

CHILD'S NAME: _____

PARENT NAME: _____

DATE: _____

ABA POLICIES: BEACON PEDIATRIC BEHAVIORAL HEALTH

Please read the information below carefully, as your signature on this document indicates that you have read, understand, and agree to the policies below.

Beacon reserves the right to cease services if the client does not adhere to the company policies outlined in the present document and/or the general clinical policies/client-therapist agreement.

Beacon does not discriminate between race, gender, religious belief, or sexual orientation.

For a copy of this agreement, as well as more detailed explanation of policies, please visit WWW.BEACONPEDIATRIC.COM/FORMS.

ABA BASICS/SCHEDULE

- **ABA is provided at no less than 6 hours per week, and at no less than 3 hours per session.** The benefit of ABA is reduced at lower levels of intensity, and logistically, therapist schedules do not often allow for variations from these time requirements; however, less hours *may* be permitted on a case by case basis, AND only after client sessions that meet the minimum requirement have been provided time slots. If Beacon is able and willing to accommodate less than 3 hours at a time and/or less than 6 hours per week for a client, there is NO GUARANTEE that this option will be available on an ongoing basis and will re-evaluated every 3 months. Clients that attend less than this minimal level of intensity will be required to strictly adhere to the ABA attendance policy.
- Generally, ABA sessions are available **between the hours of 8:30 am and 6:00 pm, Monday through Friday**, with occasional early morning, late evening, or weekend sessions provided as needed; however, availability will depend on clinical need, therapist openings, and logistics.
- **ABA therapy is typically provided in the clinic, but *may* also be provided 'off-site' (e.g., home, school, community) as long as some hours are clinic-based** (rare exceptions *may* be made on a case by case basis). **Location of services is based on clinical need, logistics, and insurance rules**, and specific rules and additional policies apply to services provided outside of the clinic setting; **there is no guarantee that 'off-site' services will be available and/or will be able to continue once started.** Beacon reserves the right to charge clients for therapist travel time to non-clinic locations, as insurance will not cover this service. As a courtesy, we will refrain from implementing charges for travel time until it becomes financially necessary to do so. This will be discussed with clients beforehand in the event that any changes to the travel fee policy is anticipated in the future. **Due to COVID-19, off-site services have been paused overall.**
- Beacon reserves the right to charge clients for the cost fingerprinting or background checks if required in order to provide services in the school or community.
- **ABA cases are treated via a team approach.** Dr. Adrienne DeSantis King, PhD, BCBA, NCSP and Dr. Paras Nabizadeh, PsyD, BCBA, the directors of Beacon, serve as the supervising clinical behavior analysts over all ABA cases at Beacon. All ABA cases also have a direct BCBA supervisor as well as between 1 to 3 RBT therapists (and other BCBA's at times); however, we will periodically introduce your child to new therapists to generalize their skills and to facilitate the ability to expand your child's team if/when needed. The number of therapists assigned to a case will be determined by the number of hours of ABA that your child receives, as well as logistical variables related to client/therapist schedules and client clinical needs. Please note, it is likely that your child may have different therapists throughout their session, especially if session duration is more than 4 hours; we have found a multitude of benefits when breaking longer session times into smaller chunks. We do try to accommodate client requests for specific therapists; however, **therapist assignments will ultimately be made by the case/clinical supervisors**, with consideration for your child's needs and logistics.
- We will do our best to keep your child's treatment team as consistent as possible; however, therapist assignments will change throughout the year and there is no guarantee of specific therapists on your child's case. If changes are needed, staff are trained on your child's case and will 'shadow' current staff.
- **ABA schedules are modified at the beginning and end of every summer, as well as during the winter holiday break** (these time frames correspond with typical transitions in school schedules); **however, changes to schedule and/or therapist assignment may occur at other times as well**, due to the complicated nature of ABA scheduling. There is no guarantee that your child's schedule and team during summer services will be the same as his/her schedule and team during the rest of the year. For clients that attend ABA less intensively during the school year, we do our best to increase service intensity over the summer; however, we CANNOT guarantee the availability of staff to accommodate increased ABA hours. Clients that wish to increase hours over the summer and plan to continue increased ABA hours after summer will be given priority of scheduling. If you wish for your child's weekly ABA schedule to be modified significantly, you must inform the case supervisor of your scheduling needs **at least a month prior to the date** that schedule changes need to take effect. Please note: although we do our best to coordinate, there is no guarantee that we will be able to accommodate your schedule change requests.
- **In the event your child's therapist is ill/unable to attend session**, supervisors will work to find coverage of your child's ABA hours to prevent the loss of therapy hours for your child. Coverage may not be offered for certain clinically complicated cases or for cases with whom no one familiar with your child's case is available; this will be discussed with cases individually for whom this may apply.
- BCBA staff serve the primary role of case supervisor and parent trainer. At times, **if your insurance policy permits**, BCBA staff may be able to provide direct ABA therapy; however, this will generally be done on a **temporary basis** until RBT staff are available to take over direct therapy, with the BCBA continuing on the case in the role of case supervisor instead. There is no guarantee that a BCBA will provide direct therapy to any client for any length of time.
- Parent participation in treatment is a critical component of therapy. **Parents must meet with the supervising therapist approximately once a month, if not more.** Parents must adhere to parent training requirements set forth by the BCBA and/or ABA policy of your insurance plan. **Please be aware**, failure to adhere to this requirement and/or meet your insurance policy's parent participation requirements may adversely impact your ABA coverage by your insurance.
- Treatment plan updates are required and conducted every 6 months by the direct BCBA. For some insurances, parents **MUST** complete specific measures and/or tasks in order for us to obtain reauthorization – **failure to complete the required tasks will result in a pause (or termination) of services, with no guarantee or the ability to resume services in the same capacity as before.**
- When arriving for clinic session/at pick up:
 - Please **ring the bell** in the lobby to let us know that you have arrived
 - Please **remain with your child in the lobby** until the session start time; if you have been waiting more than 10 minutes past your therapy time without the therapist greeting you, please ring the bell again and/or find a staff member for assistance!
- **If you wish to debrief/review session progress with the therapist at the end of session, please make arrangements with the therapist ahead of time to do so;** this will be done during the final 15-30 minutes of your child's session, **not** after session time has ended. Additionally, a brief communication log can be provided at the end of session if you feel this will be helpful; please discuss with your child's case supervisor.

ATTENDANCE

- In the event you need to cancel or if you are running late for drop off/pick up, **PLEASE TEXT BOTH the case supervisor (BCBA), and the clinic director and scheduler Adrienne DeSantis (904) 800-8543** as soon as possible to inform them. Please do not hesitate to text after/before business hours to inform us of an unexpected cancellation! The sooner we know, the better!
- Sessions must be cancelled for child illness to prevent the spread of germs. Please check COVID-19 policies; for other illnesses, in order to return to therapy, the patient must be symptom free or on antibiotics for 24 hours or a doctor's note must be provided attesting the child is not contagious. **Illness is defined as:**
 - Fever of 100 or higher, vomiting and/or diarrhea, having a fever, respiratory discharge (including runny nose), open sores that are not able to be covered, lice, communicable diseases, and/or having known bacterial infections; COVID-19 illnesses follow different procedures, found in our COVID-19 handbook.
- **If your child is in session but unable to participate in therapy due to signs of illness or impairing fatigue** (e.g., sleeping for more than 5 minutes, inability to prevent falling asleep/difficulty waking) parents will be called and will be required to pick up the child within 30 minutes of the call.
- **Clients are expected to attend at least 80% of scheduled ABA hours every month.** Please note, cancellations, no shows, and early pickups/late drop offs due to illness or significant fatigue ARE included when calculating this percentage; with that said, medical excuses will be considered on a case by case basis.
- **The attendance policy for BPBH is as follows:**
 - If a client does not show for a clinic session or does not show up/answer for a school/home-based session within 15 minutes of start time, the therapist has the right to cancel session ('late cancellation' fee will apply and count towards the attendance percentage).
 - If clients are **dropped off or picked up more than 15 minutes before/after** the scheduled session start/end time (without prior agreement with therapist), **\$5 will be charged for every 15 min.**
 - If you need to occasionally pick up your child from sessions earlier than scheduled, please let your therapist know in advance. **If sessions are ended more than 15 minutes early on a repeated basis**, your therapist reserves the right to change the end time of your child's session to an earlier time. If it is determined that this change may be necessary, this will be discussed with you before the formal change is put into place.
 - Because your appointment time is held exclusively for you, there will be a **charge for a missed appointment or cancellation with less than 24 hours notice: a \$50 fee** will be charged to your credit card on file; this must be paid before you can be seen for your next appointment. This fee *may* be waived with provision of a doctor's note; however, it will continue to count towards your monthly attendance percentage.
 - For clients that **exhibit recurring or excessive late/unexcused cancellations/no-shows, or fail to attend \geq 80% of scheduled sessions in a month**, BPBH reserves the right to (1) adjust schedule and/or therapist assignments, (2) charge clients by each missed hour (\$25/hr RBT, \$50/hr BCBA/psychologist) and/or (3) give notice that services will be terminated within 2 weeks; however, clients will be provided with referrals to other providers to ensure continuity of care.
 - If your child will miss **more than 3 consecutive days** of therapy due to other plans/vacation, please inform your therapist and supervisor **at least 2 weeks in advance to avoid a \$50/day fee.** Please note, if you miss more than two weeks of therapy in row, the same schedule/therapists cannot be guaranteed.
 - You are responsible for payment of any fees incurred (charged to credit card on file), as insurance is unable to be billed for any of these fees.

MATERIALS

- **AT A MINIMUM, EVERY CLIENT IS RESPONSIBLE FOR PROVIDING ITEMS THAT WILL REMAIN IN HIS/HER INDIVIDUAL BIN/BAG (your therapist will inform you when supplies run low so that you may replenish; approximately once a month):**
 - 1 roll of **Lysol/disinfectant wipes OR antibacterial wet-wipes**
 - 1 **food storage container** (approximately 8 cups in size)
 - 1 bag **non-perishable edible reinforcer** that will last at least a month (*may not be applicable for some cases, your therapist will let you know if so!*)
 - 1-2 **changes of clothes** (shirt, shorts/pants, socks, underwear/pull ups/diaper) (*may not be applicable for some cases, your therapist will let you know if so!*)
- Caregivers are responsible for all materials related to a client's basic needs and treatment program. If **specific items are necessary in order to address treatment goals** (e.g., communication devices, 'chewy' items, food for feeding targets, toileting materials/additional changes of clothes (if potty training), etc.) these items **MUST be provided at EVERY session.**
- We recommend sending your child to **each session with a bag/backpack** that contains items listed above, as well as a lunch and any necessary utensils/plates (if present during lunch hours; snacks (non-'junk'), and a drink/water bottle. Please do not send toys or 'favorite' items from home that could become easily lost/broken.
- In the event that necessary materials are not sufficiently provided, or are not provided within a week of request, Beacon may halt services until materials are provided or Beacon may provide such resources (within reason) and bill the client/charge the credit card on file for the amount purchased.
- If your child requires medication to be administered during session, or requires emergency medication to be used in a crisis situation, please send this medication to each session. A separate consent form must be completed and kept on file for medication provision; your case supervisor will review medication administration procedures with you in detail. If your child has ANY ALLERGIES, this must be documented, along with emergency procedures!

PAYMENT FOR SERVICES/USING INSURANCE

- **An active credit card MUST be kept on file for all ABA clients.** You are responsible for providing updated credit card information upon any changes or expiration. Because of variability in claim processing speed across different insurances, for a variety of reasons outside of our control, charges will likely not be consistently at the same time or the same amount; however, a receipt will always be emailed to you and the billing department is happy to provide you with a summary of dates for which charges were made.
- Clients whose accounts are past due and who have not made prior arrangements with our billing team for payment may have services put on hold until payment is received. Please understand, if this occurs, the client's prior treatment schedule or therapist(s) may no longer be available once the account is up to date.
- If you use scholarship funds to cover costs, you will be responsible for payment of any balances and will then be provided with a receipt to submit for reimbursement.

I _____, parent/guardian of _____ hereby acknowledge that I have read the information in this ABA Engagement Agreement, discussed with the BCBA/supervisor (if needed), and agree to abide by its terms during our professional relationship.

PARENT SIGNATURE:

DATE: