



Miami-Dade County Public Schools

Functional Behavior Assessment (FBA) Checklist

General Education

Request for Assistance

- ☐ A request for Tier 3 assistance is made by completing the MTSS-Request for Assistance (RFA) (FM-7073) form and attaching all supporting documents.
- ☐ School Support Team (SST) Coordinator/Designee screens the MTSS-Request for Assistance (RFA) (FM-7073) packet to ensure completeness of request.
- ☐ School Psychologist reviews all components of the MTSS-Request for Assistance (RFA) (FM-7073) packet to determine readiness for further data collection.
- ☐ MTSS-Notice of Intent and Parental/Guardian Consent to Conduct a Screening (FM- 6279) is secured, initiating the data collection process.

Collect Screening Data/Information

- ☐ MTSS-Vision Screening (FM-2125)
- ☐ MTSS-Audiometric Screening (FM-7409)
- ☐ MTSS Individual Student Screening (FM-7075)
- ☐ Structured Interview: Functional Behavior Assessment (FBA) (FM-6660) and all supporting documents.
- ☐ **NOTE:** Enter date of Structured Interview: Functional Behavior Assessment (FBA) (FM-6660) in Student Case Management (SCM) system. Code “FC”

Preview Screening Data/Information – By select SST members designated by the SST Coordinator/Designee

- ☐ Complete MTSS-Tier 3 Problem Behavior Questionnaire (FM-7678).
- ☐ Choose the supplemental SST Members that will attend the SST (e.g., Counselor, BMT, etc.).
- ☐ Decide if the case is ready to schedule the SST Meeting.
- ☐ Generate Notification of Meeting (from ESE-EMS).

Initial Meeting with School Support Team (SST)

- ☐ SST members review and discuss all screening data/information collected.
- ☐ Develop a Social Emotional-Behavior Intervention Plan (SE-BIP) (FM-6287).
- ☐ **NOTE:** Enter Social Emotional-Behavior Intervention Plan (SE-BIP) (FM-6287) date in the Student Case Management system (SCM). Code “BI”

Follow-up Meeting with School Support Team (SST)

- ☐ Review Social Emotional - Behavioral Intervention Plan (SE-BIP) (FM-6287) progress monitoring data.
- ☐ Complete MTSS-Tier 3 Fidelity Checklist (FM-7451).

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Exceptional Student Education (ESE)

Initial FBA Meeting to Complete the Structured Interview: Functional Behavior Assessment (FBA) (FM-6660)

- ☐ Complete the Structured Interview: Functional Behavior Assessment (FBA) (FM-6660) with input from team members.
- ☐ Schedule a follow-up meeting to review all supporting data collection results and invite parent(s) and other team members to meet (use the Notification of Meeting form – ESE-EMS).
- ☐ Obtain parental consent Notice of Intent and Parental/Guardian Consent to Conduct a Screening/Assessment (FM-6279).
- **NOTE:** Enter date of Structured Interview: Functional Behavior Assessment (FBA) (FM-6660) in Student Case Management (SCM) system. Code “FC”

Follow-up Meeting to Develop a Social Emotional-Behavior Intervention Plan (SE-BIP) (FM-6287)

- ☐ Review all supporting data collection results with the team.
- ☐ Develop a Social Emotional-Behavior Intervention Plan (SE-BIP) (FM-6287).
- ☐ Complete a review of the student’s Individualized Educational Plan (IEP).
 - A behavioral goal should be identified as a Priority Educational Need (PEN) on the IEP.
 - Educative interventions must be added/incorporated into the IEP as goals and benchmarks.
 - Proactive and Functional interventions must be incorporated into the IEP as accommodations.
- **NOTE:** Enter Social Emotional-Behavior Intervention Plan (SE-BIP) (FM-6287) date in the Student Case Management system (SCM). Code “BI”
- **NOTE: Weekly Briefing #24382-**The date of the Functional Behavior Assessment (FBA) and Social Emotional-Behavior Intervention Plan (SE-BIP) must be recorded and uploaded before an Individual Educational Plan (IEP) meeting event is locked.

Implementation and Progress Monitoring of the SE-BIP

- ☐ Distribute copies of Social Emotional – Behavior Intervention Plan (SE-BIP) (FM-6287) to all teachers and related personnel.
- ☐ Implement interventions.
- ☐ Progress Monitor (collect data and graph results).
- ☐ Provide support to student and/or team members as needed.

Follow-Up: Progress Monitoring of the Social Emotional – Behavior Intervention Plan (SE-BIP) (FM-6287)

- ☐ Evaluate the effectiveness of the Social Emotional – Behavior Intervention Plan (SE-BIP) (FM-6287).
 - Did the interventions help the student replace the behavior of concern with a more productive behavior (replacement behavior) that serves the same function/purpose?
 - Review SE-BIP effectiveness a minimum of every 9 weeks and document each review on the Social Emotional- Behavior Intervention Plan (SE-BIP) (FM-6287).