

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.

→ 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

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)



Monitoring phase hours requested by BCBA

- BT will go to the location on various visits to collecgt data sheets, graph data, osberve, and assess the plan implementation of staff

SOAP NOTE &
ENCOUNTER FORM
PER SESSION IN PERSON

IF we see target behaviors have not decreased:

- BCBA will request hours to work on adapting the plan in place

*once hours are approved we "go back to the drawing board"

IF we see target behaviors are decreasing to near zero levels:

- continue to use the monitoring hours until they are done
- discharge client (BCBA will do this)