA and BIP.