**Basic FBA to BIP**

**District Planning Guide**

School District: Date:

This document is intended to be used by School Districts or Regional/State service providers to guide planning to maximize implementation of the Basic FBA to BIP program.

**Planning for District Readiness: Training, Coaching and Evaluation Capacity**

1. Do you have skilled Behavior Specialists with the capacity to provide coaching support to participating school teams? Yes No
	1. If Yes, please identify by name:
2. How many school teams are you planning to train?
	1. Do the schools meet the [School Readiness form](http://basicfba.gseweb.org/wp-content/uploads/sites/12/2017/12/Basic-FBA-to-BIP-School-Readiness-worksheet.docx) Criteria & Commitments Yes No
	2. Attach a signed copy of the [School Readiness form](http://basicfba.gseweb.org/wp-content/uploads/sites/12/2017/12/Basic-FBA-to-BIP-School-Readiness-worksheet.docx) for each participating school.
3. Are you planning to use the e-Learning modules or conduct live training? e-Learning Live
	1. ***If e-Learning*** – Do you have a plan to prompt, monitor and support timely completion of modules and homework with feedback? Y N
	2. ***If Training Live*** – Does the trainer have the skills, experience & expertise to confidently deliver the Basic FBA to BIP training? Y N
4. Support participating schools to develop and implement Tier 2 and Tier 3 Systems of Support through regular completion of one of the following PBIS Assessment tools to guide action planning:

|  |  |  |  |
| --- | --- | --- | --- |
| *(choose 1 tool below to administer)*  | **Fall Due Date** | **Winter Due Date** | **Spring Due Date** |
| [Tiered Fidelity Inventory](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi) |  |  |  |
| [Monitoring Advanced Tiers Tool](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#matt) |  |  |  |
| [Benchmarks for Advance Tiers](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#bat) |  |  |  |

1. Complete the Basic FBA to BIP Training & Coaching Schedule below:

Training Schedule: Deliver 1 module every 2 weeks to provide participants’ time to complete the Homework Tasks in each module. Schedule follow-up trainings for ongoing support and feedback on BIP implementation & data collection. Begin training early in the school year (October) so you can provide continuing opportunities for practice applying Basic FBA to BIP skills to build fluency.

Coaching: Identify the Behavior Specialist who will provide coaching and support to each participating school. Coaching should include: (a) encouraging and monitoring module and homework completion, (b) answering questions regarding module content and homework tasks, (c) providing feedback on homework tasks, and (d) on-site coaching to participants while completing Basic FBA to BIP activities.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Module** **1** | **Module** **2** | **Module** **3** | **Module** **4** | **Module** **5** | **Module** **6** | **Module** **7** | **Follow-up 1** | **Follow-up 2** |
| **Training Dates** |  |  |  |  |  |  |  |  |  |
| **On-site Coaching** | Plan & support School-wide Module 1 Training  | FBA Interview | FBA Observation & Summary of Behavior | BIP Planning Form & Module 4 School-wide Training | BIP Planning Form | Preparing and leading Implementation Plan Meeting | Evaluation Plan, Daily Point Card, Data Collection & Graphing | Data Collection, BIP Review Meeting & Decision Making | BIP Data & Review meetings; Beginning another case |
| **Feedback on Homework**  | Collected ABC Trackers from staff | FBA Interviews | FBA Observations & Summary of Behavior | BIP Planning Form | BIP Planning Form | Implementation Plan | Evaluation Plan & Daily Point Card | Excel Data & BIP Meeting Review form | Excel Data & BIP Meeting Review form |

­District Administrator Date

signature