****

**[Get Your Free Case Management Software](https://casemanagementhub.org/case-management-software/)***(Free Trial. No Credit Card Needed)*

**Free ABA Data Collection Checklist**

Use this checklist to improve your ABA data collection process. It covers session preparation, real-time tracking, and post-session review to help ensure accuracy, consistency, and clarity.

## **Before the Session**

☐ Review client goals and current behavior targets.

☐ Select the appropriate data collection method (ABC, frequency, interval, anecdotal, etc.).

☐ Prepare data sheets, forms, or digital tools in advance.

☐ Confirm the environment is set up for optimal observation (distractions minimized).

☐ Have reinforcement materials and prompts ready, if needed.

## **During the Session**

☐ Track behavior in real-time (avoid recording from memory).

☐ Use objective and specific language to describe behaviors.

☐ Fill in ABC logs with accurate antecedent, behavior, and consequence.

☐ Record frequency counts or interval tallies consistently.

☐ Maintain consistency across team members (if working in teams).

## **After the Session**

☐ Review all data entries for completeness and clarity.

☐ Transfer paper notes to digital format (if applicable).

☐ Flag any unusual patterns or changes for supervisor discussion.

☐ Store data in a secure and organized location.

☐ Reflect briefly: What worked well in today’s data collection?

## **Ongoing Best Practices**

☐ Revisit and refine data collection tools monthly.

☐ Train or retrain staff on objective documentation as needed.

☐ Use graphed data to review trends with your team or supervisor.

☐ Incorporate feedback from past reviews to improve future sessions.

☐ Align data with client outcomes to assess intervention effectiveness.

View our website for more helpful guides: <https://casemanagementhub.org/>