



---

## **BASIS Assessment Supporting Documentation Requirements**

*Supporting documentation must be submitted 1 week prior to the assessment meeting date and will not be accepted after the meeting, except at the discretion of the assessor.* It is the Case Manager's responsibility to ensure that all completed BASIS data tracking and documentation is provided to the assessor.

### **I. Medical documentation**

- a. Diagnosed medical conditions that require on-going treatment
- b. Seizure tracking that includes seizure type and frequency
- c. List of current medications
- d. Special diet ordered by a physician, nurse, nutritionist, or dietician that requires staff support to follow
- e. Adaptive equipment recommendation by a health care professional (OT, physician) that requires staff to receive specialized training to assist in the use of the device and is specific to the person

### **II. Daily Living documentation**

- a. Current Person Centered Support Plan
- b. Current Individualized Education Plan (students)

### **III. Behavioral documentation**

- a. Behavior data tracking for frequency of behaviors: To capture behaviors as of July 1st, 2008, the state requires written proof that behaviors have occurred in order to count them in BASIS.
- b. Behavior definitions specific to the person
- c. Behavior Support Plan that includes;
  - i. a clear definition of the behavior(s)
  - ii. a clear definition of staff support in regards to the behavior(s) such as responses, intervention, support strategies, prevention
  - iii. data collection on the frequency and objective severity of the behavior(s)
  - iv. the plan is specific to the person