**SELF-CHECK YOUR INTAKE REPORT**

**Section One (initial report components, 34 in total)**

*Identifying Information (12 components)*

* Client’s name
* Birth date
* Age
* Gender
* Caregivers’ names
* Phone number
* Email
* Address
* Funding
* Current diagnosis
* Date of assessment
* Behavior analyst’s name

*Referral Information (3 components)*

* Entity requesting the referral provided.
* Overall reason for referral provided.
* Stated the targeted behaviors necessitating the referral in observable and measurable terms.

*Description of the Indirect Assessment Process (3 components)*

* Dates and locations of interviews and/or observations included.
* Stated person interviewed and their relationship to the client.
* Stated tools used during the interview.

*Background Information (13 components)*

* It is made clear that the information was not directly assessed, but based on caregiver report.
* A general statement on the client’s strengths and deficits provided.
* Description of the client’s communication (speaker and listener) skills provided.
* Description of the client’s self-help/adaptive skills provided.
* Description of the client’s motor skills provided.
* Description of the client’s academic skills provided.
* Description of the client’s play skills provided.
* Description of the client’s social skills provided.
* Living situation/family history described.
* School/day program placement and history described.
* Medical history described.
* Language and culture described.
* Previous and/or concurrent interventions described, or stated that none were provided.

*Preferences (3 components)*

* It is made clear that the information was not directly assessed, but based on caregiver report.
* The method for collecting the information from the caregiver is made clear (e.g., questionnaire, interview).
* Potential reinforcers are listed.

**Section Two (challenging behavior report components, 28 in total)**

*Functional Assessment for Behavior One (14 components)*

* Stated functional assessment tool(s) used.
* Named an observable and measurable behavior.
* Operational definition of the behavior is clear, concise, and in-line with ABA terminology.
* Information on the length of time that the behavior has been happening (e.g., a week, a month, etc..) is provided.
* Information on historical changes in the severity of the behavior is provided (e.g., used to happen more or less, has become more intense, etc..).
* Quantitative baseline data included.
* Graph of the baseline data included.
* Stated antecedents likely to trigger/precede problem behavior.
* The stated antecedents are not the behavior of the client.
* The stated antecedents are observable and measurable.
* Stated the consequences likely to support/follow the problem behavior.
* The stated consequences are not the behavior of the client.
* The stated consequences are observable and measurable (unless specific to behaviors maintained by automatic reinforcement, in which case the behavior should be described as a change within the skin).
* Stated the hypothesized function the behavior serves for the client.

*Functional Assessment for Behavior Two (14 components)*

* Stated functional assessment tool(s) used.
* Named an observable and measurable behavior.
* Operational definition of the behavior is clear, concise, and in-line with ABA terminology.
* Information on the length of time that the behavior has been happening (e.g., a week, a month, etc..) is provided.
* Information on historical changes in the severity of the behavior is provided (e.g., used to happen more or less, has become more intense, etc..).
* Quantitative baseline data included.
* Graph of the baseline data included.
* Stated antecedents likely to trigger/precede problem behavior.
* The stated antecedents are not the behavior of the client.
* The stated antecedents are observable and measurable.
* Stated the consequences likely to support/follow the problem behavior.
* The stated consequences are not the behavior of the client.
* The stated consequences are observable and measurable (unless specific to behaviors maintained by automatic reinforcement, in which case the behavior should be described as a change within the skin).
* Stated the hypothesized function the behavior serves for the client.

**Section Three (intervention planning/program development components, 30 in total)**

*Intervention Strategies for Behavior One (11 components)*

* Named at least one ABA-based antecedent strategy.
* Described at least one ABA-based antecedent strategy in technological detail.
* Named at least one ABA-based consequence strategy.
* Described at least one ABA-based consequence strategy in technological detail.
* Named one functionally equivalent replacement behavior.
* Included one goal related to decreasing the challenging behavior or increasing the functionally equivalent replacement behavior.
* The included goal states the behavior targeted for change (increase or decrease).
* The included goal states the criteria for change.
* The included goal is reasonable in regard to the baseline data presented on the targeted behavior or objectives are included to break down the goal into needed successive approximations.
* A plan for ongoing data collection and analysis specific to the target behavior is included.
* A brief sentence or two about the plan for generalization or maintenance is included.

*Intervention Strategies for Behavior Two (11 components)*

* Named at least one ABA-based antecedent strategy.
* Described at least one ABA-based antecedent strategy in technological detail.
* Named at least one ABA-based consequence strategy.
* Described at least one ABA-based consequence strategy in technological detail.
* Named one functionally equivalent replacement behavior.
* Included one goal related to decreasing the challenging behavior or increasing the functionally equivalent replacement behavior.
* The included goal states the behavior targeted for change (increase or decrease).
* The included goal states the criteria for change.
* The included goal is reasonable in regard to the baseline data presented on the targeted behavior or objectives are included to break down the goal into needed successive approximations.
* A plan for ongoing data collection and analysis specific to the target behavior is included.
* A brief sentence or two about the plan for generalization or maintenance is included.

*Additional Skill Acquisition Targets (8 components)*

* Description of procedures for assessing skills (e.g., assessment tool used, number of assessment sessions, assessment location) is included, or a statement as to why skills were not assessed.
* Baseline data are referenced (do not need to be fully provided), or the lack of baseline data are explained.
* Skill acquisition goals which support this client’s reason for referral are included.
* All skill acquisition goals state the antecedent condition (e.g., when presented with).
* All skill acquisition goals state the behavior targeted for change (increase or decrease).
* All skill acquisition goals state the criteria for change.
* A general plan for ongoing data collection and analysis for all skill acquisition goals is included.
* A general plan for generalization/maintenance of all skill acquisition goals is included.