Instructions for Completing the Functional Assessment Observation Form

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This form is meant to be completed as the behavior is occurring.

Information the Functional Assessment Observation Form Provides

- The frequency of a behavior
- When and where the behavior occurs
- When and where the behavior does not occur
- Consequences of the behavior
- The perceived function(s) of the behavior

Instructions

1. Enter the name of the student being observed.

2. Enter the starting and ending dates of the observation period. Collect data for a minimum of 2 days or until 10-15 occurrences of the behavior have been observed.

3. Under Time, indicate the time periods when observations will take place. Time can be indicated in various ways including hours of the school day (e.g., 8:00, 9:00, 10:00, etc.) or as time intervals (8:30-8:45, 10:00-10:15, 2:30-2:45, etc.). Data should be collected during all relevant time periods during a student’s day.

4. Under Behaviors, list the target behaviors under observation (e.g., throwing, crying, hitting, slapping (others), spitting, etc.).

5. Under Predictors, list important environmental settings events of the behavior. Predictors include activities (e.g., snack time, circle time, lunch, P.E.), locations (classroom.), conditions (excessive noise), and people (staff persons, other students) with which the behavior is associated. “Such events typically are present or occur prior to or concurrent with the behavior” (O’Neill, Horner, Albin, Storey, & Sprague, 1990, p. 28).

6. Under Perceived Functions, identify what appears to be the apparent function of the behavior.

7. Under Actual Consequences, list the consequences of the behavior (e.g., ignored, blocked/redirected, restrained, put in time out).
8. Under Comments, write any relevant comments regarding things that happened during that observation period. This space is also used for the observer to date and initial instances when observation occurred but no target behaviors were observed.

9. Cross off numbers at the bottom of the form to indicate the number of occurrences of a behavior when more than a single day’s data are recorded on the observation form. This section reveals patterns of behavior by showing links between behaviors, environmental events, functions, and consequences.

Reference