

# STEPS FOR REQUESTING BEHAVIOR SUPPORT



01

## Request for Student Assistance Form

The request for [student assistance form](#) is completed by a district employee and emailed to [kvalentine@perandoe.org](mailto:kvalentine@perandoe.org)

02

## Assigned to Staff

Data is collected and the request is forwarded to the Perandoe social worker and school psychologist.

\*Social worker or psych will provide referring staff member with [data collection forms](#).

03

## MTSS

The school psychologist and social worker meet with a problem-solving team to discuss interventions, data collection, and the MTSS process. Team is in communication with parents and IEP meeting is called if applicable. Interventions are implemented & data is collected.

\*[Data collection](#) may take 4-6 weeks

\*

## BCBA Consultation Form

If initial interventions prove unsuccessful and the team deems additional support necessary, you may consider completing the [BCBA Consultation Request Form](#). While this step is not mandatory, it offers an optional and heightened level of assistance.

\*The team must submit data.

04

## INA

If interventions are unsuccessful or the team determines the need for an evaluation, the psychologist will schedule an INA meeting to determine if the student will require a functional behavior assessment (FBA).

\*[FBA Planning Tool](#) should be utilized to determine team member roles and completion dates.

05

## FBA

The school psychologist will be responsible for ensuring the FBA is drafted. The adoption of the FBA should be a collaborative effort of team members.

The BCBA may take the lead upon the psychologist's request.

\*An IEP meeting is recommended to be scheduled 4-6 weeks after it is determined that a student requires an FBA.

06

## BIP

The school social worker will be responsible for ensuring the BIP is drafted. The adoption of the BIP should be a collaborative effort of team members.

The BCBA may take the lead upon the social worker's request.

\*Discuss long-term data collection methods & how team members will contribute to behavior goals - including how related services are delivered.

07

## Follow Up

Social workers will check in with case managers & teachers about BIP data collection tools and student progress.

**[Download this PDF to access the links.](#)**