

# 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

04

## BCBA Consultation Form

If interventions are unsuccessful & the team agrees more support is needed, the team will complete the [BCBA Consultation Request Form](#).

\*The team must submit data.

05

## INA

The BCBA will make contact with the individual completing the form, the psychologist, and the social worker. 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.

06

## 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.

07

## 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.

08

## Follow Up

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