

Administrative Notice

Functional Behavioral Assessment (FBA) Documentation Requirements

BAS Communication Number: BAW16-10

- AUDIENCE:** Adult Autism Waiver (AAW) Behavioral Specialist Services (BSS) Providers
- PURPOSE:** To notify AAW Behavioral Specialists and their supervisors that the Bureau of Autism Services (BAS) is now expecting a synthesis of FBAs, to be maintained in the file of participants receiving BSS through the Adult Autism Waiver.

BACKGROUND AND DISCUSSION:

In Spring 2015, the BAS Clinical team reviewed a sample of FBAs and interviewed a sample of Behavioral Specialists across five provider agencies. As a result, in September 2015, a report was developed that summarized the findings across the state and highlighted recommendations and resources (see Communication BAW15-18). Included within the resources was an FBA Summary Report.

All participants who receive BSS must have evidence of a completed FBA. This documentation must be in the form of the FBA Summary Report and available for review in the participant's file during BAS' annual monitoring. In addition, BAS may request the FBA Summary Report in order to approve and authorize BSS-Plan Development.

The FBA Summary Report template is attached to this Administrative Notice. Additional Resources to support the delivery of BSS can be found on the BAS online training platform at <http://bastraining.tiu11.org/>.

If you have any questions, please contact BAS at ra-basprovidersupprt@pa.gov.