



## FBA/BIP – First 30 Days Checklist

### Systems:

- ❖ Review MPS FBA/BIP web page for resources at: <http://mps.milwaukee.k12.wi.us/en/Families/Family-Services/Intervention---PBIS/FBABIP.htm>
- ❖ Review FBA/BIP procedures: <http://mps.milwaukee.k12.wi.us/MPS-English/CAO/Documents/PBIS/FBA-BIPFlowchart.pdf>
- ❖ Familiarize yourself with the MPS entrance criteria: <http://mps.milwaukee.k12.wi.us/MPS-English/CAO/Documents/PBIS/Media/bit-forms-tier-3-entrance-criteria.pdf>
- ❖ Consider presenting basics of FBA/BIP to all staff at a staff meeting to ensure that all staff members understand the basics of FBA/BIP and their role.

### New Students:

- ❖ Screen students for behavior, based on end-of-year data/teacher recommendations.
- ❖ Meet with BIT to review data (and any existing FBA/BIP). Using the Tier 3 Intervention Entrance Criteria flowchart to assist decision-making, determine whether an FBA/BIP is appropriate and identify facilitator(s): <http://mps.milwaukee.k12.wi.us/MPS-English/CAO/Documents/PBIS/Media/bit-forms-tier-3-entrance-criteria.pdf>
- ❖ Visit the RtI/PBIS FBA/BIP page for procedures, tools, and forms: <http://mps.milwaukee.k12.wi.us/en/Families/Family-Services/Intervention---PBIS/FBABIP.htm>
- ❖ Within the first week of school, if not before, facilitator(s) will make contact with family to review the summer. If a plan will continue, give parent Tier 3 passive letter of consent. This can be found on the FBA/BIP page, under Step 1.
- ❖ When parent or guardian signs consent for FBA/BIP, a plan should be created in IC. Instructions are available on the RtI/PBIS Professional Development page: <http://mps.milwaukee.k12.wi.us/en/Families/Family-Services/Intervention---PBIS/Professional-Development.htm>
- ❖ Facilitator and family will schedule a team meeting, including new teacher (teachers), to review the FBA/BIP, determine whether the intervention will continue.
- ❖ Facilitator(s) will ensure that the BIT is aware that the FBA/BIP will be continuing.

### Students Who Transition to Another School:

- ❖ If you become aware that a student transfers to a different school: It is important that you contact the school psychologist or school social worker at the receiving school as soon as possible and notify him/her that the student received a Tier 3 intervention last year. Forward any intervention plans to the receiving school psychologist/school social worker.

**As facilitator(s) identify needs for support with FBA/BIP, please feel free to contact Shashina Robinson, school psychologist (414-475-8118), or Jane Audette, SSW (414-475-8117), at any time.**