

## Behavior Advantage Training Module: Simple BIP

Task	How	Details
1. Log In	Enter credentials in Behavior Advantage login screen	Login information was sent to you. Check junk folder or click <a href="#">Forgot My Password</a> .
2. Create New Student	Click "Create New Student" button in the top right of the student list box	Name: Peter Pan or Your Name DOB: 6-18-2010 Gender: Male Grade Level: 12 School: Any school on your list Contributors: Team members
3. Start Simple BIP	Click the Student Actions button next to Student Name and select "Start Simple BIP"	Here is also where you would Start a FBA with BIP
4. Enter Basic Info	Give the Simple BIP a Report Name (Note: this is the only Required field). Enter any additional information on this page, such as a <a href="#">Reason for Referral</a> , Contributors, etc. and then click Save.	Notes: Additional Contributor fields will populate after clicking Save. Adjust any Student Information on the table at the bottom for this specific report.
5. Enter Target Behaviors and Operational Definition	Click " <a href="#">Target Behaviors</a> " on the left side of the box. From here, you can search for Target Behaviors and write your definition or create your own target behavior name using the yellow "Custom" row at the bottom. Save	<a href="#">Operational Description</a> : Should be defined in specific, observable, and measurable terms <a href="#">Enable Grouping</a> : Multiple target behaviors can be selected and grouped together using Enable Grouping button in the top left.
6. Select Target Behavior and click on "Prevention Strategies" to develop antecedent strategies.	To view the behaviors that have been entered, click the blue box "Behavior" in the left menu, and select the behavior you want to work in (or Grouped Target Behaviors if you Enabled Grouping). Click on the "Prevention Strategies" search bar and select from the list. Once you hit save, strategies will populate, and you can also write in specifics for that student. Save	Pick 2 matched prevention strategies and write in any specifics for the student!  Optional: Use the table below to identify Person(s) Responsible for taking the lead on implementing these Prevention Strategies
7. Select "Teaching New Skills"	Select new skills to teach and enter relevant information on how you will teach the new skills. Save	Pick 1 or 2 skills and only 1 or 2 strategies from each category and explain how these strategies will be implemented in "New Skills Details"
8. Click on "Response Strategies"	Enter the details on how these behaviors escalate using consistent trigger, initial escalation, increased escalation, and target/unsafe behavior. (Note: Only use relevant fields/rows.)  Next to each row of escalation, enter the response strategies matched to each level of escalation. Save	Select at least 1 response strategy for each step in the chain and include response details to support consistent implementation
9. Print Report	At the bottom of the left menu, click "Reports" and select "Report" or "Implementation Checklist".	Automatically generated PDF reports can be downloaded, emailed, or printed.
10. Review strategies with team	Discuss the strategies with the team to ensure everyone understands the plan and answer any questions.	Use the Implementation Checklist to plan for material development, securing resources, and any training needs.