



## **Functional Behavioral Assessment (FBA) Documentation Requirements for the Adult Autism Waiver (AAW) and Adult Community Autism Program (ACAP)**

### **ODP Announcement 25-049**

#### **AUDIENCE:**

Adult Autism Waiver (AAW) and Adult Community Autism Program (ACAP) Behavioral Specialist Services (BSS) Providers

#### **PURPOSE:**

To notify AAW and ACAP Behavioral Specialists and their supervisors that the Office of Developmental Programs (ODP), Bureau of Supports for Autism and Special Populations (BSASP) is expecting a synthesis of FBAs in the form of the ODP BSASP FBA Summary Report, to be maintained in the file of participants receiving Behavioral Specialist Services (BSS) through the AAW and ACAP and submitted as part of the Behavioral Specialist Plan review process.

#### **DISCUSSION:**

All participants in AAW and ACAP receiving Behavioral Specialist Services (BSS) must have documentation of a completed Functional Behavioral Assessment (FBA). This documentation must be in the form of the FBA Summary Report. The report must be

maintained in the participant's file and available for review to approve and authorize BSS Plan Development, during ODP BSASP's annual monitoring, and/or as requested by BSASP.

The template for the *FBA Summary Report* is attached to this Administrative Notice and can also be found [at this link](#). Agencies may customize this template to include their logo or additional information; however, no required content may be removed. All sections of the template are essential to meeting the FBA requirements.

Additional Resources to support the development of the FBA Summary Report and delivery of BSS are available on the ODP BSASP's [Functional Behavioral Assessment Training page](#), the [Behavioral Support Training page](#), and the BSASP [ACAP](#) and [AAW](#) Resource pages on MyODP.

**CONTACT:**

For questions or further assistance, please contact ODP BSASP at [ra-basprovidersupprt@pa.gov](mailto:ra-basprovidersupprt@pa.gov).

**ATTACHMENT:**

- FBA Summary Report Template Blank with Guidance