FBA Referral Triage Worksheet

Prioritize the start-of-year referral queue by safety, timeline, and intensity

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Complete one row per referral, then work the queue top-down: safety first, legal timelines second, intensity third. Revisit weekly — triage is a standing routine, not a one-time sort.

Priority Rubric

Priority	Criteria	Action window
1 - Safety	Injury to self/others, elopement, crisis-team involvement	Immediate
2 - Timeline	Legal/IEP deadline, discipline placement change, carryover	This week
3 - Intensity	Escalating rate/duration, multiple settings, Tier 2 failed	This month
4 - Monitor	Single setting, stable, Tier 2 not yet exhausted	Consult first

Referral Snapshot

Student initials / grade / referral date _____

Target behavior (operational definition) _____

Priority level (1-4) and why _____

Assessment Path Decision

Start indirect-first when:

- Behavior is low-rate or unpredictable (interviews and rating scales cast a wider net)
- The referral question is still vague ("he is disruptive")

Start direct-observation-first when:

- Behavior is frequent and predictable enough to see in 2-3 observations
- Indirect data already converge on a likely function worth confirming

Delegation Plan

Who collects ABC / frequency data daily _____

Training or coaching they need first _____

Review cadence (when do we look at the data together?) _____

Delegate collection, never interpretation. Classroom teams gather the data; function hypotheses and BIP decisions stay with the qualified evaluator and the team.

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Referral queue notes (carryover cases, staffing constraints, follow-ups)

Run the whole FBA in Classroom Pulse

Structured interviews, MAS/FAST/QABF with multi-rater agreement, ABC data, and function-based BIP drafting in one place.

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