

ESSENTIALS FOR

*SUCCESSFUL
ABA PROFESSIONALS
AND
BEST PRACTICES*



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Essentials for Successful ABA Professionals and Best Practices



HIPAA and best practices for compliance

- Risk Assessment & Safeguarding
- Policies
- Auditing



Handbooks

- Development, Maintenance, & Compliance
- 3 Pie Squared Library “at a glance”



Hiring

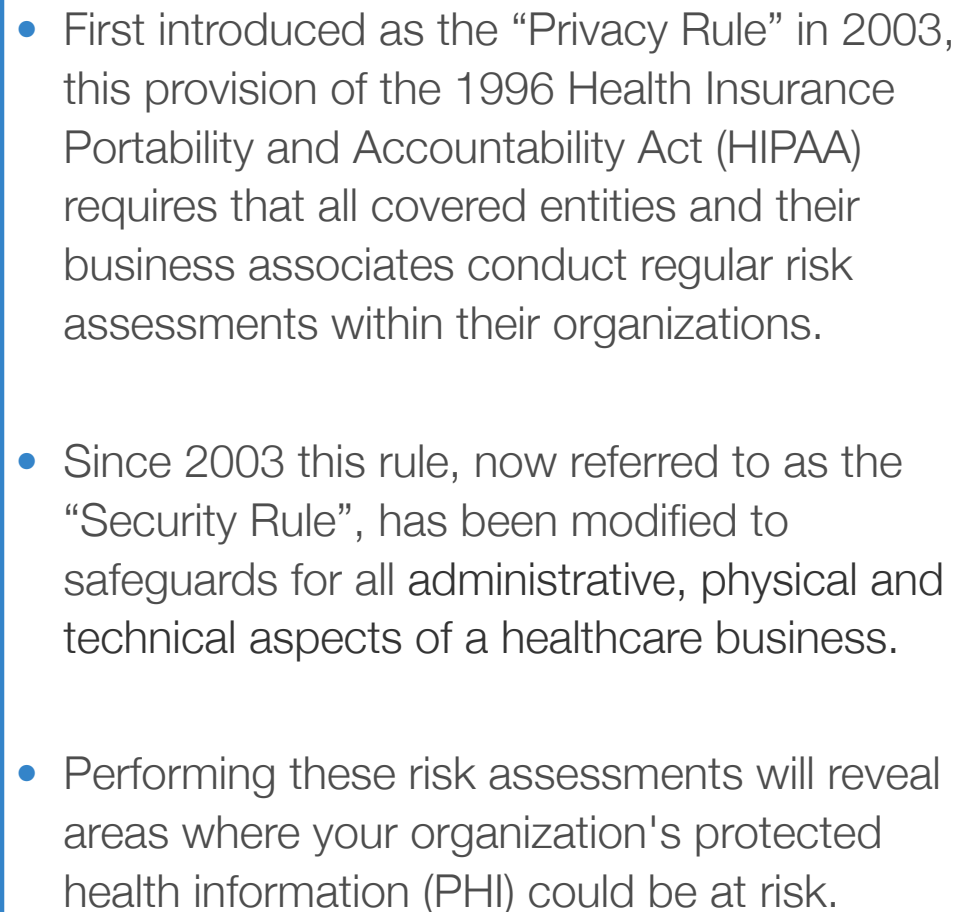
- <https://ethicalcareers.3piesquared.com>
- 3 Pie Squared’s web-based hiring and screening tool



The Essential List

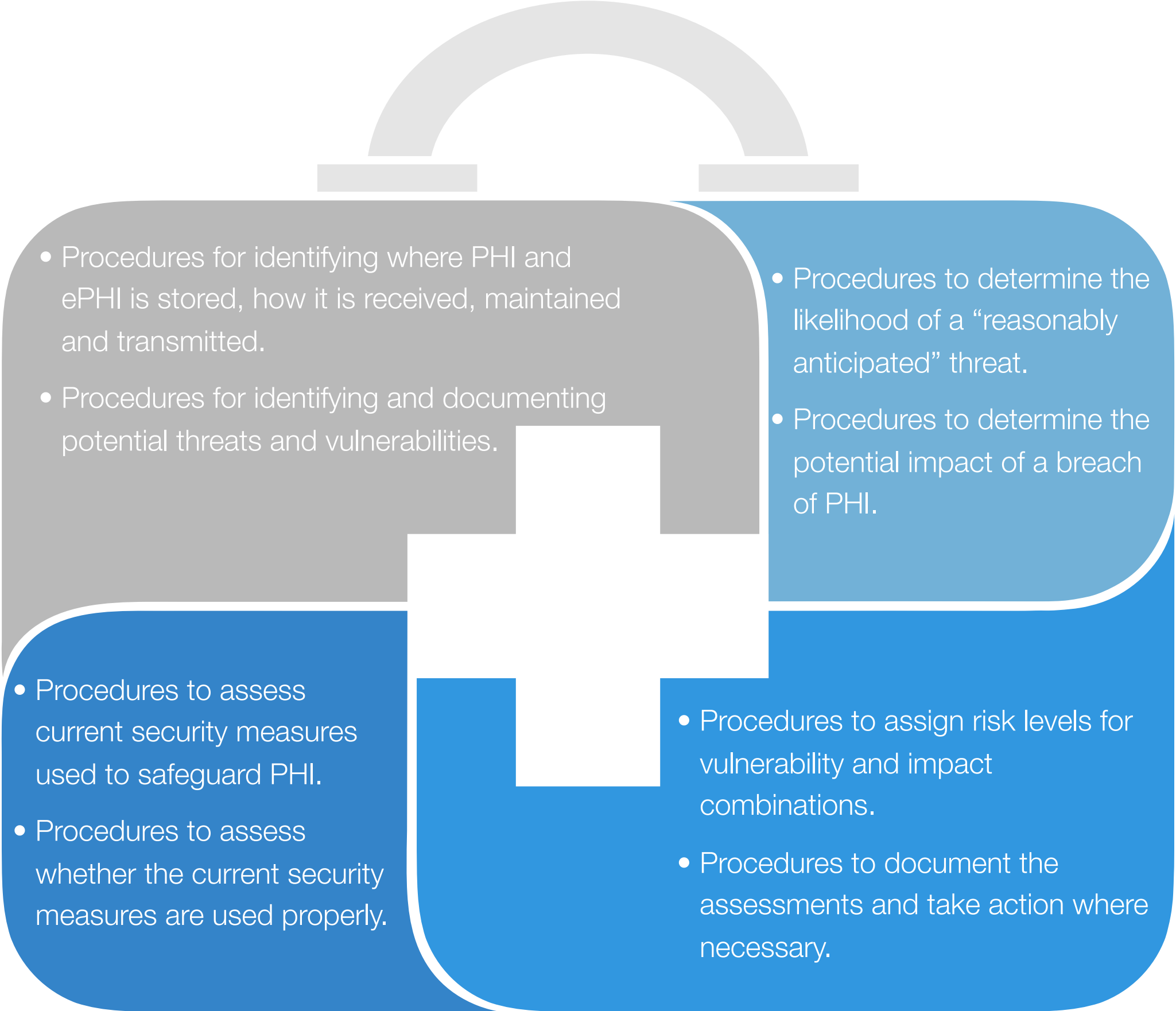
- Soon to be the essential book!

HIPAA and Compliance: Risk Assessment and Safeguarding

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- First introduced as the “Privacy Rule” in 2003, this provision of the 1996 Health Insurance Portability and Accountability Act (HIPAA) requires that all covered entities and their business associates conduct regular risk assessments within their organizations.
 - Since 2003 this rule, now referred to as the “Security Rule”, has been modified to safeguards for all administrative, physical and technical aspects of a healthcare business.
 - Performing these risk assessments will reveal areas where your organization's protected health information (PHI) could be at risk.

*Do you have enough safeguards in place?
Is your organization protected?*

Here is what a HIPAA risk assessment should have:

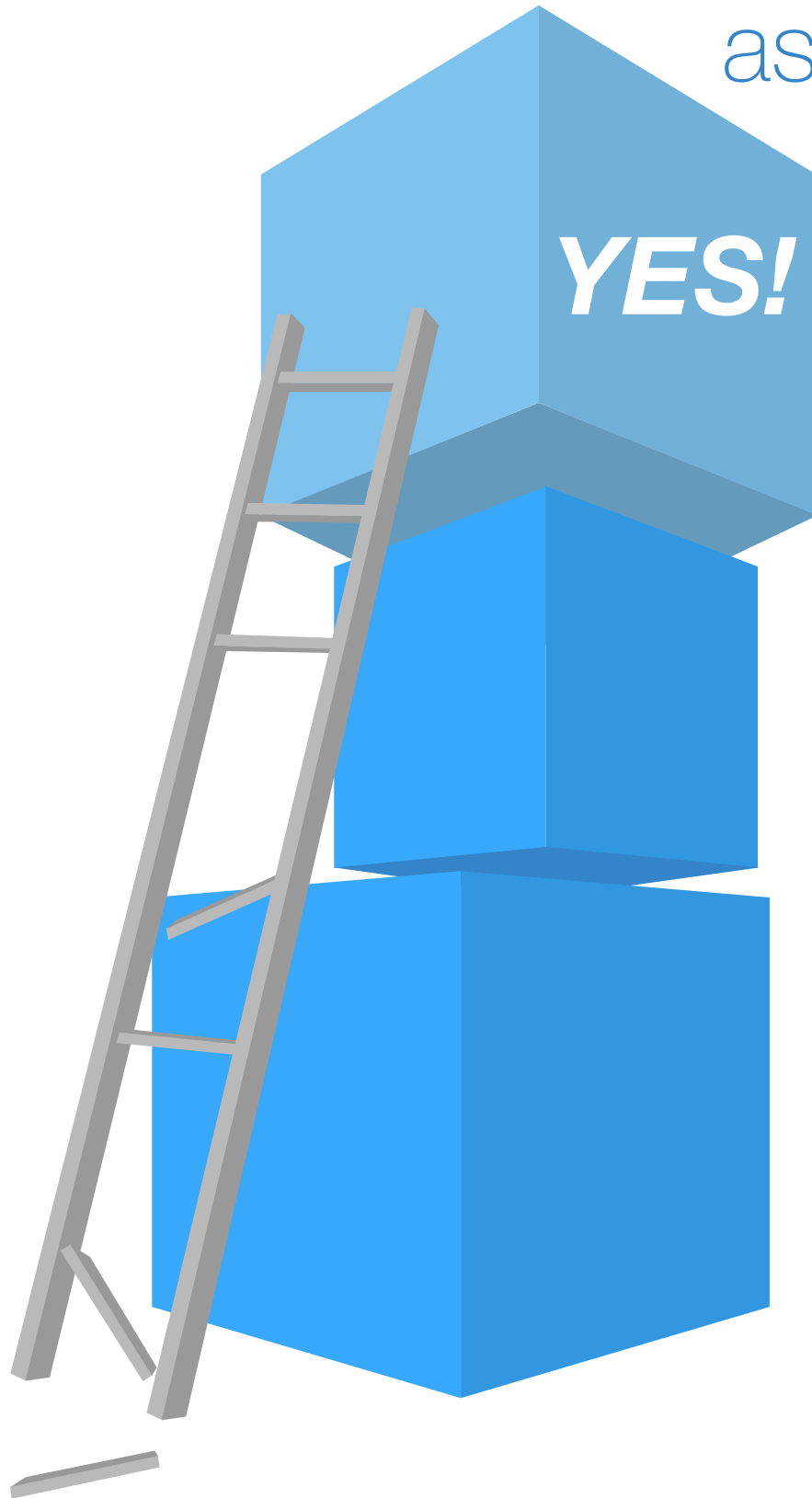
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- Procedures for identifying where PHI and ePHI is stored, how it is received, maintained and transmitted.
 - Procedures for identifying and documenting potential threats and vulnerabilities.

- Procedures to determine the likelihood of a “reasonably anticipated” threat.
- Procedures to determine the potential impact of a breach of PHI.

- Procedures to assess current security measures used to safeguard PHI.
- Procedures to assess whether the current security measures are used properly.

- Procedures to assign risk levels for vulnerability and impact combinations.
- Procedures to document the assessments and take action where necessary.

Should my organization be conducting HIPAA risk assessments?



Failure to conduct a HIPAA Risk Assessment can be costly, potentially devastating to a healthcare firm.

The vast majority of HIPAA violations have been under the “Willful Neglect” category. This means that organizations were aware, or should have been aware, of their responsibility to safeguard their patients’ PHI.

Many of the largest fines, including the record \$5.5 million fine issued against the Advocate Health Care Network, were attributed to the healthcare organizations failing to identify where risks existed and taking the necessary action to correct and protect the integrity of PHI.

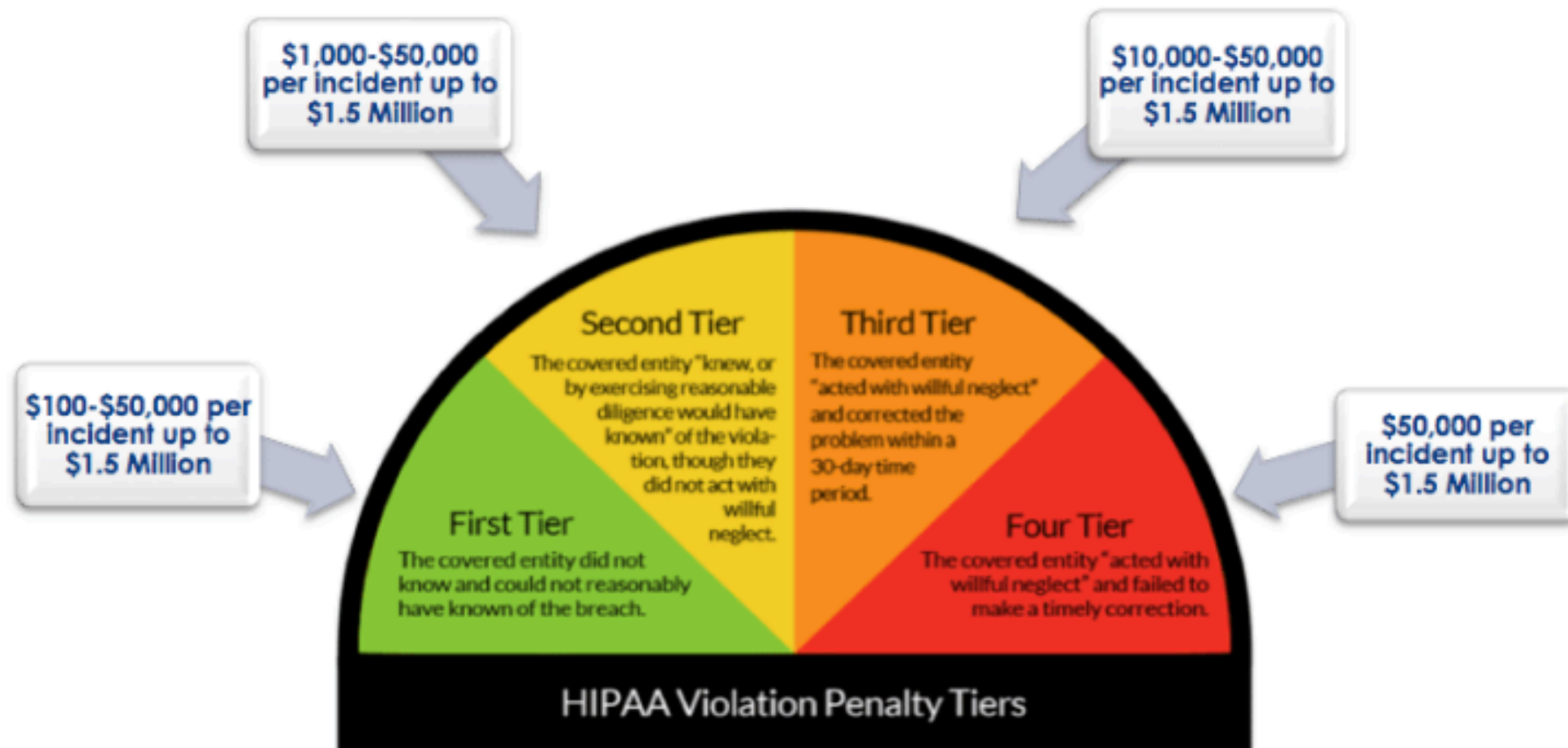
It’s not just large healthcare organizations in the line of fire, small and medium sized firms are as well.

Even though the vast majority of HIPAA infractions and fines are associated with violations of large healthcare organizations.

Small organizations are also often under investigation by the Office for Civil Right (OCR) or subject to HIPAA audits for non-compliance.

How will a HIPAA audit or CSR fine affect my healthcare organization?

Penalties



What can my healthcare organization do to protect itself?

In order to create a safeguarded environment for your organization and its associates you must take immediate action.

Here's how a small healthcare organization can be safeguarded:

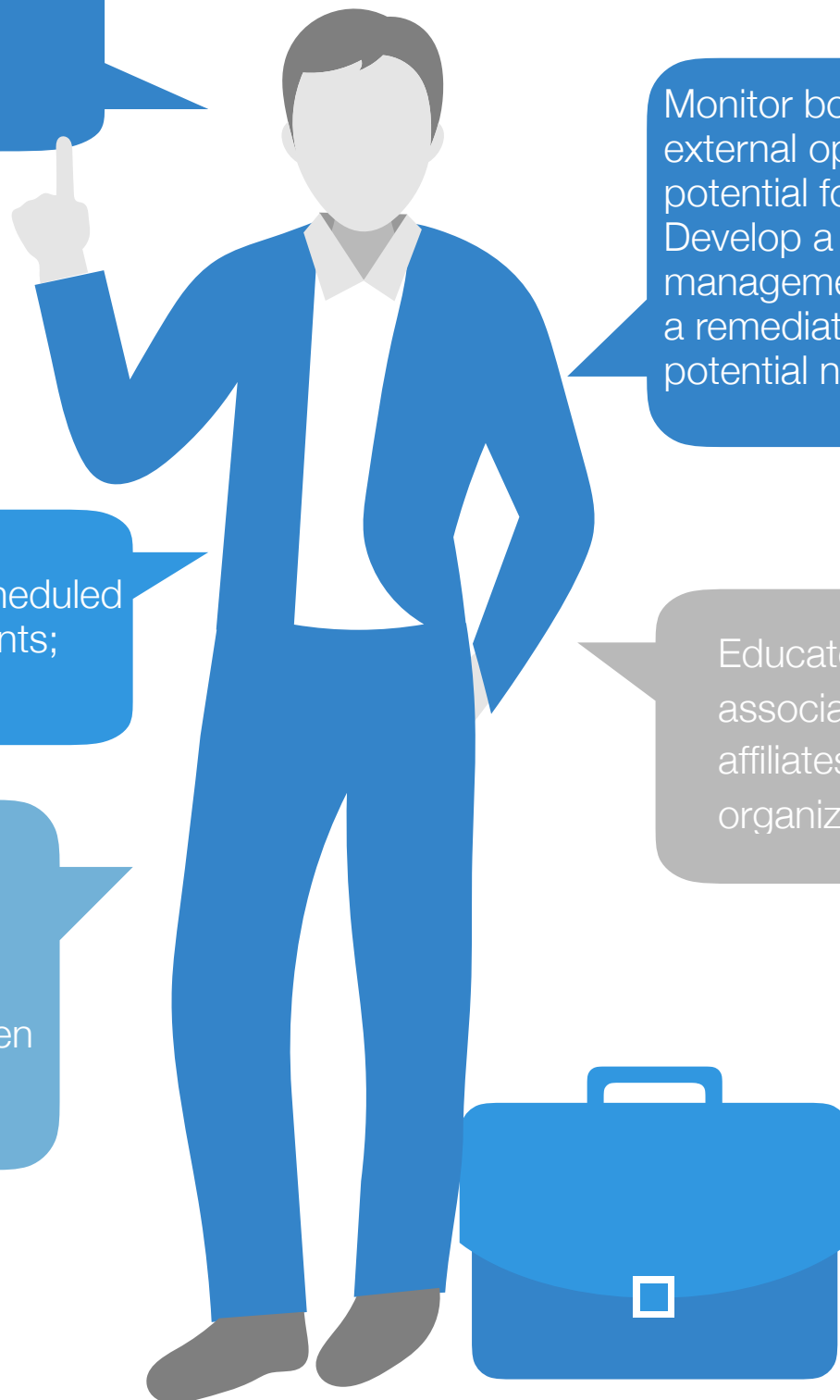
Appoint a Privacy Officer responsible for denting how the HPA Security Rule impacts your organization;

Conduct regularly scheduled HIPAA risk assessments;

Consistently review your HIPAA risk management and assessment plans, making adjustments when necessary;

Monitor both internal and external operations for any potential for non-compliance; Develop a HIPAA risk management plan, to include a remediation plan addressing potential non-compliance;

Educate your staff, associates, and all other affiliates of your healthcare organization.



Having a handbook specific to HIPAA as it relates to healthcare organizations is a very important and useful tool.

Having well developed and maintained policies are essential to any organization. Due to HIPAA's impact on those organizations in the healthcare industry having such policies has become critical.

Seeing this dynamic need in our industry, 3 Pie Squared developed a handbook and other resource tools specifically related to HIPAA. This handbook is part of our customized handbook series available for to all healthcare organizations, large and small, as a guide to navigating all things HIPAA.

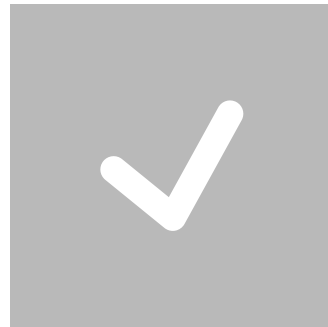
What can you expect to find in the HIPAA Handbook?

The 3 Pie Squared HIPAA handbook contains the all the necessary HIPAA policies to keep your healthcare organization in compliance. Some of these will include:

-  The HIPAA Security Policy
-  The HIPAA Security Management Policy - PHI and ePHI
-  Best Options for Securing Electronic Data and ePHI
-  Information Security Incident Response Policy
-  Disaster Recovery Plan
-  Contingency Plan and Procedures for Backup, Recovery and Emergency Preparedness
-  Contingency Plan Assessment for Electronic Health Records and Health Information Exchange



The 3 Pie Squared HIPAA handbook also contains ready to use checklists and templates such as:



A System Audit Review Template



A Business Associate Compliance Check



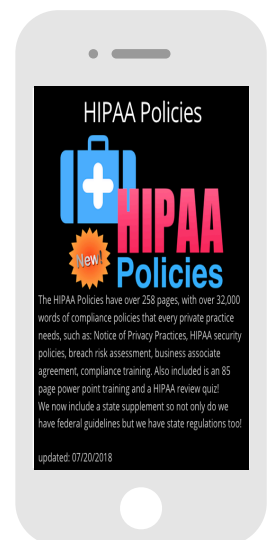
A Checklist for Valid Authorization



The HIPAA Risk Assessment Checklist an invaluable tool for your organization



Visit our website and online blog for even more information



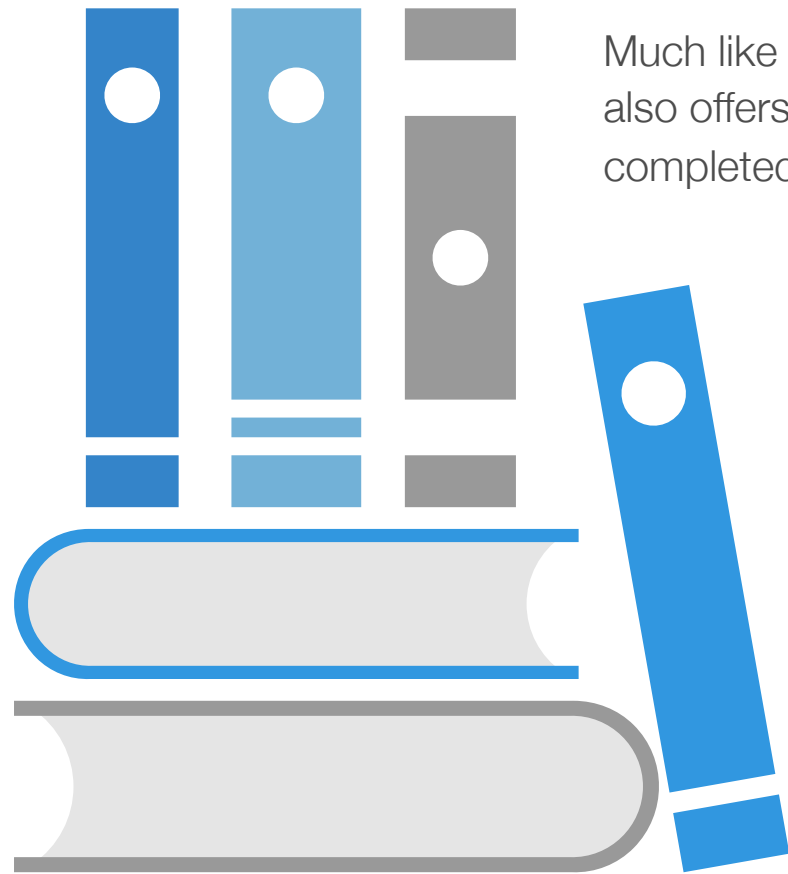
Because 3 Pie Squared also services the Canadian market, the same tools and resources available for HIPAA in the United States have also been made available in Canada for the PIPEDA. For more information on PIPEDA handbooks and compliance please contact us at info@3piesquared.com

Handbooks: Development, Maintenance & Compliance

Handbooks are a fundamental component of any organization

Regardless if you are creating in-house or paying a provider, handbooks will always be at the top of any successful organizations list.

Much like the HIPAA handbook 3 Pie Squared has developed, our full handbook series also offers an extensive library of policies, procedures, and templates that can be completed customized to meet the specific needs of your healthcare organization.



What handbooks are offered by 3 Pie Squared?

The handbooks currently available in the US and Canada are:



The Client Handbook



The Company Procedure (CPM) Handbook



The Employee Handbook



The Supervisor Handbook

All handbooks are immediately ready for use. A few simple clicks to add your organizational details, that's it!

PLUS All handbooks in the series come with regular updates and compliance checks at no additional cost!

3 Pie Squared Library “at a glance”

All of the 3 Pie Squared handbooks are developed as the foundation for your organization's procedure system.

These handbooks will be the tools for handling the day to day operations of your organization, and also contains work instructions with step by step instruction, frequently asked by staff such as session guidelines, completing an evaluation, just to name a few.

Other areas addressed include sexual harassment, supervision, and even background checks.

These reference tools will not only save your organization time but also money.

What you can expect to find in a 3 Pie Squared handbook?

The Client Handbook

In this handbook you will find the policies necessary to a successful relationship with your Clients and Patients. The Client Handbook includes:

- An Intake Checklist, which as healthcare professionals we know is imperative.
- Policies related to transition, fading and evidence based practices.

If you want to develop thriving and long lasting Client relationships this is the handbook for you!



3 Pie Squared Library “at a glance”

The Company Procedure (CPM) Handbook

The CPM offers organization wide policies that allow your business to flourish. This handbook will aid in:

- Management of your insurance requirements.
- Policies such as continuous improvement and transition of care.
- Policies relating to job descriptions, control of records, and emergency recovery.



The Employee Handbook

It's important for all your employees to have an understanding of your organization's policies and procedures. A well developed employee handbook will:

- Provide consistent policies.
- Detail fair and impartial treatment.
- Provide organization rules, policies, and expectations.
- Provide details on what the employee can expect from the organization.

3 Pie Squared Library “at a glance”

The Supervisor Handbook

Just like the Employee handbook, the Supervisor handbook provides your organizations supervisors and managers with the tools they need to effectively and efficiently run your business. The policies in this handbook will:

- Allow your organizations management team to training and lead staff.
- Provide policies in the areas of assessment, planning, case reviews and transitioning.
- Provide instructions for incentive and bonus plan design as well as implementation.



Hiring

Recruiting and Hiring in a healthcare organization is often a daunting task.

Employers struggle not only with finding the right fit for their job opportunities but also with retaining those new hires.

How can Employers break this cycle?



3 Pie Squared is no stranger to the challenges of hiring the best healthcare candidates and keeping them.

To remedy this age old problem we created [Ethical Clinical Careers](#).

[Ethical Clinical Careers](#) offers an innovative matching system which enables Employers and Career seekers alike to customize search criteria based on what is of the greatest important to each group

Forget "first interviews" and the "Big Box" sites with limited results! [Ethical Clinical Careers](#) makes those arduous and futile tasks a thing of the past.

Whether using this tools as an Employer or Career Seeker, simply locating the area of experience and following the on screen prompts. Our state of the art approach has everything from corporate culture and management style to integrity and ethics, WE will find the perfect match - just a few simple clicks - in a matter of minutes.

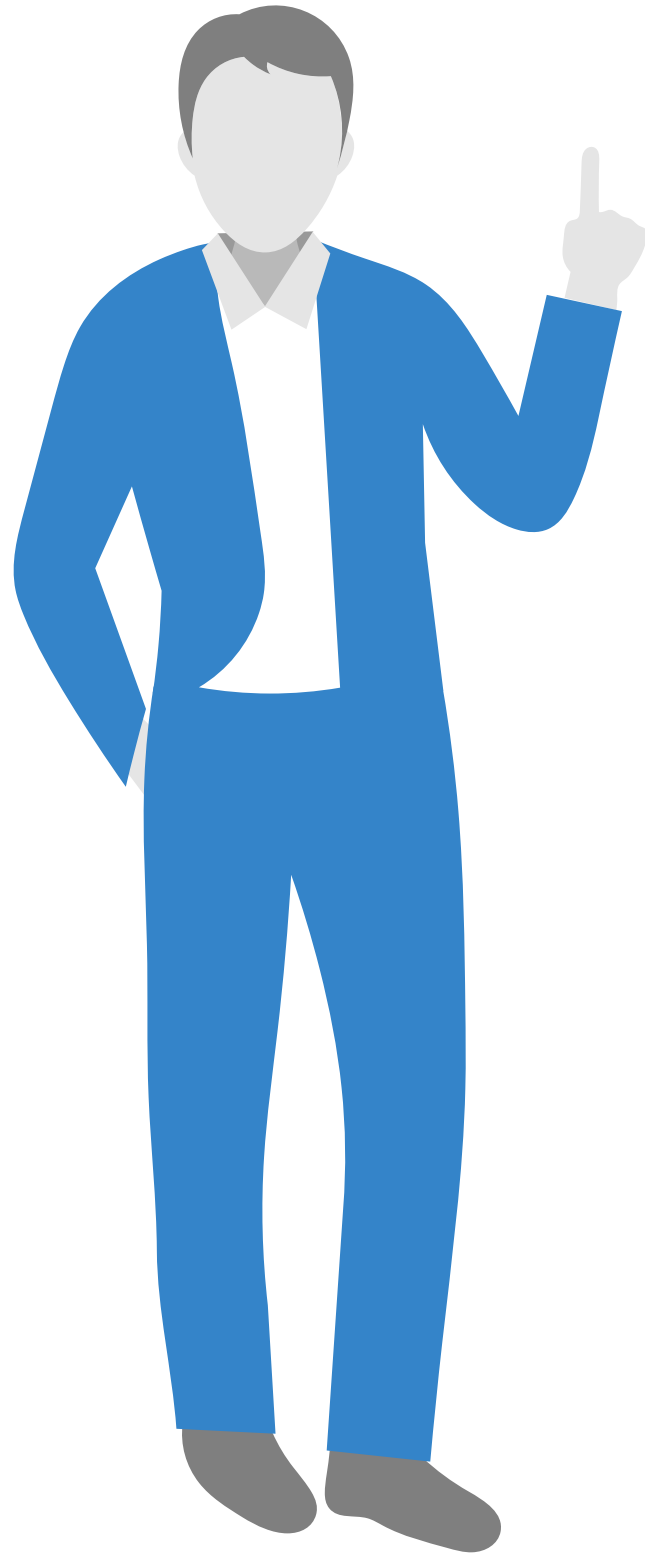
How will Employers and Career Seeker benefit from using Ethical Clinical Careers?



See what benefits and perks Healthcare organizations offer to ensure Career Seekers get the benefits needed.

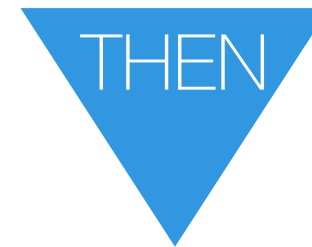
Finding the right match will ensure both the Career Seeker and the Employer are happy and moving in the right direction, reducing cost and increasing Client Satisfaction

How does Ethical Clinical Careers help Employers?



Find an Employee

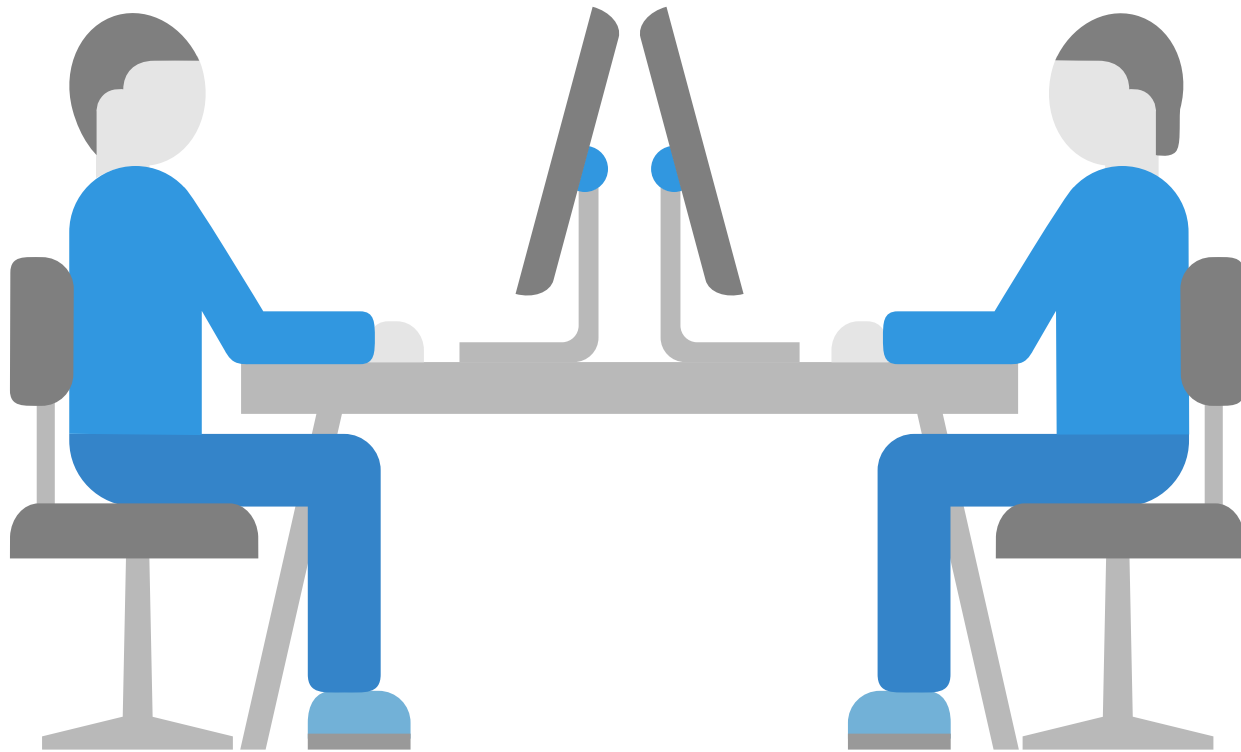
Gone are the days of riffling through piles of resumes, or reading email after email for a handful of candidates! Forget the first interviews! <https://ethicalcareers.3piesquared.com> system will make those arduous and futile tasks a thing of the past.



Hire an Employee

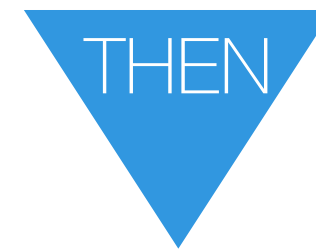
Implementation of our system will allow you to save your healthcare organizations most valuable and vital resources - Time and Money! Our system will improve your bottom-line as well as create a more collaborative and cohesive working environment.

How does Ethical Clinical Careers help Career Seekers?



Search Careers

Customize your career search based on specific criteria that is important to you. Complete the profile questionnaire and let our advanced matching system help you to determine the absolute best prospective Employer.



Find a Career

With our state of the art approach you will find an Employer that matches YOU in every way. From Corporate Culture and Management Style, Values and Visions, even personal strengths and future goals.

Types of careers on Ethical Clinical Careers

What healthcare fields are found on Ethical Clinical Careers?

PSYCHOLOGIST

BOARD CERTIFIED BEHAVIOR
ANALYST

BOARD CERTIFIED BEHAVIOR
ANALYST ASSISTANT

OCCUPATIONAL THERAPIST

PSYCHIATRIST

SPEECH-LANGUAGE
PATHOLOGIST

BEHAVIOR TECHNICIAN

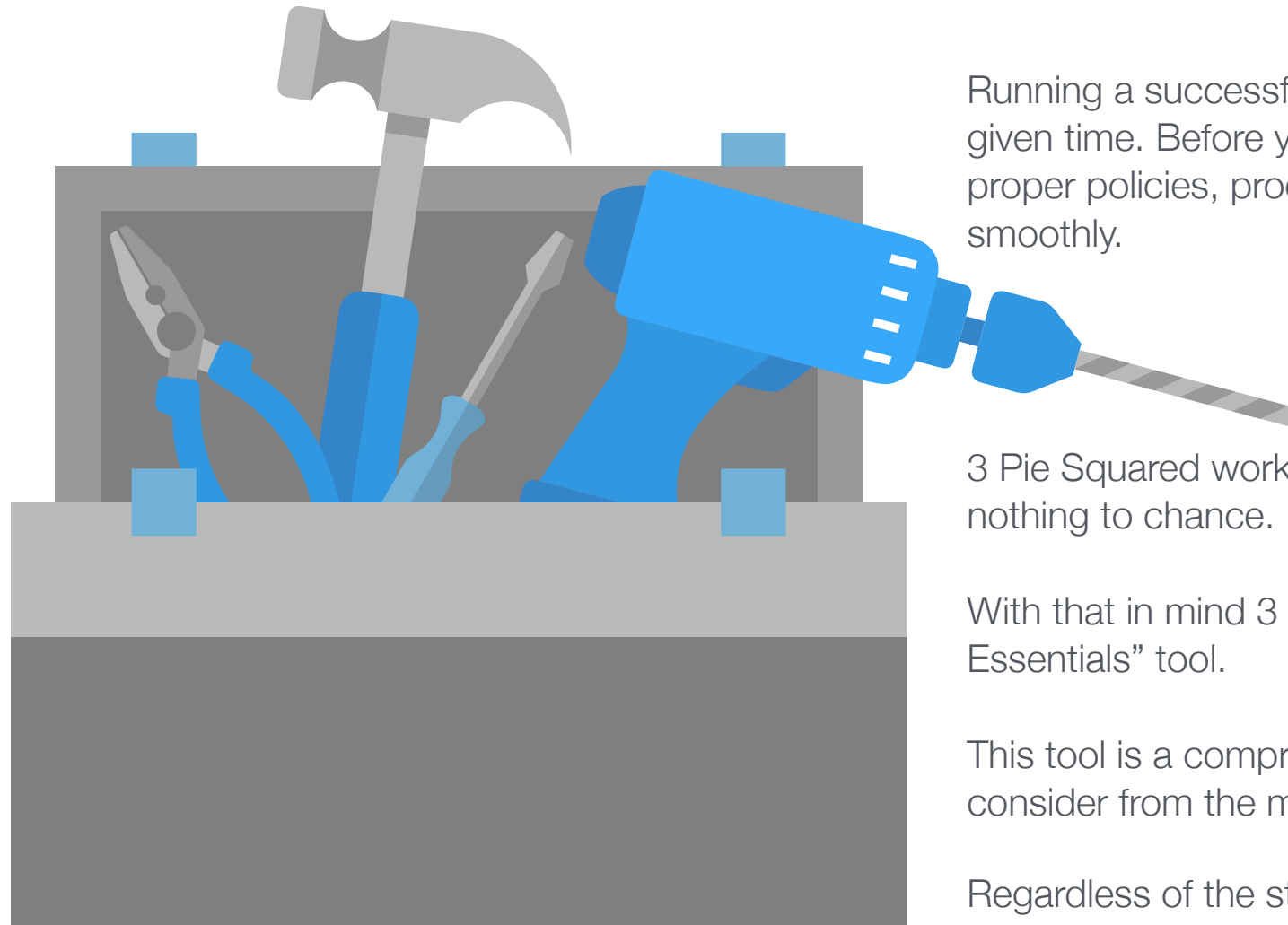
PHYSICAL THERAPIST



The Essentials List

“Success is not final, failure is not fatal: it is the courage to continue that counts.”

— Winston Churchill, Prime Minister of Great Britain during World War II



Running a successful business means keeping a lot of balls in the air at any given time. Before you even sit down with a client, you have to get all of the proper policies, procedures, and tools in place to ensure that things run smoothly.

3 Pie Squared works with its clients to avoid the worst case scenario by leaving nothing to chance.

With that in mind 3 Pie Squared developed “The Checklist of Business Essentials” tool.

This tool is a comprehensive checklist containing everything a company should consider from the moment the decision is made to start a therapy business.

Regardless of the status of your company set up, best practice is to always double check each and every item on this list, ensuring that no single detail has been overlooked!

What information can be found on the Checklist of Business Essentials?

Here is a preview of some of the checklist items and how-to information it

- ▶ Naming your business
 - ▶ How to conduct a business name search
 - ▶ Why you should retain a Business Attorney
 - ▶ How to set up your LLC
 - ▶ How to request a Tax ID for your business
 - ▶ Why you should retain an Accountant (CPA)
 - ▶ Working with a Marketing Consultant
 - ▶ Working with a HR Consultant
 - ▶ And much, much more!



Is your company is organized for success? Simply review “The Checklist of Business Essentials” by visiting our website blog at https://www.3piesquared.com/blog/?post_id=3&title=the-essential-list-for-a-successful-business.

Contact Us

