**Case Manager’s Guide to ABA Therapy**

**Authorization, Assessment, Treatment, and Discharge**

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**

**□** Case Manager sends the referral for ABA therapy to Autism Response Team (ART)

**■** ART will sign the contract for the assessment

**■** The BCBA will set up an appointment for the assessment

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

* Wait to be informed by the BCBA for when the initial appointment has been scheduled.
* Understand that the timeline varies by consumer as some families may be more difficult to contact.
* Be prepared for the possibility that the BCBA may want to interview you.
* Be prepared with questions to ask the BCBA.
* Be prepared to discuss the reason for the assessment with the BCBA. If you are unsure of how the consumer could benefit from ABA therapy, your BCBA will provide you with guidance.

Please make the following records available for review:

**□** Diagnostic report

**□** Psychological assessment

**□** Previous behavior therapy plans

**□** Individual Plan of Care (IPC)

**□** Person Directed Plan (PDP)

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

**■** A BCBA will meet with the consumer and their family or Direct Support Personnel

The assessment will include the following components:

**■** Parent/caregiver interview

**■** Administration of assessment tools (e.g. forms to fill out)

**■** Observation of the consumer

**■** Interaction with the consumer

**■** Documentation of the consumer’s behavior

**■** The BCBA will schedule a time with the guardian to review the assessment results and obtain their consent for services prior to submitting to the agency

**■** The BCBA will submit the assessment and any treatment plan/crisis plan

**■** The BCBA will submit a utilization sheet detailing how the requested hours will be used during therapy for the IPC year

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

* Understand the writing process will take up to two weeks.
* Understand that the timeline make be extended of the family has limited availability to meet.
* Be prepared to receive updates about the timeline of the assessment results and treatment plan from the BCBA.
* Know that the assessment writing will be reflected through session note documentation.

**Treatment – Services have begun**

**■** A contract must be in place reflecting the hours approved for services between ART and the agency.

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

**□** A case manager’s signature will be required on the session note/timesheet at the end of any meetings with the BCBA.

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

**■** The BCBA will report on the consumer progress on quarterly increments.

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

* Ask the BCBA questions when you have them!
* Staff will need to participate in trainings when they are scheduled. These are very important to the success of the consumer’s treatment.

**Discharge – Services have ended**

**■** Criteria for discharge will be clearly outlined in each consumer’s assessment by the BCBA.

**■** A discharge report will be written by the BCBA detailing a summary of progress and any follow up that may be needed.

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

* If the family or treatment team is ever concerned about the impact of ABA and feels that discharging from services is warranted, please contact the BCBA immediately for consultation.
* Schedule a team meeting and provide the BCBA with ample time for a progress review.