

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

October 7, 2010

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR
SPECIAL EDUCATION



SUBJECT: NEW FBA AND BIP PROCESS AND FORMS

Background:

We are in the process of improving the districts' Functional Behavior Assessment and Behavior Intervention Plan process. It is a change in how teams work through the process and utilize a new set of tools and forms. The new process follows Dr. Rose Iovannone's multipage forms and worksheets/tools. The process is a five-step process called Prevent-Teach-Reinforce (PTR).

1. Identify the problem behavior and develop short-term goals.
2. Assessment with worksheet tools
3. Functional behavior table – FBA summary report
4. FBA intervention checklist
5. BIP page

Initial staff feedback regarding the new process is extremely positive; this process will assist teams to provide effective positive behavioral supports for our students!

How is the new process being implemented?

1. Training for school psychologists and some special education TCs/DCs on developing quality Functional Behavioral Assessments (FBAs) and Behavior Intervention Plans (BIPs) occurred on Monday September 28th.
2. Elementary will begin the implementation first and secondary will begin in January. With notification provided to Elementary Department Chairpersons during last week's training, the elementary division began use of the new process October 1st. At this point in time, no Elementary teams should be continuing to use the older "Kid Focus" process.

- Secondary will start January 3, 2011. The school psychologists at Bartlett, Gruening, Mirror Lake, and Eagle River High school will be doing a few cases during the Fall semester to field test the process at the secondary level.

What will staff need to complete an FBA and BIP using the new process?

Our existing IEP program will not have the new forms in the near future. In order to ensure that new FPA/BIPs are archived and noticeable to subsequent users, please follow these steps:

- Each team should note the development of an FBA via the PTR process in the "Notes" section of the individual student's file in the IEP program.
- In the IEP program fill out:
 - Invite
 - PWN
 - In the first box (titled "Target Behavior") of the FileMaker BIP write "See scanned file for FBA and BIP dated XXX". A screenshot below is provided to clarify this guidance.

The screenshot shows a FileMaker interface for creating a Behavior Intervention Plan (BIP). On the left is a sidebar menu with the following items: Student List, Identity, Archived Records, Progress Report, Referral, Eligibility, IEP, Amendment, Other Forms, Manifestation Determination, Functional Behavior Assessment, Behavior Plan, Invitation, Behavior Intervention Plan (highlighted), and Prior Written Notice. The main window is titled 'Target Behavior' and has tabs for 'Material - Help' and 'Person - Task'. The date is set to 'Wed, Oct 6, 2010'. Below the tabs is a section titled 'Components of a Behavior Intervention Plan (BIP):' with a 'Restore Previous Data' button. This section contains three sub-sections: 'Preventing: How will situations (who-what when-where) change that seem to be associated with the behavior?', 'Teaching: What other behavior or skill will be taught to the student so he or she can accomplish his or her purpose in a more acceptable way?', and 'Response: How will people react when the problem behavior occurs in a way that does not feed into the student's purpose or cause the adult greater upset and stress?'. Below this is a 'Target Behavior' section with a text input field containing 'See scanned file for FBA dated...' and a 'List' button. At the bottom, there is a table with three columns: 'Preventing', 'Teaching', and 'Response/Reinforcement', each with a 'List' button.

What if a team has already begun an FBA using old forms?

If your team has started an FBA on the old forms and wish to finish that assessment or plan, it would be good to complete it promptly before changes are made in the IEP program (no exact date has been set). If you have concerns, work through your school psychologist to problem solve individual cases.

What documents are sent to Records?

Send to Records Dept a hard copy of:

- New FBA and BIP – all the pages with the signatures on the top of page 1

What's Next?

Special Education leadership knows that there will be many questions from the schools and that much guidance will be needed during this roll out. More information will be coming out to special education staff, related service staff and principals in the coming weeks and months.

It is important for all staff to work collaboratively to schedule PTR/FBA meetings to ensure consistent communication throughout this process. As questions arise, Division Directors will work to answer questions with guidance such as this to ensure the uniformity of answers.