ELEOS FAMILY SERVICES

"Together We Can"

# Assessment/Plan Development Phase Flow Chart

**#1 look over client info on catalyst (including documents such as NJISP and the assessment done by Danielle)**

**Observation/data collection**

- FAST/FAI/ Interviews
- Record Review
- Collect baseline/ ABC data
- Direct observation

*note: BCBA and staff will identify how many of the approved hours are needed for the individual*

**SOAP NOTE & ENCOUNTER FORM PER SESSION IN PERSON**

**Functional Behavior Assessment write-up**

- background information
- indirect assesments (interviews, record review etc.)
- USE OUR TEMPLATE

**Behavior Supports Plan write-up**

- ONLY includes the plan information and will NOT include data/graphs
- this goes along with the FBA report
- USE OUR TEMPLATE

**Plan Approval**

- BT sends BCBA FBA/BSP
- BCBA looks over and adds any other needed information (all edits will be discussed with BT)
- Email support coordinator the documents (FBA & BSP) for approval - BCBA will assist.

**ONCE FBA/PLAN IS APPROVED BCBA REQUESTS MORE HOURS FOR TRAINING/ PLAN IMPLEMENTATION**

- BT goes back to location to implement and train staff on how to run the plan (use competency checklist for anyone who is running the plan)

➔ *Please note:* if no maladaptive behaviors are observed during our visits, we CANNOT write a formal behavior plan. Instead, we will create general strategies based on anecdotal data. We may also provide data sheets for staff/families to use and track behaviors until enough data are collected to formulate a formal plan (if this should occur, BCBA will walk you through the

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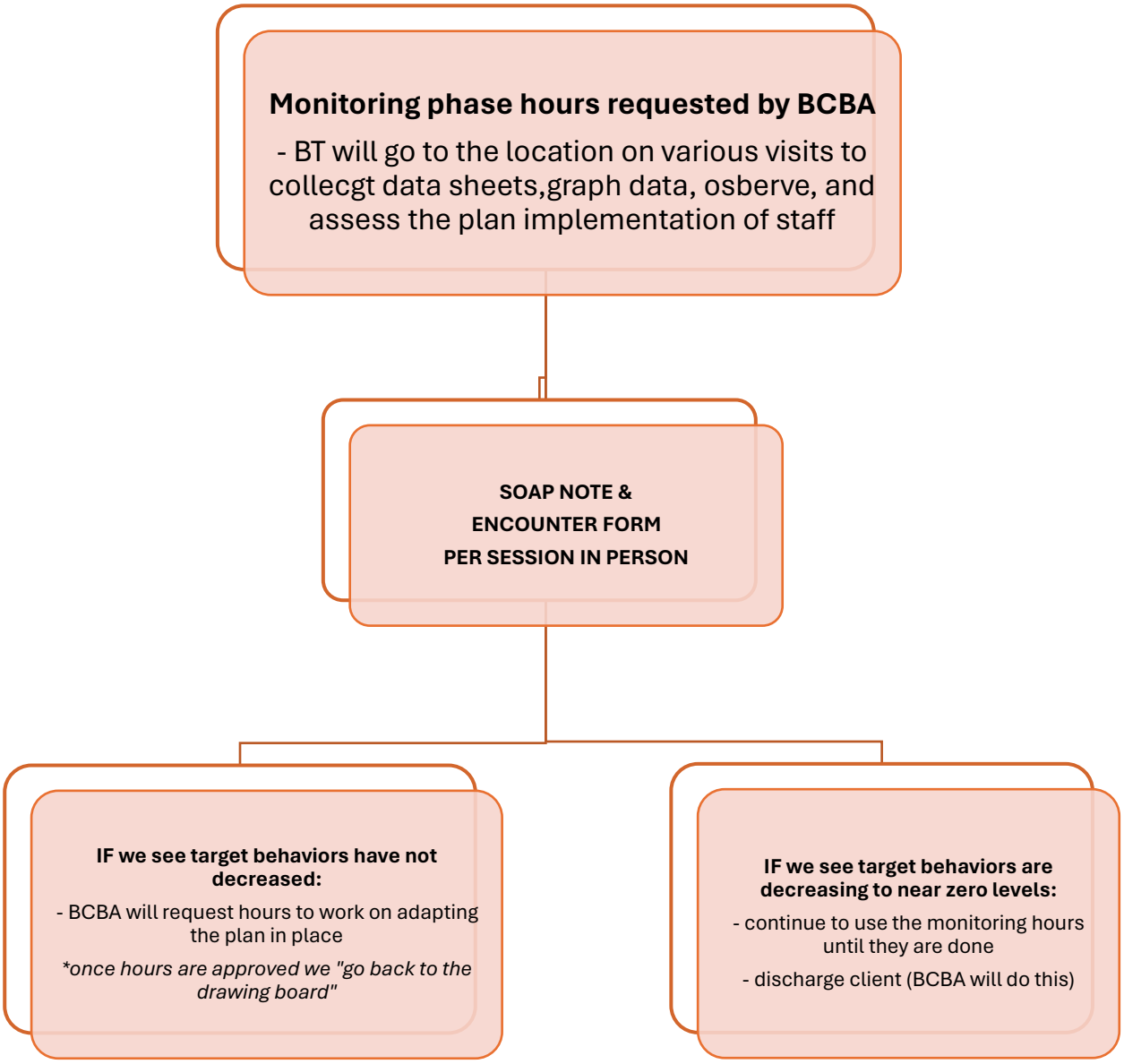
**Monitoring Phase Flow Chart**