BASP Checklist

Template

Did you follow the BASP Assessment template?

Content

Background Information:

Does your BASP contain the below information?

* Describe biopsychosocial history, including current living situation and family composition, relevant family history, birth history, applicable legal or social service issues
* Provide information about the client’s school (location, classroom type, grade level, use of an aide, therapies provided, such as SLP) and therapies outside of school (e.g., aquatic)
* General statement of functioning in terms of communication, ambulation, personal care, and socialization
* Provide general description of behaviors of concern and notable skill deficits
* Treatment history including past services and their effectiveness
* Current treatments and progress (include supplements and dietary modifications)
* Describe client/caregiver goals

Documents reviewed:

* Did you describe relevant information from diagnostic reports, IEP, psychiatric evaluations, and reports from other disciplines (SLP, OT, PT, etc.)?

Medical information:

Does your BASP contain the below information?

* Describe medical history including diagnosis, comorbid conditions (e.g., seizures)
* Describe recurrent illnesses and conditions (gastrointestinal problems, chronic constipation/diarrhea, recurrent abdominal pain)
* Describe sleep problems
* Describe allergies
* Describe current medications (name and prescribing doctor).
* If client is not on any medications write a sentence stating that there is no medication currently being taken.

Functional Behavior Assessment:

* Did you list and provide definitions for all target behaviors?
* Did you provide baseline levels of occurrence/frequency for target behaviors?
* Did you describe indirect and/or direct methods for assessing the function(s) of problem behavior, and results obtained (may use FAST, MAS, CARD (CIFA) or other interview format).
* Does your direct assessment include at least two observations (observations can be conducted in the same setting across two different times, or across two different settings)?
* Did you include data for your FBA?
* Did you include a summary of behavioral functions in table form?

Skill Assessment:

* Did you include a skill screening assessment (e.g., Behavior Language Assessment Form: ***see Intake Packet***) to identify client skill deficits to target during initial programming (both general skill and adaptive)?
* Did you indicate enough skill goals to justify hours requested (more hours=more goals)?

Preference Assessment:

* Did you identify client edible, leisure, social, and activity preferences, as nominated through caregiver interview or stimulus preference assessment?

Behaviors Targeted for Decrease?

* Did you create a box for each problem behavior and include the following information: (a) indicate problem behavior, function, baseline level, status (“New”), measurement, and reduction/generalization goals, and (b) check off/fill in recommended preventative and reactive treatment strategies.

Crisis Procedures:

* If client’s problem behavior is likely to produce immediate harm to client or others, and/or if requesting concurrent therapists did you include crisis procedures?
* If a crisis plan is not warranted did you write, “The procedures written into this plan are the least restrictive and most effective strategies for the client’s targeted behaviors for decrease. There are no crisis procedures to note at this time.”

Functionally-Equivalent Replacement Behaviors Targeted for Increase:

* Did you include functionally equivalent replacement behaviors for all problem behaviors targeted?
* Did you include the following information for all replacement behaviors?
	+ Strategies that will be used to teach replacement behaviors, replacement behavior objectives, problem behavior being replaced, baseline level, status (“New”), measurement, and mastery/generalization criteria.

Additional Skills Targeted for Increase:

* Did you include at least ten additional targeted skills?
* For all additional skills, did you include the following information:
	+ (a) problem behavior being replaced by teaching this skill domain (it’s okay to use noncompliance, but make sure noncompliance is a behavior addressed in FBA), and (b) individual skill objectives with baseline levels, status (“New” or “Pending” if a previous skill must be first mastered), measurement, and mastery/generalization criteria (c) strategies you will use to teach skills.

Risk Assessment:

* Did you include this section and the statement provided in BASP template?
* If you prefer not to use the statement that is provided, you may create your own; however, you must provide an analysis of risks and benefits of the proposed intervention.

Caregiver Involvement:

* Did you include this section and the statement provided in BASP template?
* Did you provide specific caregiver components that will be trained?
* If you prefer not to use the statement that is provided, you may create your own; however, you must describe a plan for caregiver participation in the plan, including how the caregiver will be trained and how the caregiver’s implementation of the plan will be evaluated.

Service Monitoring and Treatment Fidelity:

* Did you include this section and the statement provided in BASP template? If you prefer not to use the statement that is provided, you may create your own; however, you must describe how client progress will be monitored and when you will make changes to the treatment plan.

Communication with Providers:

* Did you include this section and the statement provided in BASP template?
* Did you provide a communication record in table form?
* If you prefer not to use the statement/table that is provided, you may create your own; however, you must indicate communication that has occurred with other relevant professionals. (e.g. doctor, psychologist, SLP)

Discharge and Fading Criteria:

* Did you include this section and the statement provided in BASP template?
* Did you provide a general method of fading therapeutic services?
* If you prefer not to use the statement/table that is provided, you may create your own; however, you must provide criteria for reducing the number of therapy hours based on patterns in client behavior.

Summary and Recommendations:

Did you include the following information?

* Request ongoing service hours, distributed across provider level (i.e., BCBA, BCaBA, technician). In general, base this number on client need (level of problem behavior/skill deficiency) and resources available to you. Do not put hours that you will not be able to fulfill. However, the exception to this rule is that you should request at least one BCaBA hour per plan. If modifications to plans need to be made we can submit a redistribution of hours; however, it is easier to adjust requested hours than it is to add BCaBA hours.
* Always include a table indicating the requested number of units (1 service hour=4 units) per week, per provider level. You may request up to 40 hours per week, in any combination of H2019 (BCBA/Lead Analyst), H2012 (BCaBA), and (H2014) Behavior Technician (RBT or BSA). In the example below, we are requesting 32 units of BCBA (8 hours/week) and 128 units of Behavior Technician (32 hours/week).
* For cases involving severe problem behavior (e.g., high frequency or intensity aggression, SIB, property destruction), request concurrent services until problem behavior has reached a specific reduction goal. Also, request that 50% of parent training occur without the client present
* Provide a general breakdown of programming across days/times/location. This breakdown of programming needs to align with your requested number of hours.

Other Areas to Address

* An EQ Health Form needs to be completed for each BASP submitted.
* All BASP assessments should be saved with file name: first initial first name, period, first initial last name, period, “initial assessment”, period, date of intake (no spaces), for example, *A.S.initial assessment.3.24.18*.
* Signatures must be obtained before submitting the BASP’s.

Please follow the ‘Client Services Section\_ Company Guidelines,’ and ‘BASP Initial Assessment Template,’ documents when completing all plans.