

Revised 2011

Instructions for “BICM by Challenge”

Thank you for your interest in obtaining certification by the Ventura County SELPA as a Behavior Intervention Case Manager. It is assumed that you bring a strong background in training and experience in the principles of Positive Behavior analysis, planning and implementation.

This process is open book, open note, and not timed, but it is imperative that all work submitted be your own. The Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP) may be “real” ones that you have developed for an actual student, or a “made up” student, but it is important that you have done the work yourself, and that everything be submitted on the Ventura County SELPA approved forms.

You are welcome to purchase or download from our website the following documents: Behavior Interventions for Special Education Students, and Behavior Intervention Case Manager Manual. Both of these documents would be important to review before taking the exam, and you are welcome to refer to them while taking it. All forms referred to may be found on our website under SESP and Survival Guide - (IEP Forms.) The FAA and BIP are found under “Serious Behavior” and the Annual Goals page is under “Basic IEP.”

Here are the items which you must submit:

- 1) Completed exam. Requires a passing grade of at least 80.
- 2) Completed FAA. Must be on the Ventura County SELPA form.
- 3) Ecological Inventory tools – Completed tools which provide information about:
 - Communicative Function
 - Reinforcement
 - Quality of Life
- 4) Completed BIP which correlates to the FAA, on Ventura County SELPA form.
- 5) Annual Goals page, indicating goals for both the reduction of the problem behavior, as well as the increase of the replacement behavior.

In the Ventura County SELPA, the Annual Goal page must include these elements:

“Description including Baseline Data”-

- *Progress on last year’s goal in this area or reason for goal*
- *Measurable description of behavior*
- *Current baseline for behavior including accuracy (how much), consistency (how long) and how measured.*

“Annual Goal”-

- *By (date)*
- *Setting/factors (in which the behavior will be measured)*
- *Student name*
- *Measurable description of behavior (must match baseline)*
- *Accuracy (How much or how well)*
- *Consistency (How long)*
- *Measurement tool*

- 5) Data Collection Sheets for all elements indicated on the data collection page. These can be informal, “scratch” copies or tools that are already developed by others. Be sure to develop for all areas you intend to measure, including “use of interventions.” It is ok to use one sheet that measures several different factors, but what is critical is that you submit a tool for all areas that are indicated for measurement. Be sure to note the factor being measured and how it will be measured on the tool (ie, dates, etc.)