FUNCTIONAL ASSESSMENT CHECKLIST

Date ____________________
Student ________________________________________________
Team Members ____________________________________________

The following steps need to be addressed when completing a functional assessment. Use this outline as a guide for completing the functional assessment during team meetings.

Collect functional assessment information

- Gather a team of individuals who know the student well and include people who will be implementing the future positive behavior support plan.

- Schedule a person-centered planning meeting if the student’s behavior is moderate to severe. This step may not be necessary when problem behaviors are minor.

- Summarize the person-centered planning information.

- Check to see when the student’s last physical exam was conducted. If setting events such as sleeping problems, allergies, and other medical issues are suspected, it may be necessary to schedule an appointment with a physician.

- Review the student’s records.

- Interview the student and the individuals who know the student well.

- Define the key problem behaviors.

- Collect initial direct observation data including when and where problem behaviors are occurring.

- Identify in what settings and situations problem behavior does not occur.

Identify the hypothesis or hypotheses maintaining problem behavior

- Set up a team meeting to begin developing the hypothesis or hypotheses.

- Include within the hypothesis statement setting events, antecedents, and consequences associated with problem behavior in specific routines.

- Determine the level of confidence team members have in the hypothesis established for each routine.
Confirm that the hypothesis or hypotheses are correct

- Create a plan for collecting direct observation data with the team.

- Include data measuring behavior for baseline purposes so that the team can evaluate the impact of future interventions on current frequency and intensity.

- Collect data confirming the hypothesis statement (including setting events, antecedents and consequences in specific routines).

- Determine whether initial hypotheses are correct based upon data collected.

Create a written summary of functional assessment findings

- The functional assessment may be combined with the positive behavior support plan in situations where problem behavior is not complex.

- A more detailed functional assessment report may be needed in situations where moderate to severe problem behavior is present.

- Include in the summary:
  - the problem behavior being assessed,
  - functional assessment methods that were used,
  - the hypothesis statement, and
  - evidence confirming the hypotheses (include direct observation data or summarized results).

- Proceed to the competing behavior planning process in the Positive Behavior Support Planning module.