

Referral for Functional Behavior Assessment by a Board-Certified Behavior Analyst

The IEP Team wishes to submit a referral to DESS for a BCBA-related evaluation. By initialing, the special education case manager is ensuring all evidence for pre-referral interventions are included in this packet.

- This IEP Team has conducted its own FBA with targeted BIPs for a minimum of 8 weeks.
- Copies of all FBAs/BIPs and amendments from the IEP process in Mastering the Maze are included in this packet. List the last two dates of amendments: _____
- Any discipline referrals the student has within the last calendar year are included in this packet. If there are none, state "none" _____
- Interventions are included in this packet via the [Behavior Intervention Log](#), demonstrating what ALL staff involved with the student have implemented them consistently and with fidelity in attempts to modify the student's behavior.
- Change in LRE to reflect more Resource Room time to work on behavior. _____ Current LRE
- Updated [ABC Form](#) for a minimum of 10 consecutive school days following implemented interventions
- Updated [QABF](#)

Special Education Case Manager,
on behalf of the IEP Team

Date of Submission

Additional Evidence Provided by the IEP Team

Although not required, any additional documentation the IEP Team desires to submit to create the most appropriate picture of the student's responses to intervention/accommodations is appreciated. Examples include:

- Any new psychiatric/psychological diagnoses that are not included on the most recent eligibility.
- Any information regarding medication administration, dosages, and/or changes.
- Any additional tracking information or anecdotal records regarding behavior that is not evidenced on the Behavior Intervention Logs.
- Parent Request (The team still must have the required information to seek additional services. These evidence pieces are necessary for the Team's determination that "additional" data is needed for IEP changes.)

DESS Director

Date of Approval

If the request is not approved, the reason why:

Please resubmit once the following has been completed (if previously-stated requirements have been met):

After Referral Has Been Made to DESS and Approved

- It is the responsibility of the Special Education Case Manager to ensure that the appropriate process has been followed in PSSP.

Once you have approval from DESS, the steps are as follows:

- Create a **Reevaluation for IEP Changes** process in PSSP.
 - Label this **Reevaluation for IEP Changes**
 - Send home a **proposed meeting notice** to invite parents to a meeting.
 - Open, complete, meet, and sign **Notice of IEP Team's Decision Regarding Re-Evaluation**
 - Hold meeting asking parent for signature on Team's Decision Regarding Re-Evaluation and **consent** to complete this evaluation.
 - Ask parent to complete and sign **information releases** (which specifically states that we have permission to exchange information with BCBA).
 - DESS will guide the special education case manager to the appropriate contracted ABA provider's release to be signed in addition to the DCS Information Release.
- Send completed and signed Reevaluation Process paperwork. This includes:
 - Proposed Meeting Notice
 - Team's Decision Regarding Reevaluation
 - Consent for Evaluation
 - Signed Information Releases (2) as described above
- DESS will place the order with the BCBA who will then coordinate observations.

Following the Functional Behavior Assessment

- The BCBA will determine if the FBA warrants further involvement on their part. Recommendations will be made or a Behavior Intervention Plan (BIP) will be created.
- The BCBA will then set up training with staff and/or parents for implementation of the BIP.
- It is the responsibility of the special education case manager to ensure that the BIP is uploaded into PSSP as a file-based attachment and labeled " ____ (year) BCBA-Behavior Intervention Plan".
- The special education case manager will finalize all documents in the process in PSSP.