

**ESE Behavior Analyst Consultation
Request Procedures
Escambia County Public Schools**

CLICK HERE TO SUBMIT A REQUEST

*Please read the information below prior to
requesting a specific level of consultation.

Level 1 Consultation: Q & A Functional Behavior Assessment (FBA) and Positive Behavior Intervention Plan (PBIP)

- **Before requesting Level 1, please make sure the following has been completed:**
- ☐ Has the team started a school-based FBA and/or PBIP process?
 - ☐ Has someone on the team received formal training on the district FBA and PBIP process? Is the assigned Behavior Coach and/or staff with FBA/PBIP training (i.e., FBA Facilitator) already involved and assisting with the process?

Level 2 Consultation: Supporting and Assisting with a School-Based FBA, PBIP, and/or Crisis Intervention Plan (CIP)

- **Before requesting Level 2, please make sure the following has been completed:**
- ☐ Has the school completed a school-based FBA and implemented a school-based PBIP with data collection?
 - ☐ Has the school-based PBIP been implemented with fidelity?
 - ☐ Based on the data from the PBIP, have the interventions not produced the desired results?
 - ☐ Is the intensity of a student's behavior at a level that requires the involvement of a Behavior Analyst to assist the school with the student's FBA, PBIP, and/or CIP?
- **A Level 2 request may be submitted at any time if the parent specifically requests the Behavior Analyst to assist and/or support the school with the FBA, PBIP, and/or CIP.**

Level 3 Consultation: Determine the Need for a Comprehensive Functional Behavior Assessment

- **Before requesting Level 3, please make sure the following has been completed:**
- ☐ Has a school-based FBA been completed?
 - ☐ Has the school-based PBIP been implemented with fidelity?
 - ☐ Does the PBIP data demonstrate that the target behavior continues to significantly interfere with the education process?
 - ☐ Does the current intensity of behavior and immediate intervention(s) indicate a need for an additional level of support to address safety concerns?
- **A Level 3 request may be submitted at any time if the parent specifically requests a formal evaluation (FBA) be completed by the Behavior Analyst.**

What to Expect After a Request is Submitted and Assigned to a Behavior Analyst

Submitting a Request: Submit a request by clicking on the blue button at the top of this document. This will take you to an online request form. Complete all sections of the form and hit "Submit." Once the request is submitted, the request will be reviewed by Donna Perry (EBD/ASD Program Specialist). If the request is appropriate, the consultation will be assigned to a Behavior Analyst.

Level 1 Consultation: Q & A Functional Behavior Assessment (FBA) and Positive Behavior Intervention Plan (PBIP)

- The Behavior Analyst will contact you and set up a brief consultation meeting in person, by phone, or through google meet to provide assistance.
- This level of consultation does not involve an observation or involvement with the student. Because the Behavior Analyst is not directly involved with the student, the Behavior Analyst is not required to obtain written parental consent for their involvement with this service.

Level 2 Consultation: Supporting and Assisting with a School-Based FBA, PBIP, and/or Crisis Intervention Plan (CIP)

- Once a request is made, the Behavior Analyst will contact you to let you know the request was accepted.
- The Behavior Analyst will review the request and student records. They may decide to initially schedule a general classroom observation, **not** an observation of the individual student. The purpose of the classroom observation would be to identify if appropriate environmental and classroom level strategies are in place to support all students in the classroom. In addition, the Behavior Analyst will observe the overall learning environment to determine if learning is being disrupted.
- Based on the information from the request form, record review, and general classroom observation (if completed), the Behavior Analyst will determine if Level 2 is appropriate.
- If Level 2 consultation is appropriate, the BCBA will be required to schedule a meeting with the student's parent/guardian (e.g., face to face, phone, video meet) to explain their role and request consent to provide behavior analysis services.
- If parental consent is given, the Behavior Analyst will schedule an observation of the student and provide the school-based team with support and assistance.

Level 3 Consultation: Determine the Need for a Comprehensive Functional Behavior Assessment

- Once a request is made, the Behavior Analyst will contact you to let you know the request was accepted.
- The Behavior Analyst will review the student's records, including any previous behavioral assessments, plans, and data.
- Based on the information from the request form and record review, the Behavior Analyst will determine if Level 3 consultation is most appropriate or if Level 2 consultation would meet the need. The only exception to this determination is when the parent makes a formal request for the comprehensive FBA from the BCBA.
- If Level 3 consultation is appropriate, the school should schedule a meeting with the parent, BCBA, teacher(s), administrator, and other support staff to review the current support and intervention data for consideration of a comprehensive FBA.
- At the meeting, parental consent must be obtained to complete the evaluation (FBA) **AND** the Behavior Analyst will present the consent for behavior analysis services form to the parent.
- Once both consents are obtained, the Behavior Analyst will initiate the Comprehensive FBA process.