**BCAF Documents Guidance Page**

**We have posted the following documents:**

1. A PDF version of the BCAF
2. An Excel Spreadsheet containing the BCAF that automatically graphs and summarizes the results
3. A PDF of our presentation. From ABAI in Denver 2017

**The PDF copy of the BCAF**: Here is a printable version of the BCAF. You can use this to have staff collect BCAF data that will later be transferred to the “Analysis” tab of the excel file.

**The Excel version of the BCAF**: Within the attached Excel document, you will find on the bottom left, four tabs. Each tab has a separate document.

1. The “Data Sheet” tab: Here you will find a printable version of the BCAF. You can use this to have staff collect BCAF data that will later be transferred to the “Analysis” tab.
2. The “Analysis” tab: This is the electronic version of the BCAF. Entering data into this tab will result in the data being automatically graphed and summarized for you. The graphs and summaries are on their own tabs (see below).
3. The “Graphs” tab: Several graphs are generated from the data entered into the Analysis data tab.
   1. The first graph that is generated specifies the percentage of the total occurrences where each of the four functions was noted to occur
   2. Additional graphs note (by function category) the percentage of responses in that subcategory that fall into futher sub categories.
4. The “Summary Data” tab: Provides a summarized data table of the BCAF results by function category.

**Please remember that the BCAF is a Hypothesis generating tool, which identifies possible function that should be experimentally confirmed or disconfirmed (see presentation for examples of procedures for conduction such tests) before a plan based upon function is written.**

**How to Use the BCAF:**

1. Print document and fill out while in environment in which behavior occurs

* Fill in Target behavior and Operationally Define with observable and measurable criteria
* For each occurrence of the target behavior place a checkmark in all categorizes that actually occurred following the occurrence of that instance of the target behavior. All other boxes leave blank. Repeat this for each instance of the target behavior. We suggest that you collect a minimum of 20 occurrences, but the most important factor to consider is that the data be representative of what actually typically occurs following occurrences of the problem behavior. If the data collected are unrepresentative of what typically occurs, your conclusions will likely be faulty.

1. Open analysis excel sheet and input data from observation

* In the Analysis sheet along the top under instances of behavior check (Yes) for all columns you will be filling in with an instance of behavior. If ten instances occurred you will check (Yes) for the first ten columns. All other columns should be marked (no)
* For each occurrence of the target behavior place a checkmark in all categorizes that actually occurred following the occurrence of that instance of the target behavior. All other boxes leave blank.

1. If the Analysis form is filled in accurately it should generate an accurate visual depiction of the graphs on the Graphs Excel sheet.