**Parent’s Guide to ABA Therapy**

**Authorization, Assessment, and Treatment**

This guide has been provided to you to help you understand the process involved with starting applied behavior analysis (ABA) therapy with a Board Certified Behavior Analyst (BCBA). Please use this check list to help you keep track of the different events that occur. Your provider or BCBA will be responsible for different activities as indicated by the darkened box (**■**). Please make sure to track your responsibilities as indicated by the open box (**□**)to help ensure your needs are met. We look forward to serving your family!

**Authorization – Before services start**

**■** PCP sends the referral for ABA therapy to your provider

**■** Your provider will contact the insurance and verify benefits

**■** Your provider will contact you to set up an appointment for the assessment

**What you can do during this time:**

* Wait to be contacted by the provider for an assessment to be scheduled.
* Understand that the timeline varies by insurance company and can take up to 10 business days.
* Be prepared for ideal times that you would like the assessment to occur.
* Be prepared to set aside two hours for the assessment.
* Be prepared with questions to ask the BCBA.
* Be prepared to discuss what you are wanting out of ABA therapy. If you are unsure, your BCBA will provide you with guidance.

**Assessment – Beginning the process to determine what treatment will look like**

**■** A BCBA will meet with you and your child

Please make the following records available for review:

**□** Diagnostic report

**□** Any previous ABA treatment plans from other providers available

**□** IEP, ARD, or 504 plan

**□** You will sign a form indicating that you consent to an assessment

The assessment will include the following components:

**□** Parent/caregiver interview

**□** Administration of assessment tools (e.g. forms for you to fill out)

**□** Observation of your child

**□** Interaction with your child

**□** Documentation of your child’s behavior

**■** The BCBA will schedule a time with you to review the assessment results prior to submitting to the insurance for approval

**What you can do during the assessment phase:**

* Understand the writing process will take up to two weeks.
* Understand that the timeline varies by insurance company but approval of a plan may take 10 – 15 business days.
* Be prepared to review the assessment results and treatment plan with the BCBA.
* Know that the assessment writing will be reflected on your Explanation of Benefits (EOB) from your insurance company expressed as codes and on dates that you may not have seen the BCBA.
* Understand that your child may not get all hours requested authorized by the insurance company. If so, your BCBA will contact you and discuss how to proceed.

**Treatment – Services have begun**

**■** The BCBA and Behavior Technicians will be providing therapy through supervision and direct interaction. Your child’s progress will be recorded through data collection and documentation.

**□** Your signature will be required on the session note/timesheet at the end of each session.

**□** You will participate in parent training on strategies and interventions used in therapy.

**■** The BCBA will report on both child and parent progress at the end of the authorization period.

**What you can do during the treatment phase:**

* Ask the BCBA and Behavior Technicians questions when you have them!
* Make sure to participate in parent trainings when they are scheduled. These are very important to the success of your child’s treatment.
* Understand that treatment services will be reflected on your EOB.
* Ask your provider about any questions that you have about dates of services.
* Know that any changes made to your child’s treatment will not be done without your foreknowledge or written consent.