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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.

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