

# FBA DATA COLLECTION TOOLKIT

## User Guide

New Jersey Department of Education  
DIVISION OF EDUCATIONAL SERVICES, Office of Special Education

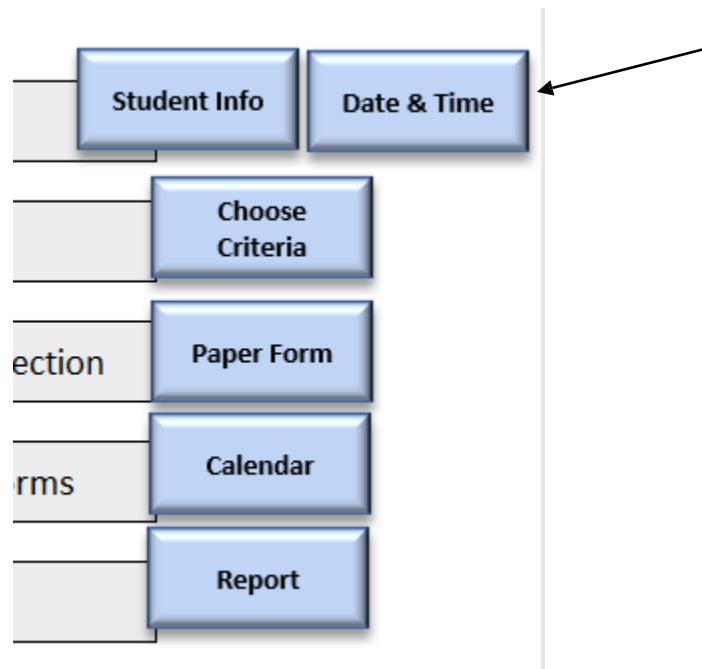


## Accessing and Downloading FBA Data Collection Toolkit Excel Workbook

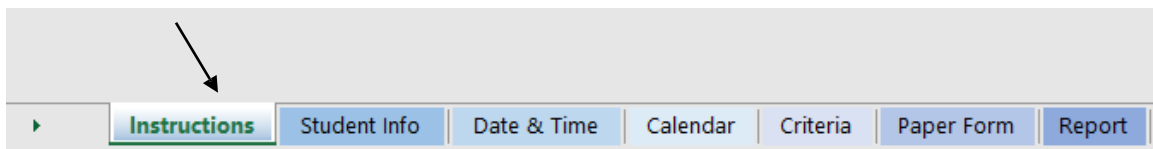
1. You must have Microsoft Excel to run this program.
2. Click link for FBA Data Collection Toolkit and click “*Save Target As*” and download the file on your desktop or laptop.
3. Open FBA Data Collection Toolkit from your desktop or laptop
  - a. Click Enable Macros (you may have to change your security settings).
  - b. If you still have trouble or don't get a pop-up that says “enable macros” try these two tricks depending on which version of Excel you have:
    - **Excel 2000**
      - Start Microsoft Excel.
      - Click on **Tools**, highlight **Macro** and click on **Security**.
      - Click on either **Medium** or **High** to select it.
      - Click on **OK**.
      - Click on **OK** again to close out of the options menu.
    - **Excel 2002 (XP) / 2003**
      - Start Excel.
      - Click on **Tools** and select **Options**.
      - Select the **Security** tab and click on the **Macro Security** button.
      - Click on either **Medium** or **High** to select it.
      - Click on **OK**.
      - Click on **OK** again to close out of the options menu.

## Navigating the FBA Data Collection Toolkit

1. There are two ways to navigate the toolkit.
  - a. Buttons
    - i. Each page of the toolkit has active navigation buttons that, when clicked with your mouse, direct you to the corresponding page. The active buttons are **blue**, Figure 1.
  - b. Tabs
    - i. Tabs at the bottom of the Excel workbook can be clicked, and they will populate the corresponding page, Figure 2.



**Figure 1.** Active navigation buttons that when clicked with your mouse will bring the user to the corresponding page.



**Figure 2.** Tabs located at the bottom of the excel workbook. When clicked the tabs will bring the user to the corresponding page.

## Inputting Data into the FBA Data Collection Toolkit

Start on the “**Instructions**” page and follow Steps 1-5 by using the active navigation buttons.

### Step 1: Enter Information About the Student

1. On the “Instructions” page click on “Student Info” navigation button.
2. Fill in by typing the student information in the yellow boxes, Figure 3.
  - a. Student First Name and Last Name
  - b. School Name
  - c. Teacher First Name/Initial and Last Name
  - d. Person Responsible for Data Collection (First/Last Name)
  - e. Grade
  - f. Gender – use the arrow at the bottom right corner of box to drop down options.
3. Using the blue navigation button either return to the “Instructions” page or click on “Next: Data & Time”.
4. Fill in “Date & Time” by typing in the yellow boxes, Figure 4.
5. Using the blue navigation button either return to the “Instructions” page or click on the “Next: Choose Criteria”).

### Student Information

Student Name:	<input type="text"/>	<input type="text"/>	Grade:	<input type="text"/>
	<small>First Name</small>	<small>Last Name</small>		
School Name:	<input type="text"/>		Gender:	<input type="text"/>
Teacher Name:	<input type="text"/>	<input type="text"/>		
	<small>First Name/Initial</small>	<small>Last Name</small>		
Person Responsible for Data Collection:	<input type="text"/>	<input type="text"/>		
	<small>First Name/Initial</small>	<small>Last Name</small>		

Figure 3. Student Information screenshot.

## Date & Time

**Instructions:** Data must be collected consistently for 3-15 days depending on results.  
Enter the time of the school day OR observation time frame (e.g., 8:00-3:00 or 10:00-12:00)

<b>Start Time</b>	to	<b>End Time</b>	Enter AM or PM
<input type="text"/>		<input type="text"/>	
<b>Enter the date you will start data collection</b>			
Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Month</small>	<small>Day</small>	<small>Year</small>
<b>School Year</b>	<input type="text"/>	to	<input type="text"/>

Figure 4. Data and Time screenshot

## Step 2: Select Criteria for Reporting Behaviors

1. On the “Instructions” page click on “Choose Criteria” navigation button.
2. Under each column (Setting, Antecedent Events, Behavior, and Consequences) users will delete the pre-input information and revise/update the information that is specific and individualized per the student, Figure 5.
  - a. **Setting:** fill in the different periods of the day with subjects and areas of the school community (e.g., Playground, centers, transitions to/from bus, music class, etc.).
  - b. **Antecedent Events:** fill in the different antecedents (those events that occur right before the behavior occurs) that are individualized per the student (e.g., given an instruction, waiting to transition, teacher attention given to another student, etc.).
  - c. **Behavior:** fill in the 1-3 behaviors that the student is exhibiting, and data is going to be collected on.
  - d. **Consequences:** fill in the different consequences (those events that occur right after the behavior occurs) that are individualized per the student (e.g., ignored, redirected, sensory input, etc.).
3. Using the blue navigation button either return to the “Instructions” page or click on the “Next: Calendar).
  - a. Users also have the option to print the “Paper Form” which will be the data collection form.

# Criteria

Setting (Context)		Antecedent Events		Behavior		Consequences	
A	Transition	A	Transition	A	Elopement	A	Choice Given
B	Morning Routine	B	Denied access ('No')	B	Tantrum	B	Ignored
C	Group Work	C	Instruction/ Directions	C	SIB	C	Redirection
D	Ind. Seat/Work Time	D	New Task	*Label the Beh.		D	Kept the demand
E	Language Arts	E	Tcher attn to other			E	Changed activity
F	Mathematics	F	Choice given			F	Verbal reprimand
G	Physical Education	G	Redirection			G	Told to wait
H	Music/Art	H	Routine Task			H	Physical Prompt
I	Speech	I	Waiting			I	Verbal prompt
J	OT/PT	J	Unknown			J	Told to wait
K	Center	K	Ignored			K	Unknown
L	Other	L	Other			L	Other

**Instructions:** You will change these to match your situation. Simply click on the row and type new criteria.

Instructions

Next:  
Calendar

PRINT  
Paper Form

To enter data, go to Calendar

Print off paper form and give  
to all staff working with student.

**Figure 5.** Criteria screenshot demonstrating the pre-filled in information that is customizable per individual student.

### Step 3: Print Data Collection Forms and Begin Data Collection

1. On the “Instructions” page click on “Paper Form” navigation button.
2. Information typed from the “Student Info” and “Choose Criteria” pages will be populated on the FBA Data Collection Form, Figure 6.
3. Print this 1-page data collection form and photocopy if need be.
  - a. Note: The paper form cannot be edited. Whatever information is typed in the “Student Info” and “Criteria” tabs will be populated onto this tab.
4. **Filling out the Form**
  - a. Using the letters from the legend under each column fill out the information in the data collection form per instance of behavior on the 2<sup>nd</sup> half of the form.

## FBA Data Collection Form

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Setting (Context)	Antecedent Events	Behavior	Consequences
A Transition	A Transition	A Elopement	A Choice Given
B Morning Routine	B Denied access (No)	B Tantrum	B Ignored
C Group Work	C Instruction/ Directions	C SIB	C Redirection
D Ind. Seat/Work Time	D New Task		D Kept the demand
E Language Arts	E Tcher attn to other		E Changed activity
F Mathematics	F Choice given		F Verbal reprimand
G Physical Education	G Redirection		G Told to wait
H Music/Art	H Routine Task		H Physical Prompt
I Speech	I Waiting		I Verbal prompt
J OT/PT	J Unknown		J Told to wait
K Center	K Ignored		K Unknown
L Other	L Other		L Other

**Instructions:**  
Fill in the letter corresponding to each event below.

Date	Start Time	End Time	Setting	Antecedent	Behavior	Consequences
Dec 20	8:15 AM	8:23 AM	A	A	B	C

Figure 6. Paper form print out for data collection.

#### Step 4. Go to Calendar and Input Data From Paper Forms

1. On the “Instructions” page click on “Calendar” navigation button.
2. To input data from the paper form, Figure 7:
  - a. Click on the date from the calendar that corresponds to the date the data was taken on.
  - b. If there was no behavior that day click the “No Behavior” box under the corresponding date.
    - i. **Note:** The dates will be pre-filled in from the information users filled in on the “Date & Time” tab. Calendar page cannot be edited.
    - ii. **Note:** Users must click on the day of the week from the calendar page as those pages are linked directly to days of the week. Failure to use the calendar page will result in accurate data.

**Instructions**

# Calendar

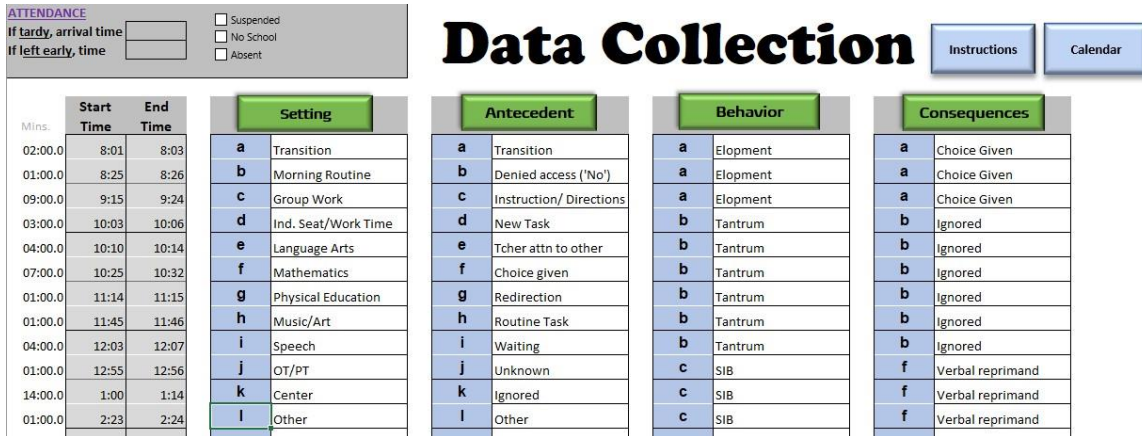
*November 2021*

Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">01</a> <input type="checkbox"/> No Behavior	<a href="#">02</a> <input type="checkbox"/> No Behavior	<a href="#">03</a> <input type="checkbox"/> No Behavior	<a href="#">04</a> <input checked="" type="checkbox"/> No Behavior	<a href="#">05</a> <input type="checkbox"/> No Behavior
<a href="#">08</a> <input type="checkbox"/> No Behavior	<a href="#">09</a> <input type="checkbox"/> No Behavior	<a href="#">10</a> <input type="checkbox"/> No Behavior	<a href="#">11</a> <input type="checkbox"/> No Behavior	<a href="#">12</a> <input type="checkbox"/> No Behavior
<a href="#">15</a> <input type="checkbox"/> No Behavior	<a href="#">16</a> <input type="checkbox"/> No Behavior	<a href="#">17</a> <input type="checkbox"/> No Behavior	<a href="#">18</a> <input type="checkbox"/> No Behavior	<a href="#">19</a> <input type="checkbox"/> No Behavior
<a href="#">22</a> <input type="checkbox"/> No Behavior	<a href="#">23</a> <input type="checkbox"/> No Behavior	<a href="#">24</a> <input type="checkbox"/> No Behavior	<a href="#">25</a> <input type="checkbox"/> No Behavior	<a href="#">26</a> <input type="checkbox"/> No Behavior
<a href="#">29</a> <input type="checkbox"/> No Behavior	<a href="#">30</a> <input type="checkbox"/> No Behavior	<input type="checkbox"/> No Behavior	<input type="checkbox"/> No Behavior	<input type="checkbox"/> No Behavior
<input type="checkbox"/> No Behavior	<input type="checkbox"/> No Behavior	<input type="checkbox"/> No Behavior		

**Instructions:** To input data click on the number corresponding to the day of the week. This will take you to the calendar day data input form for that specific date. **DO NOT click on the yellow tabs in**  
Example, if you start data collection on Tues. Oct 6 then click on 06 to begin data collection.  
**\*If no behaviors occurred that day, then check the box "No Behavior" and do not enter data.**

**Figure 7.** Screenshot of the calendar. The blue dates are linked to the data collection input pages.

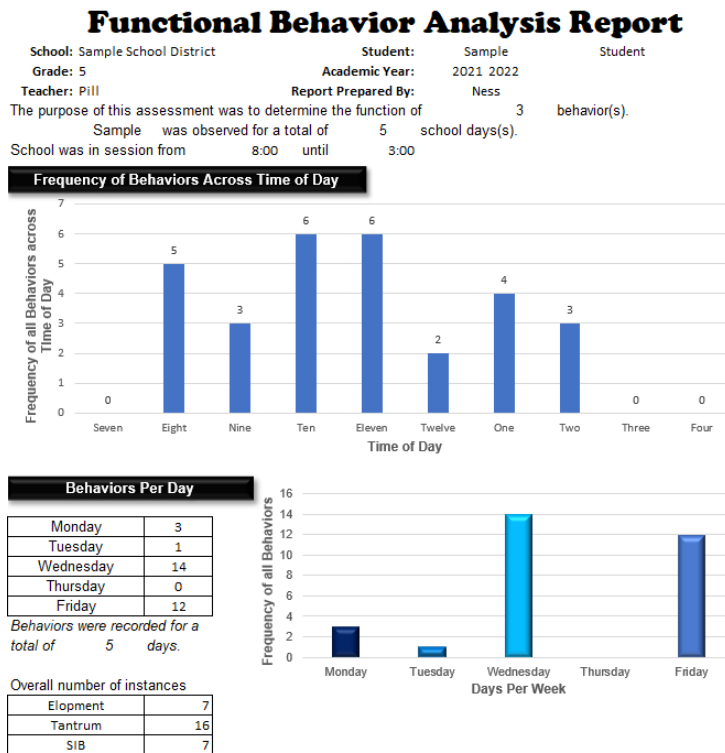
3. Transfer the data from the paper form to the corresponding data collection page, Figure 8. This can be done daily or at the conclusion of the data collection period.
  - a. Click the top left boxes if the student was *suspended, No School, or Absent*, on that data collection day. Also, if the student was tardy or left early record when they arrived to school or left early.
  - b. There must be a space between the time and the AM or PM (8:23AM will not work but 8:23 AM will).
  - c. **Note:** One data tab is per 1 day of school. Use the “Calendar” tab to navigate to the different days of the week.



**Figure 8.** Example of data transferred from the paper form into the Excel Workbook for 1-day only.

### Step 5: Print Report

1. On the “Instructions” page click on “Report” navigation button.
2. Information from the data collection and information tabs will automatically populate into the report, Figure 9.
3. Print the report for analysis and review.



**Figure 9.** Example of the first page of the FBA Analysis Report.