**Intake Process Part 2 Instructions**

**Directions for use: Go through each section and check off each item as completed.**

**Challenging Behavior Assessment Process**

**Structured ABC Form**

* Begin with using the structured ABC form. Use the narrative data collected from an observation to code each part of the contingency (antecedent, behavior, consequence).
  + Color-code the antecedent in each contingency orange.
  + Color-code the behavior in each contingency green.
  + Color-code the consequence in each contingency pink.
  + On the structured ABC form record EACH contingency in ONE column by:
    - Logging the date and time
    - Ticking off the one behavior
    - Ticking off the one location
    - Ticking off the one activity in progress
    - Ticking off the one most immediate antecedent
    - Ticking off the one most immediate consequence
  + After all of the contingencies have been placed on the structured ABC form count the tick marks in each row of the antecedent and consequence section and put the totals in the corresponding scoring areas.
  + Total the scoring columns.

**Trial Based Functional Analysis Form**

* Next, use the trial based functional analysis form *(using the provided script)*.
  + Attention condition, trial 1: Create the control and test segments and record the data.
  + Attention condition, trial 2: Create the control and test segments and record the data.
  + Attention condition, trial 3: Create the control and test segments and record the data.
  + Task condition, trial 1: Create the control and test segments and record the data.
  + Task condition, trial 2: Create the control and test segments and record the data.
  + Task condition, trial 3: Create the control and test segments and record the data.
  + Alone/ignore condition, trial 1: Create the test 1 and test 2 segments and record the data.
  + Alone/ignore condition, trial 2: Create the test 1 and test 2 segments and record the data.
  + Tangible condition, trial 1: Create the control and test segments and record the data.
  + Tangible condition, trial 2: Create the control and test segments and record the data.
  + Tangible condition, trial 3: Create the control and test segments and record the data
* Go back to the report template.
* Write down any missing general information about the interview/observation process (i.e., dates, times, locations).
* Write down the direct functional assessment method(s) used (e.g., Structured ABC, trial-based FA).

**Functional Assessment for Behavior One**

* Use the direct and indirect data collected from your case or practice activities do the following (complete these items on the report template):
  + Write a label for the target behavior. The label should be:
  + Clear, concise, observable, and topographical.
  + Write an operational definition for the challenging behavior. The definition should:
  + Use non-mentalistic terms.
  + Be objective, clear, concise, and topography-based.
  + Have inclusions and exclusions as needed.
  + Write a short description of the history of the problem behavior. It should include information on:
  + The onset/how long it has been going on.
  + Any changes in intensity.
  + Provide concise quantitative information on the baseline data that were collected (e.g., mean and range).
  + Graph the baseline data as a line graph (adjust the graph template as needed).
  + Write the figure caption as one sentence to provide a concise overview of what the graph is depicting.
  + Write the antecedents that were determined from the FA data collected to be happening most often BEFORE the challenging behavior. The antecedents should:
  + Not be the behavior of the client.
  + Be some stimulus within the environment (e.g., behavior of another person or the presence of an inanimate object).
  + Be happening within close temporal sequence before the challenging behavior.
* Write the consequences that were determined from the FA data collected to be happening most often AFTER the challenging behavior. The consequences should:
  + Not be the behavior of the client.
  + Be some stimulus within the environment (e.g., behavior of another person or the appearance of an inanimate object).
  + Be happening within close temporal sequence following the challenging behavior.
* Write a statement on the hypothesized function of the challenging behavior. Be sure that the statement:
  + States what the determination is based on (e.g., FAST).
  + Identifies only one function (EATS).
  + Matches the antecedents and consequences described previously.