



# Completing a BIP in SESIS as Part of an Annual Review

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## Introduction

This training guide provides step-by-step instructions for completing a *Behavioral Intervention Plan (BIP)* during an Annual Review for a student with a previously completed *Functional Behavioral Assessment (FBA)*, including a workaround for proceeding if the system does not recognize the existing FBA in SESIS. The process includes completing the external required forms before faxing or scanning them into SESIS:

- New York State Education Department (NYSED) Considerations for Positive Behavioral Supports
- New York State Education Department (NYSED) Functional Behavioral Assessment (if not completed previously)
- New York State Education Department (NYSED) Behavioral Intervention Plan

An FBA for a student with a disability is an evaluation requiring written parental consent. Suppose a student is identified as needing an FBA for the first time during an Annual Review. In that case, the student should instead be referred for a reevaluation, and the BIP cannot be added to the IEP until after the FBA is completed.

**Note:** All FBA/BIP forms are on the [Quality IEP Development SharePoint site](#) and [Standard Operating Procedures Manual \(SOPM\)](#).

Considerations for Positive Behavioral Supports	Functional Behavioral Assessment (If the System Does Not Recognize an Existing FBA)	Behavioral Intervention Plan
<ol style="list-style-type: none"> <li>1. Complete section 1 of the Considerations for Positive Behavioral Supports form</li> <li>2. Create Document Related to IEP</li> <li>3. Fax or scan the completed form into SESIS </li> <li>4. Finalize the document related to IEP  <ol style="list-style-type: none"> <li>a. If an FBA is recommended, include it as a required assessment during the evaluation phase</li> <li>b. If an FBA is not recommended, log an event in SESIS to describe the decision not to include an FBA during an evaluation</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Create the Functional Behavior Assessment and add it to the Assessment Planning document</li> <li>2. Create and finalize the SESIS Functional Behavior Assessment document</li> <li>3. Create a Document Related to Assessment</li> <li>4. Fax or scan the completed NYSED FBA form into SESIS</li> <li>5. Finalize the Document Related to Assessment </li> </ol>	<ol style="list-style-type: none"> <li>1. Complete section 2 of the NYSED Considerations for Positive Behavioral Supports form</li> <li>2. If a BIP is needed, complete the external NYSED Behavioral Intervention Plan form and the Behavioral Intervention Plan section of the student's draft IEP</li> <li>3. Create a Document Related to IEP</li> <li>4. Fax or scan the completed NYSED BIP form into SESIS </li> <li>5. Finalize the document related to IEP </li> </ol>

## Best Practice

Adherence to the best practices stated below for faxing or scanning external forms into SESIS provides consistency for all student records.

- When faxing or scanning in the *Considerations for Positive Behavioral Supports* form, select the *Documents Related to IEP* template and enter a *Label/Comment* of "Considerations for Positive Behavioral Supports."
- When faxing or scanning the *NYSED FBA* form, select the *Documents Related to Assessment* template and enter a *Label/Comment* of "FBA - mm/dd/yy."
- When faxing or scanning in the *NYSED BIP* form, select the *Documents Related to IEP* template and enter a *Label/Comment* of "BIP - mm/dd/yy."

## Assumptions for this Training Guide

Part 1 of the *Considerations for Positive Behavioral Supports* form was completed, and it was determined that an FBA must be conducted or updated.

Part 2 of the *Considerations for Positive Behavioral Supports* form was completed, and it was determined that a BIP must be developed.

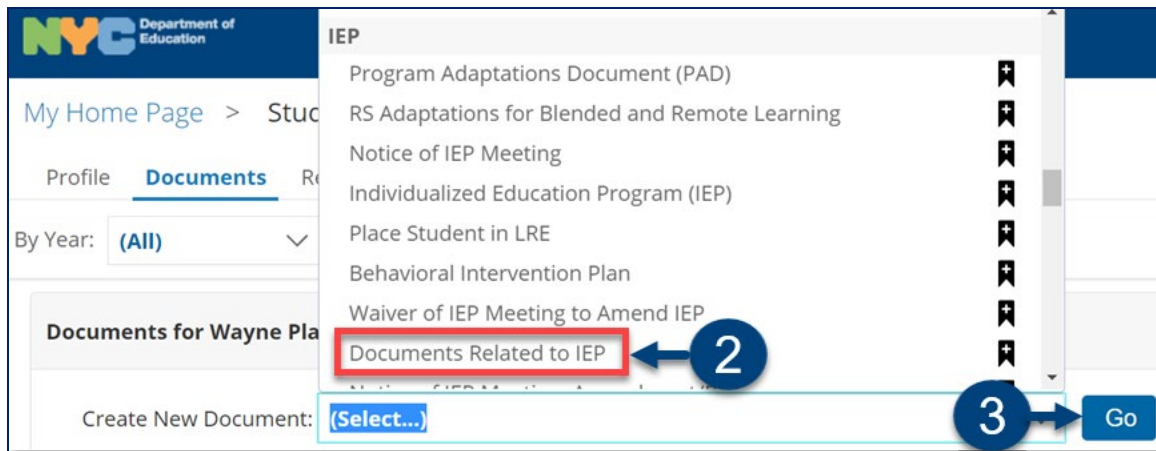
## Completing the Considerations for Positive Behavioral Supports Form

1. Complete the external *Considerations for Positive Behavioral Supports* form at the CSE/IEP meeting.

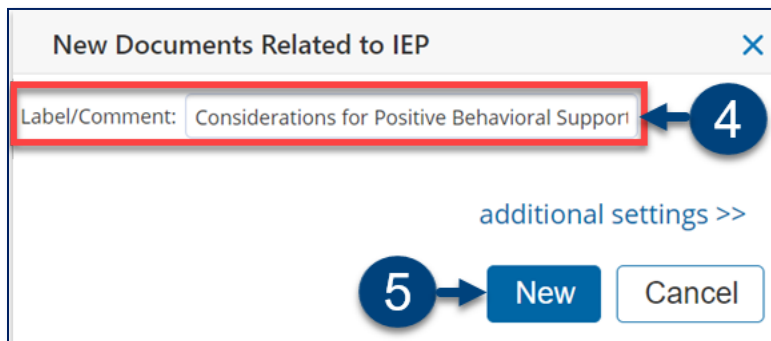
**Note:** All FBA/BIP forms are on the [Quality IEP Development SharePoint site](#) and [Standard Operating Procedures Manual \(SOPM\)](#).

**Note:** [Part 1](#) of the *Considerations for Positive Behavioral Supports* form must be completed before the team considers an FBA. If it is determined that an FBA is not needed due to completing this form, log an event in SESIS to document that decision.

2. From the *Create New Document* dropdown menu, select **Documents Related to IEP**.
3. Click **Go**.



4. Type **Considerations for Positive Behavioral Supports** in the *Label/Comment* field.
5. Click **New**.



## Faxing or Scanning the Considerations for Positive Behavioral Supports Form

Follow the steps to create and print the **SE SIS Fax Coversheet** for the completed *Considerations for Positive Behavioral Supports* form.

6. Click **Print**.
7. Click **FAX Coversheet**.

Draft: Documents Related to IEP (*Considerations for Positive Behavioral Supports, 2021-22*)

Edit This Section Set Document **6** Print... Navigate To... More...

ID:	ANNPWN004
Last Name:	Place
First Name:	Wayne
Middle Name:	
Birth Date:	05/02/2014
Gender:	Male
Date Test:	
Ext DMSIEPDate Up!:	
Ext DMSIEPDate Received:	

This Section  
Selected Sections  
FAX Coversheet **7**

8. From the *Category* dropdown menu, select **Documents Related to IEP**.
9. From the *Form* dropdown menu, select **Documents Related to IEP**.
10. Use the *calendar icon* to enter the **Date Received**.
11. Click **Print** to print the *FAX Coversheet*.

Documents Related to IEP > Fax Coversheet

Instructions To Print Coversheet (Click To Show Details...)

Fax Coversheet for - Wayne Place (Documents Related to IEP)

Category: Documents Related to IEP **8**

Form: Documents Related to IEP **9**

Please input the following information:

Date Received: \*  **10**

\* Denotes a required field

**11**  
Print Cancel

12. **Fax** or **scan** the *FAX Coversheet* and the *Considerations for Positive Behavioral Supports* form into SESIS. Retain the faxed or scanned document in the student's folder for future reference.

**Note:** Alternatively, you can upload the *Considerations for Positive Behavioral Supports* from your computer directly to *Documents Related to IEP* and have it appear as an attachment. Refer to the *Uploading Documents Related to Referral, Assessment, IEP, or Placement* training guide on the [SESIS InfoHub](#).

ID:	ANNPWN004
Last Name:	Place
First Name:	Wayne
Middle Name:	
Birth Date:	05/02/2014
Gender:	Male
Date Test:	
Ext DMSIEPDate Upl:	
Ext DMSIEPDate Received:	

13. Verify the **completed Considerations for Positive Behavioral Supports document** is attached to the *Documents Related to IEP*.

Documents Related to IEP (Considerations for Positive Behavioral Supports) Draft  
Attachment: Considerations for Positive Behavioral Supports.docx

14. From the student's document tab, click **Documents Related to IEP** to open.

Documents Related to IEP (Considerations for Positive Behavioral Supports) Draft  
Attachment: Considerations for Positive Behavioral Supports.docx

15. Click **Set Document**.

16. Click **Status from Draft to Final**.

Draft: Documents Related to IEP (*Considerations for Positive Behavioral Supports, 2021-22*)

Edit This Section **Set Document...** 15 nt... ▾ Navigate To... ▾ More... ▾

Status from Draft to Review  
Status from Draft to Final 16  
Label/Comment

Last Na	
First Na	
Middle Na	
Birth Date:	05/02/2014
Gender:	Male
Date Test:	
Ext DMSIEPDate Upl:	
Ext DMSIEPDate Received:	

17. Click **Accept**.

Set Document Status: Documents Related to IEP for Wayne Place (ANNPWN004)

Change status from **Draft** to Final ▾

Comments (optional)

User IDs: Look up: Staff User ID My Messaging Groups

Send a Notification Message To

17

Accept Cancel

18. Click **OK** to finalize the document.

Change status of document to final?

18 OK Cancel

## Completing the IEP When a Behavioral Intervention Plan is Needed

**Note:** This section provides the steps for adding the BIP section to the IEP. The state-approved form must be faxed into SESIS after adding the section. Complete [Part 2](#) of the *Considerations for Positive Behavioral Supports* form before beginning the BIP.

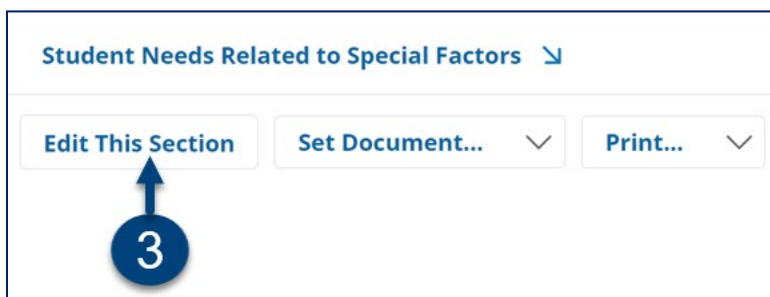
1. Navigate to the student's document tab to create or open the student's draft IEP.



2. Hover over the current IEP section and select **Student Needs Related to Special Factors** from the fly-out menu.



3. Click **Edit this Section** if the section does not open in edit mode.




4. Check **Yes** to the following question: "Does the student need strategies, including positive behavioral interventions, supports, and other strategies to address behaviors that impede the student's learning or that of others?"
5. Check **Yes** to the following question: "Does the student need a behavioral intervention plan?"
6. Enter the **rationale for a Behavior Intervention Plan (BIP)** in the required text box.

**STUDENT NEEDS RELATING TO SPECIAL FACTORS**  
 BASED ON THE IDENTIFICATION OF THE STUDENT'S NEEDS, THE COMMITTEE MUST CONSIDER WHETHER THE STUDENT NEEDS A PARTICULAR DEVICE OR SERVICE TO ADDRESS THE SPECIAL FACTORS AS INDICATED BELOW, AND IF SO, THE APPROPRIATE SECTION OF THE IEP MUST IDENTIFY THE PARTICULAR DEVICE OR SERVICE(S) NEEDED:

Does the student need strategies, including positive behavioral interventions, supports and other strategies to address behaviors that impede the student's learning or that of others?  Yes  No

Does the student need a behavioral intervention plan?  Yes  No

\* 


6

5

4


7. Complete the remainder of the section as needed, and click **Save, Done Editing**.


7


Save, Done Editing Save, Continue Editing Cancel Editing 


Skip to end of page \* Denotes a required field

8. Click the **guided action link** to complete the **BIP section** of the IEP.

Student Needs Related to Special Factors 

Save, Done Editing Save, Continue Editing Cancel Editing 

 **Section was saved, but is incomplete until the issue(s) below are addressed.**

- Click here to complete Behavior Intervention Plan (BIP)  8

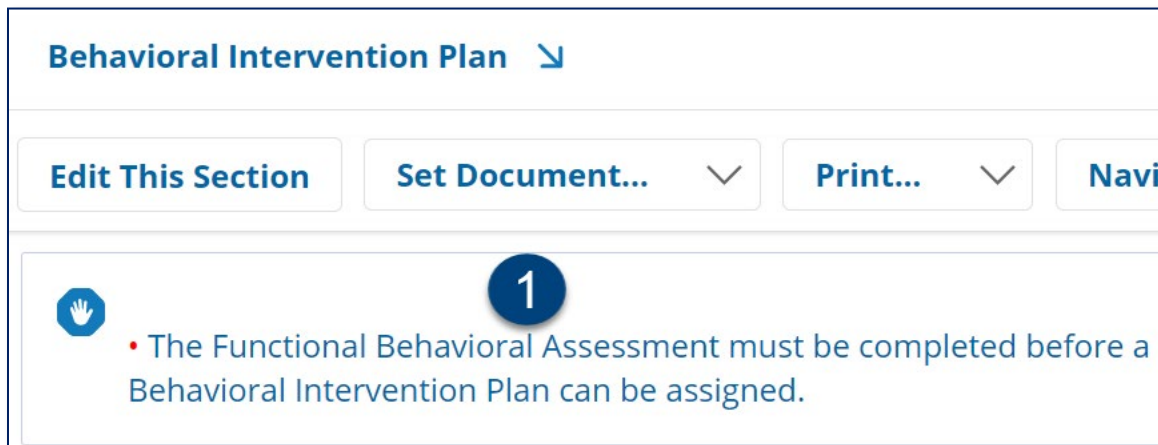


## Completing the Functional Behavioral Assessment (If the System Does Not Recognize an Existing FBA)

**Note:** If the system does not find the *Functional Behavioral Assessment* in the student's documents, a guided action will appear advising you that the *FBA* must be completed before the *BIP*. Follow the steps below if this occurs.

### Completing the SESIS Functional Behavioral Assessment Template

1. Click the **guided action link** to complete the FBA section of the IEP.



**Behavioral Intervention Plan** ▾

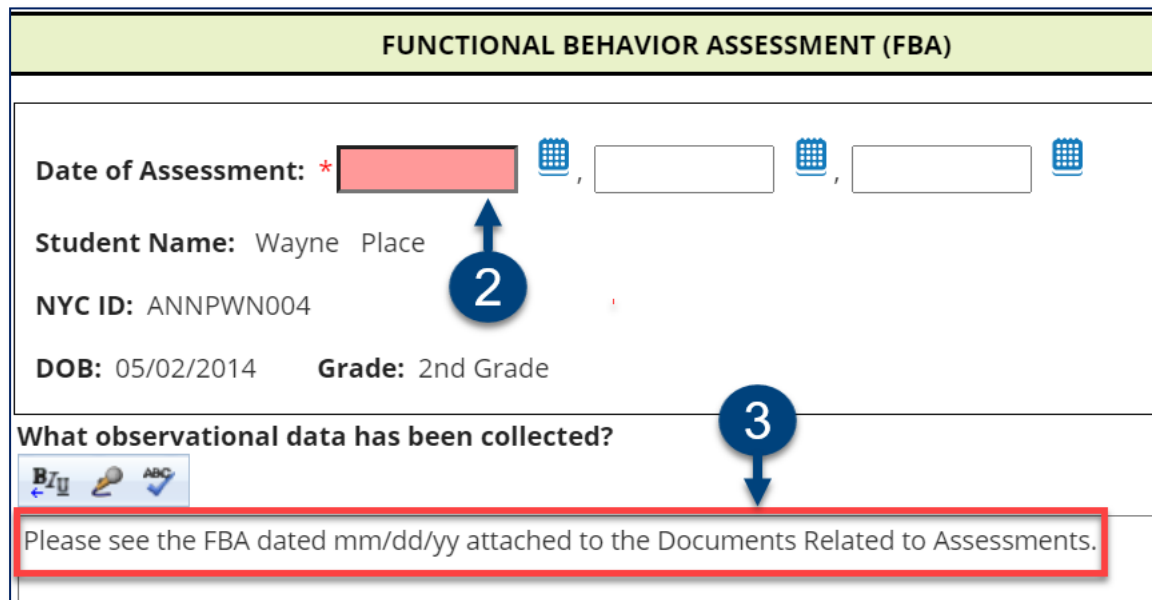
Edit This Section Set Document... ▾ Print... ▾ Navi

1




- The Functional Behavioral Assessment must be completed before a Behavioral Intervention Plan can be assigned.

2. Use the *calendar icon* to enter the **Date of Assessment**.
3. Enter **Please see the FBA dated mm/dd/yy attached to the Documents Related to Assessments** template in the body of the form.

**Note:** In the FBA form enter the date (mm/dd/yy).



**FUNCTIONAL BEHAVIOR ASSESSMENT (FBA)**




Date of Assessment: \*   ,   ,  

Student Name: Wayne Place

NYC ID: ANNPWN004


DOB: 05/02/2014 Grade: 2nd Grade

What observational data has been collected?

Please see the FBA dated mm/dd/yy attached to the Documents Related to Assessments.

- Use the *calendar icon* to enter the **Date of Report** at the bottom of the *Functional Behavioral Assessment*.

<b>Evaluator's Name:</b>	Mary Psych	<b>Telephone #:</b>	718-099-0021
<b>Discipline:</b>	School Psychologist	<b>Provider Type:</b>	DOE, 99K021: Non-Specialized Elem School
<b>Language:</b>			
<b>Date of Report:</b>	* <input type="text"/> 		

- Click **Save, Done Editing**.

5 Skip to top of page \* Denotes a required field

Save, Done Editing Save, Continue Editing Cancel Editing ABC ✓

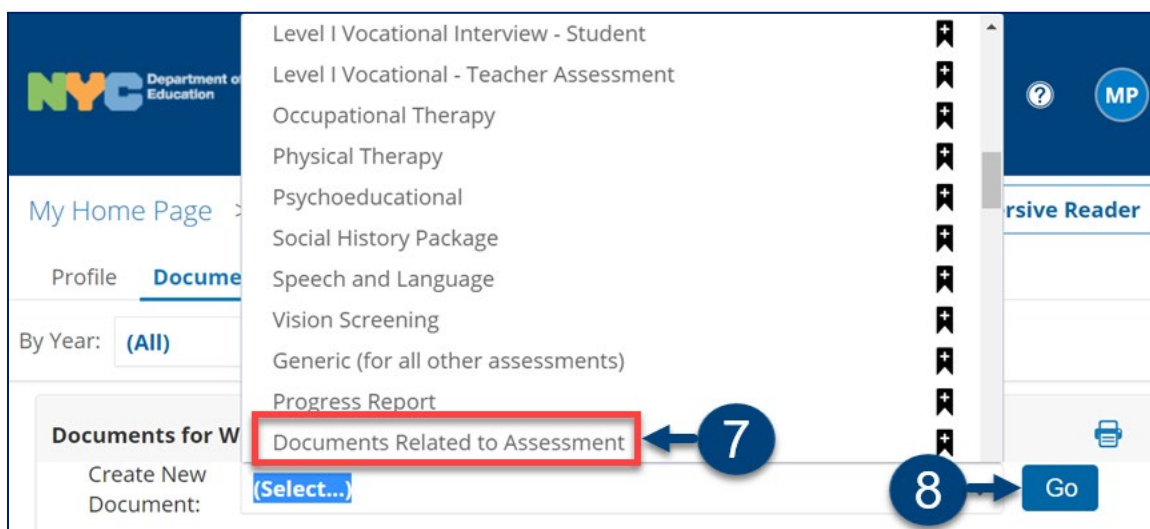
### Faxing or Scanning the external NYSED Functional Behavioral Assessment form into SESIS

- Complete the **required external NYSED FBA** form before faxing or scanning it into SESIS.

**Note:** All FBA/BIP forms are on the [Quality IEP Development SharePoint site](#) and [Standard Operating Procedures Manual \(SOPM\)](#).

- From the student's documents, click the **Create New Document** dropdown menu and select **Documents Related to Assessment**.

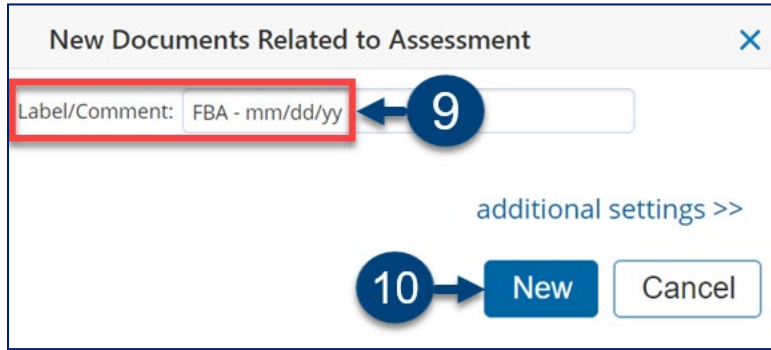
- Click **Go**.



The screenshot shows the NYC Department of Education interface. A dropdown menu is open under 'Create New Document', listing various assessment types. 'Documents Related to Assessment' is highlighted with a red box and a blue circle with the number 7. A blue circle with the number 8 points to the 'Go' button at the bottom right of the dropdown menu.

9. Enter a **Label/Comment** (with the date of the BIP) in the following format: **FBA - mm/dd/yy**. For example, FBA – 07/21/21.

10. Click **New**.



New Documents Related to Assessment

Label/Comment: FBA - mm/dd/yy

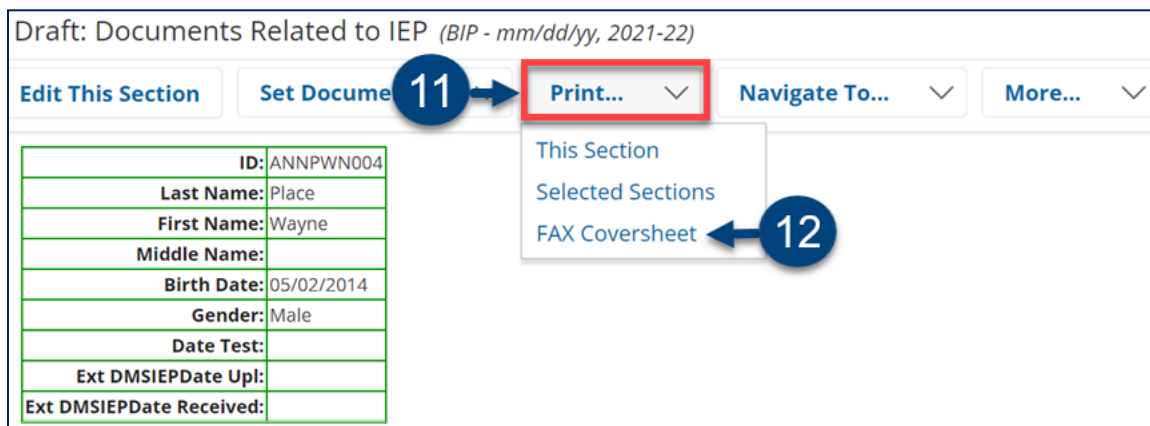
additional settings >>

New Cancel

Follow the steps to create and print the **FAX Coversheet** for the completed *NYSED Functional Behavioral Assessment (FBA)* form.

11. Click **Print**.

12. Click **FAX Coversheet**.



Draft: Documents Related to IEP (BIP - mm/dd/yy, 2021-22)

Edit This Section Set Document Print... Navigate To... More...

This Section  
Selected Sections  
FAX Coversheet

ID:	ANNPWN004
Last Name:	Place
First Name:	Wayne
Middle Name:	
Birth Date:	05/02/2014
Gender:	Male
Date Test:	
Ext DMSIEPDate Upl:	
Ext DMSIEPDate Received:	

13. From the *Category* dropdown menu, select **Documents Related to Assessment**.
14. From the *Form* dropdown menu, select **Documents Related to Assessment**.
15. Use the *calendar icon* to enter the **Date Received**.
16. Click **Print** to print the *FAX Coversheet*.

Documents Related to Assessment > Fax Coversheet

Instructions To Print Coversheet (Click To Show Details...)

Fax Coversheet for - Wayne Place (Documents Related to Assessment)

Category: Documents Related to Assesme ← 13

Form: Documents Related to Assessment ← 14

Please input the following information:

Date Received: \*  ← 15

\* Denotes a required field

16

Print Cancel

17. **Fax** or **scan** the *FAX Coversheet* and the completed *NYSED Functional Behavioral Assessment (FBA)* form into *SEGIS*. Retain the faxed or scanned document in the student's folder for future reference.

**Note:** Alternatively, you can upload a file from your computer directly to the *Documents Related to Assessment* and have it appear as an attachment. Refer to the *Uploading Documents Related to Referral, Assessment, IEP, or Placement* training guide on the [SEGIS InfoHub](#).

Draft: Documents Related to Assessment (FBA - mm/dd/yy, 2021-22)

Edit This Section Set Document... Print... Navigate To... More...

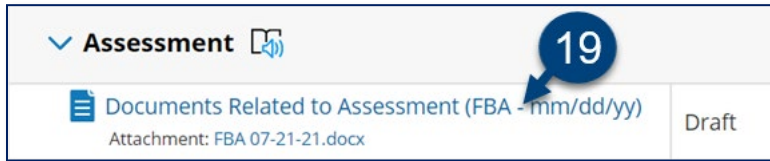
ID:	ANNPWN004
Last Name:	Place
First Name:	Wayne
Middle Name:	
Birth Date:	05/02/2014
Grade:	2nd Grade
Gender:	Male

Student Profile  
Events for This Document  
File Attachments

18. Verify the **completed NYSED FBA** form is attached to the *Documents Related to Assessment*.

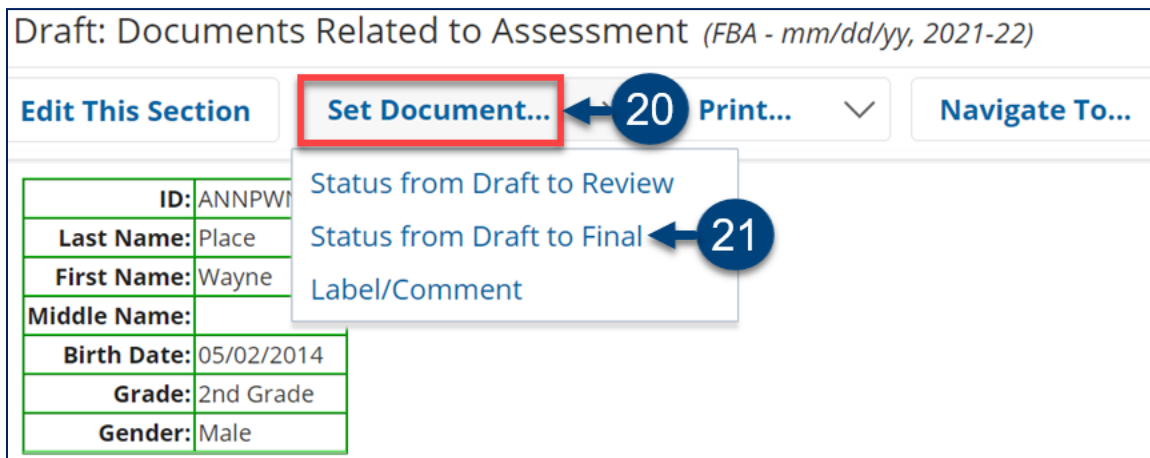


19. From the student's document tab, click to open the **Documents Related to Assessment**.

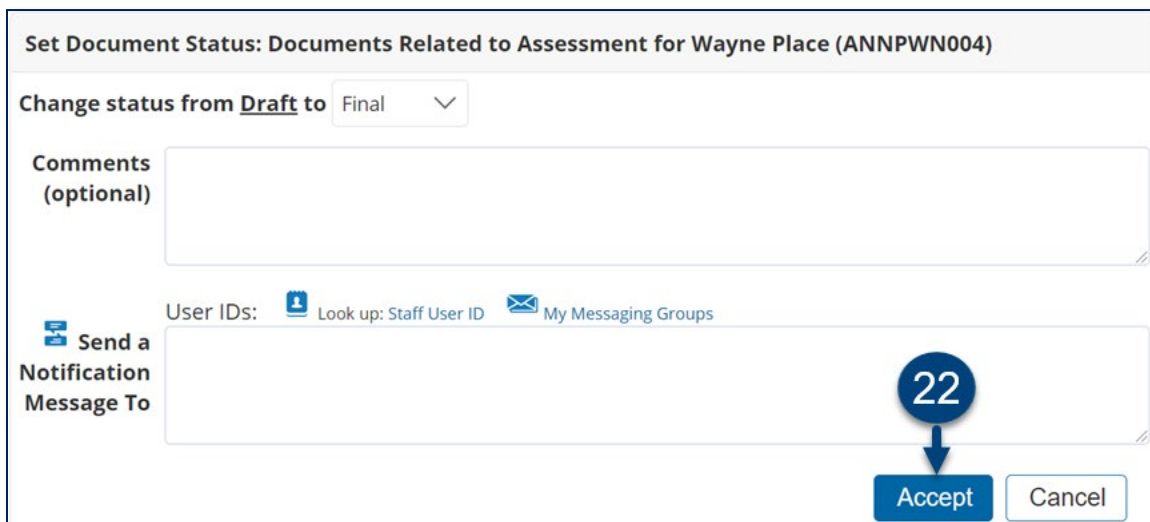


20. Click **Set Document**.

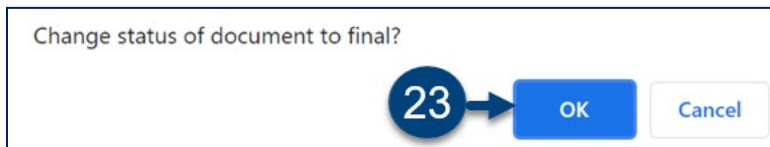
21. Click **Status from Draft to Final**.



22. Click **Accept**.



23. Click **OK** to finalize the document.



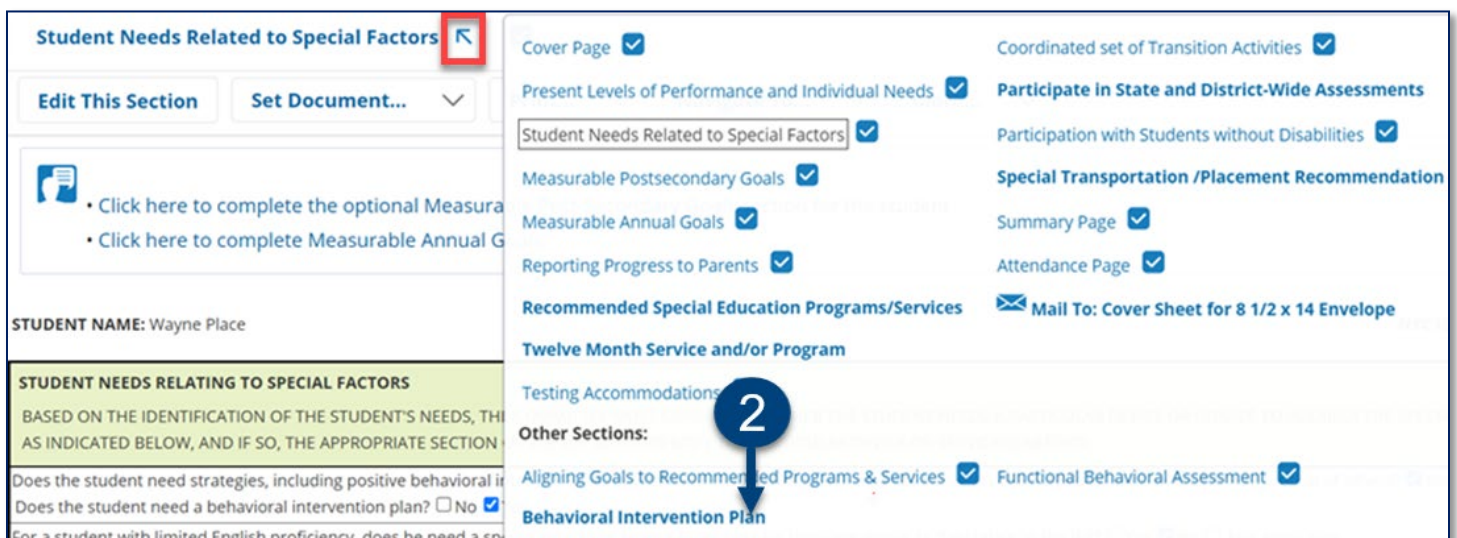
## Completing the Behavioral Intervention Plan Section in the IEP

**Note:** This section provides the steps for adding the BIP section to the IEP. The state-approved form must still be faxed into SESIS after adding the section. Complete [Part 2](#) of the *Considerations for Positive Behavioral Supports* form before beginning the BIP.

1. Navigate to the student's document tab and click to open the draft **IEP**.




2. Hover over the current *IEP* section and select **Behavioral Intervention Plan** from the fly-out menu.



3. Use the *calendar icon* to enter the **Date the BIP** was completed.
4. Enter **Please see the BIP dated mm/dd/yy attached to the Documents Related to IEP** template in the body of the form.

**Note:** In the BIP form enter the date (mm/dd/yy).

**BEHAVIOR INTERVENTION PLAN (BIP)**

**Date:**   3



**Student Name:** Wayne Place

**NYC ID:** ANNPWN004      **Grade:** 2nd Grade

**DOB:** 05/02/2014

---

**Who is responsible for implementing this plan?** 4

  Please see the BIP dated mm/dd/yy attached to the Documents Related to IEP.

5. Click **Save, Done Editing**.

Save, Done Editing

Save, Continue Editing

Cancel Editing

ABC ✓

5 Skip to end of page      \* Denotes a required field

**Note:** Once all *IEP* sections are complete, including the *Attendance Page*, finalize the document.

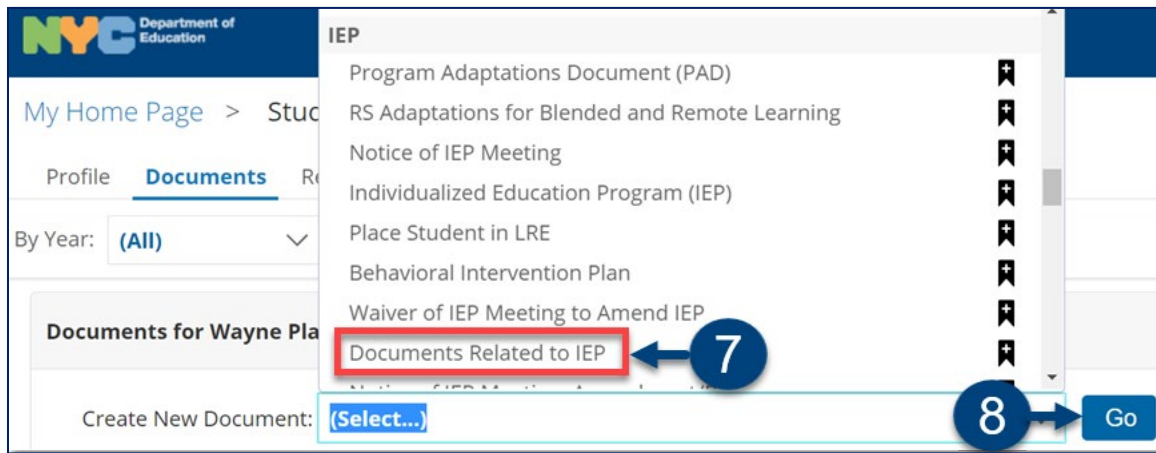
## Faxing or Scanning the external NYSED Behavioral Intervention Plan (BIP) Form into SESIS

6. Complete the **required external NYSED BIP form** before faxing or scanning it into SESIS.

**Note:** All FBA/BIP forms are on the [Quality IEP Development SharePoint site](#) and [Standard Operating Procedures Manual \(SOPM\)](#).

7. Navigate to the student's document, and from the *Create New Document* dropdown menu, select **Documents Related to IEP**.

8. Click **Go**.



9. Enter a **Label/Comment** (with the date of the BIP) in the following format: **BIP - mm/dd/yy**. For example, BIP – 07/21/21.

10. Click **New**.





Follow the steps to create and print the **SESIS FAX Coversheet** for the completed *NYSED Behavioral Intervention Plan* form.

11. Click **Print**.

12. Click **FAX Coversheet**.

Draft: Documents Related to IEP (BIP - mm/dd/yy, 2021-22)

Edit This Section Set Document **11** Print... Navigate To... More...

ID:	ANNPWN004
Last Name:	Place
First Name:	Wayne
Middle Name:	
Birth Date:	05/02/2014
Gender:	Male
Date Test:	
Ext DMSIEPDate Upl:	
Ext DMSIEPDate Received:	

This Section  
Selected Sections  
FAX Coversheet **12**

13. From the *Category* dropdown menu, select **Documents Related to IEP**.

14. From the *Form* dropdown menu, select **Documents Related to IEP**.

15. Use the *calendar icon* to enter the **Date Received**.

16. Click **Print** to print the *FAX Coversheet*.

Documents Related to IEP > Fax Coversheet

Instructions To Print Coversheet (Click To Show Details...)

Fax Coversheet for - Wayne Place (Documents Related to IEP)

Category: Documents Related to IEP **13**

Form: Documents Related to IEP **14**

Please input the following information:

Date Received: \*  **15**

\* Denotes a required field **16**

Print Cancel

17. **Fax** or **scan** the *FAX Coversheet* and the completed *NYSED Behavioral Intervention Plan* form into SESIS. Retain the faxed or scanned document in the student's folder for future reference.

**Note:** Alternatively, you can upload the *NYSED Behavioral Intervention Plan* from your computer directly to the *Documents Related to IEP* and have it appear as an attachment. Refer to the *Uploading Documents Related to Referral, Assessment, IEP, or Placement* training guide on the [SESIS InfoHub](#).

Draft: Documents Related to IEP (BIP - mm/dd/yy, 2021-22)	
<b>Edit This Section</b>	<b>Set Document...</b> ▾
<b>Print...</b> ▾	<b>Navigate To...</b> ▾
<b>More...</b> ▾	
<b>ID:</b>	ANNPWN004
<b>Last Name:</b>	Place
<b>First Name:</b>	Wayne
<b>Middle Name:</b>	
<b>Birth Date:</b>	05/02/2014
<b>Gender:</b>	Male
<b>Date Test:</b>	
<b>Ext DMSIEPDate Up:</b>	
<b>Ext DMSIEPDate Received:</b>	

18. Confirm the **completed NYSED BIP** document is attached to the *Documents Related to IEP*.

IEP [Speaker Icon]

18

Documents Related to IEP (BIP - mm/dd/yy)

Attachment: BIP 07-21-21.docx

19. From the student's document tab, click **Documents Related to IEP** to finalize the document.

Documents Related to IEP (BIP - mm/dd/yy) ← 19

Attachment: BIP 07-21-21.docx

Draft

20. Click **Set Document**.

21. Click **Status from Draft to Final**.

Draft: Documents Related to IEP (BIP - mm/dd/yy, 2021-22)

Edit This Section **Set Document...** Print... Navigate To...

Status from Draft to Review  
Status from Draft to Final  
Label/Comment

Last Na	
First Na	
Middle Na	
Birth Date:	05/02/2014
Gender:	Male
Date Test:	
Ext DMSIEPDate Upl:	
Ext DMSIEPDate Received:	

22. Click **Accept**.

Set Document Status: Documents Related to Assessment for Wayne Place (ANNPWN004)

Change status from Draft to Final

Comments (optional)

Send a Notification Message To

User IDs: Look up: Staff User ID My Messaging Groups

Accept Cancel

23. Click **OK** to finalize the document.

Change status of document to final?

OK Cancel

**Note:** Refer to the guidance on the [Quality IEP Development SharePoint site](#) and [Standard Operating Procedures Manual \(SOPM\)](#), for additional support.