

DOCUMENT CHECKLIST FOR BASIS MEETINGS

All documentation must be submitted by the end of the BASIS meeting. See below for documentation that may pertain to this assessment.

<input type="checkbox"/> Behavior Tracking Required	Submit Tracking from all providers. Tracking runs from the day following previous assessment to day before current assessment. Tracking form must include person's name, date and provider . If missing dates are due to extenuating circumstances please include dates and reasons for missing tracking. Extenuating circumstances include: Hospitalizations, extended vacations from day/residential providers, camps, or time away from paid providers – <i>not to include weekend visits to parent's house</i> .
<input type="checkbox"/> New Diagnosis <i>If applicable</i>	Submit medical documentation that shows a list of all new diagnosis/medical conditions for the person served.
<input type="checkbox"/> Seizure Tracking Form(s) <i>If applicable</i>	Submit tracking since the last BASIS was held. Written tracking can be submitted in any form as long as dates are included. <ul style="list-style-type: none"> o If the person has daily seizures then medical documentation from a physician, which states the person has daily seizure activity and the type of seizure(s) may be submitted.
<input type="checkbox"/> Prescribed Medications <i>If applicable</i>	Submit a current list of all daily medications including injections and/or prescribed topical creams and approved dental rinses and toothpastes.
<input type="checkbox"/> Special Diet <i>If applicable</i>	Submit a copy of the prescribed specialized diet signed by a physician and dated within the last two years.
<input type="checkbox"/> Individualized Education Plan <i>If applicable</i>	Submit a copy if the IEP is currently in use. Must include BIP if place in school.
<input type="checkbox"/> Person Centered Support Plan (PCSP)	Submit <i>upon request</i> .
<input type="checkbox"/> Behavior Intervention Plan (BIP)/Behavior Support Plan (BSP) <i>If applicable</i>	Submit a copy. In order to capture a BIP on the functional assessment, it must be written and include the 4 required conditions. It may be part of another plan – PCSP or Individual Education Plan (IEP) – but it must contain all 4 conditions. <ol style="list-style-type: none"> 1. Clear definition of the behavior(s). This statement should be very detailed and specific to the person and what behavior(s) is being exhibited. <i>Simply stating a category from the functional assessment does not meet this condition.</i> 2. Clear definition of staff support strategies. This statement should be a comprehensive list of interventions and include, but not be limited to, strategies to prevent the behavior, warning signs, specific supports to be provided when the behavior occurs, and responses to the behavior. 3. Collection of information as to the frequency and severity of behaviors. Behavior tracking methodology is outlined. Must be written and reported on daily. 4. Supports are specific to the person. All elements of the plan are detailed and specific to the individual and beyond standard teaching and guidance that is part of quality service provision. <i>Simply stating prompting or redirection is not specific or beyond typical expectations of program staff.</i>
<input type="checkbox"/> Time Out Tracking <i>If applicable</i>	If someone has a BIP/BSP and time out is reported – submit a copy of Time Out tracking to the assessor. Must be used a minimum of one time per week for this category to count.
<input type="checkbox"/> Special Health Care Procedures <i>If applicable</i>	For weighted bowls and utensils – must have a copy of physician order to count.