Directions to Fax the FBA, BIP, and "Considerations for Positive Behavior Supports" Forms into SESIS

Effective January 15, 2014, it is mandatory to use the new FBA, BIP, and "Considerations for Positive Behavior Supports" forms available on the NYCDOE intranet. You can find the forms here. These forms must be completed and faxed into SESIS. At this time, the documents are not available directly on SESIS.

1. **Procedures for the Functional Behavior Assessment (FBA) form:**

   a. If the FBA is conducted as part of the SESIS Assessment Planning document, independent of the IEP, the user *must* create the FBA document in SESIS and enter the required date fields in order to finalize both the FBA and the Assessment Planning documents. Two dates are required; the assessment date and the report date. Follow steps 'D-G' in this section to compete the FBA.

   b. During a CSE Meeting, if the user checks "**yes**" in the section: '**Student Needs Relating to Special Factors'** with regard to behavior, the user will receive guided action links to complete the FBA document.

   c. The FBA section will be added to the IEP, and a series of guided actions will assist the user in completing the FBA and BIP. Two dates are required; the assessment date and the report date.

   d. In the body of the FBA document in SESIS, write: "Please see the FBA dated_____" in the "Documents Related to Assessments". The user should finalize the FBA document that was completed in SESIS.

   e. Complete the new FBA Form.

   f. Create a SESIS Fax Coversheet for "Documents Related to Assessments" and label the FBA form like this example:
      Documents Related to Assessment (FBA dated_____).

   g. Fax the coversheet and FBA form into SESIS. Save the coversheet and faxed document in a file folder for future reference.

2. **Procedures for the Behavioral Intervention Plan(BIP):**

   a. If a decision is made NOT to develop a BIP, the question must be checked "no" on the IEP. The user will be able to finalize the IEP in SESIS.

   b. If a decision is made to develop a BIP, the question must be checked "yes" on the IEP.

   c. The IEP requires the BIP when 'yes' is entered. The BIP doesn't have required fields, but still must be finalized in SESIS in order to finalize the IEP.

   d. Complete the new BIP form.

   e. Create a SESIS Fax Cover sheet for   "Documents Related to the IEP" and label the BIP like this example:
      Documents Related to the IEP (BIP dated _____).

f. Fax the coversheet and BIP form into SESIS. Save the coversheet and faxed document in a file folder for future reference.

PLEASE NOTE: The draft IEP cannot be finalized until the FBA is completed and the answer to whether a BIP is necessary is checked 'yes' or 'no'.

3. **Procedures for the "Considerations for Positive Behavior Supports" Form:**

    a. Complete the "Considerations for Positive Behavior Supports" form at the CSE Meeting. This form is NOT on SESIS.

    b. Create a SESIS Fax Coversheet for "Documents Related to the IEP" and label the "Considerations for Positive Behavior Supports" like this example:
        Document Related to the IEP (Considerations for Positive Behavior Supports dated _____).

    c. Fax the coversheet and "Considerations for Positive Behavior Supports" into SESIS. Save the coversheet and faxed document in a file folder for future reference.