

How to Fill Out the Functional Behavioral Assessment (FBA)

The FBA is done when

- an initial BIP is being develop
- there is a change in behavior
- at a Manifestation Determination ARD
- revisions need to be made to the BIP

1. Enter eSped website: www.esped.com
2. Click “Member Login”
3. Type in “Username”
4. Type in “Password”
5. Click on “log in” or press “Enter key”
6. On the Applications Screen, click on “ARD Forms”
7. Click on selected student
8. Click on FERPA reason: “I am writing this student’s IEP”
9. Click the down arrow on the “Select Screen” and scroll down to “**FBA – Data Sources**”

FBA - Data Sources

- Fill in the date of when the FBA was completed
- Check all appropriate boxes under “Data Sources”
- If “Classroom observation” is checked, input the name of the individual who did the observation in the box
- If “Information from outside agencies” is checked, input the information in the box
- If “Evaluations provided by the district” is checked, input the evaluations
- Input the date the Behavior Intervention plan was developed
- If “Other” is checked, input it in the box
- If a “Formal Observation” was done, click on the notepad to input the information obtained from the observation
- Click on “Next” at the top of the screen to take you to the “FBA - Behavior Reported” screen

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FBA - Behavior Reported

- Check all appropriate boxes under “School Observed Behavior”
- Interview the parent beforehand or at the ARD to check the appropriate boxes under “Parent Observed Behavior”
- Type in any additional information regarding student’s behavioral problem(s) in the notepad found at the bottom of the screen
- Click on “Next” at the top of the screen to take you to the “FBA - Behavior Before Occurrence” screen

FBA - Behavior Before Occurrence

- Check all the appropriate boxes under “School Observed Behavior” for what typically happens before the problem behavior occurs
- Interview the parent beforehand or at the ARD to check the appropriate boxes under “Parent Observed Behavior” for what typically happens before the problem behavior occurs
- Provide additional information in notepad provided at the bottom of the screen
- Click on “Next” at the top of the screen to take you to the “FBA - Behavior After Occurrence” screen

FBA - Behavior After Occurrence

- Check all the appropriate boxes under “School Observed Behavior” for what typically happens after the problem behavior occurs
- Interview the parent beforehand or at the ARD to check the appropriate boxes under “Parent Observed Behavior” for what typically happens after the problem behavior occurs
- Provide additional information in the notepad at the bottom of the screen
- Click on “Next” at the top of the screen to take you to the “FBA - Reinforcers” screen

FBA - Reinforcers

- At the bottom of the screen, check off your selection(s) of effectiveness rating(s)
- Go to the top of the screen and click on “Enter” to add selection(s) to reinforcers effectiveness
- To make a different selection, select “Clear All” and start the selection process again
- Follow the same procedures as needed to complete each option
- Notepad provided at the bottom of the page may be used to type in additional information
- Click on “Next” at the top of the screen to take you to the “FBA - Consequences” screen

How to Fill Out the Functional Behavioral Assessment (FBA)

FBA - Consequences

- At the bottom of the screen, check off your selection(s) of effectiveness rating(s)
- Go to the top of the screen and click on “Enter” to add selection(s) to consequences effectiveness
- To make a different selection, select “Clear All” and start the selection process again
- Follow the same procedures as needed to complete each option
- Notepad provided at the bottom of the page may be used to type in additional information
- Click on “Next” at the top of the screen to take you to the “FBA - Function of Behavior” screen

FBA - Function of Behavior

- Check off what is believed to be the function of the behavior
- Notepad provided at the bottom of the page to the left is used to type in “Student Information/Input”
- Notepad provided at the bottom of the page to the right is used to type in “Behavioral Strengths”
- Click on “Next” at the top of the screen to take you to the “FBA - Results and Interpretations” screen

FBA - Results and Interpretations

- Determine whether additional data is needed to complete the FBA or to develop a Behavioral Intervention Plan. Click “Yes” or “No”
- Determine if student’s behavior interferes with learning. Click “Yes” or “No”
- If “Yes”, the ARD committee should develop/review/modify an individualized BIP
- Add names and positions of all individuals contributing to the Functional Behavioral Assessment
- **SAVE** as this is the last screen for the FBA.