COMPANY NAME is committed to working with GRANT. GRANT in providing high quality behavior analysis services to their clients who require special ABA services. In order to successfully meet the crucial task of delivering effective consult behavioral therapy services to the GRANT, COMPANY NAME recommends utilizing a comprehensive consultation approach which will include direct and indirect services as outlined below:

***Direct Services:***

Direct services will consist of services when the client is directly present. These services are imperative for the development and programming of behavior analysis services, in-vivo caregiver/staff training through modeling and active coaching, and continuous progress monitoring of client and caregiver performance. These services will occur primarily in home, but will be available anywhere the problem behaviors or skill deficits exist and where they are happening. Direct Services are comprised of:

1. **Direct Observation of Clients**: The Behavior Analyst will conduct direct observations in order to:
	1. Observe the antecedents that evoke (bring forth) problem behaviors and the consequences that are maintaining problem behaviors
	2. Collect data on problem behaviors and replacement behaviors
	3. Identify and recommend environmental modifications such as: classroom/clinic/house organization, physical environmental factors, and general client management that may positively impact the behavioral and instructional programming for clients
2. **Probing Behavior and Instructional Procedures:** The Behavior Analyst might find it necessary to probe certain antecedents that might evoke (bring forth) problem behaviors and/or instructional strategies (e.g., mixing and varying tasks vs. mass trialing and errorless learning vs. trial and error learning) prior to making an instructional recommendation. Probing behavior and instructional procedures will be directly implemented by the Behavior Analyst. Finally, COMPANY NAME has assessments that they can administer to obtain a client’s present level of performance (PLOP) so that appropriate behavioral and individual goals and objectives (IGO) can be written if not immediately clear.
3. **Direct Training of Client:** The Behavior Analyst will provide direct services to the client. This will be a major component of seeing lasting and effective change. Beyond the parent training on the client’s specific behaviors of concern, a number of individualized interventions that will require implementation by trained behavioral staff will also be utilized for each client. In addition, the Behavior Analyst may provide direct services to a group of clients for social skills instruction or another type of ABA group therapy in the GRANT clinic setting, if desired.
4. **Supervision of Behavioral Team:** The Behavior Analyst will work simultaneously at times with other members of the behavioral treatment team (BCaBA or RBT). This is to ensure programming is followed with fidelity and programs are updated regularly. Supervision will occur throughout the treatment process to ensure service quality is maintained and treatment focus is refined throughout treatment.

***Indirect Services***

Indirect services will consist of services when the client is not directly present. These services are essential to support the client and team members who work with the client in providing quality behavior analysis services and are comprised of:

1. **Behavior Plan Development** – The development of a behavior analysis service plan impacts client success because it outlines how behavior analysis services will be provided to the client. When requested, the Behavior Analyst will conduct a functional behavior assessment on a client.
	1. Functional Behavior Assessment (FBA):The Behavior Analyst will gather information that can be used to build effective Behavior Analysis Service Plans (BASPs) designed to promote clients’ success as followed:
		1. Providing a clear description of undesirable behavior(s) and acquisition skills to focus treatment on.
		2. Personal reinforcers produced for the client
		3. Outlining amount and structure of ABA services to meet client’s individual needs.

Once this Behavior Plan has been fully developed, it will be presented to the GRANT unit for approval by the GRANT staff for any recommended therapy on GRANT clients.

1. During the first 45-60 days, the Behavior Analyst will use indirect hours to write the behavior analysis service plan (BASP) as summarized below:
	1. Behavior Analysis Service Plan (BASP):The Behavior Analyst will create an individualized BASP based on the FBA. The Behavior Analyst will use a systematic, structured, and team-based approach to planning, developing, and implementing behavioral interventions for specific target behaviors of individual clients by including the following in the BASP:
		1. Problem Behaviors: behaviors that are expected to be prohibited
		2. Replacement Behaviors: behaviors that will serve as functional alternative behaviors to the problem behaviors
		3. Antecedent Manipulations: preventative strategies that might assist in decreasing the likelihood of the client engaging in problem behaviors based on the function of the problem behaviors
		4. Skill Building Strategies: detailed description of how to teach replacement behaviors that serve the same function of problem behavior, which may reduce problem behaviors
		5. Reactive Management Strategies: clear steps that define how to respond and manage problem behaviors
		6. Procedures for Achieving Generalization: specific strategies to promote replacement behaviors taught explicitly across settings and people
		7. Data Collection Procedures: methods to objectively measure and document behavior change
		8. NOTE: A Partial BASP may be created to cover only certain significant problems.
2. **GRANT Staff Consultation:** The Behavior Analyst can also provide staff consultation services as needed. Collaboration with other disciplines is something we are comfortable doing and can assist in the development of treatment goals. We can also aid in receiving OT/SLP/PT or any other medically necessary treatment that is inhibited from occurring by problem behaviors or skill deficits. In addition, the Behavior Analyst can offer support concerning behavioral and instructional

strategies to assist in behavioral and/or instructional teaching programs based on peer-reviewed behavior analysis literature (i.e., behavioral strategies).

1. **Behavior Data Collection:** Each client receiving services will have behavior data sheets. Behavior data will be collected as defined in the BASP or IGO. The Behavior Analyst will assist the teacher with creating individual client data sheets based on the client’s behavior protocol. The Behavior Analyst will determine the type of data collection system used to monitor client progress. The goal is to make the collection of data as easy as possible for staff members. Data sheets are important and are needed to track behavioral progress or lack of progress. They are essential to have for each client who has an IGO or BASP so that each year the IGO or FBA/BASP behavioral goals and objectives can be accurately updated and implemented.
2. **Graphing and Analyzing Data:** The Behavior Analyst will be responsible for graphing the data collected by him or herself and/or Parents and GRANT staff.
3. **Progress Reports:** The Behavior Analyst will complete quarterly progress reports and submit them to GRANT administration. Quarterly reports will include the demographic information, a summary of services provided, and corresponding graphs with trend lines for target/replacement behaviors (when applicable), a summary of what the data means (level, trend, variability – When applicable), and recommendations for the following quarter.

***Indirect Services* – Provided ONLY when specifically REQUESTED by GRANT Staff**

**1. Formal and Informal Instructional Assessments**: If requested, COMPANY NAME can conduct instructional assessments to obtain an accurate present level of performance (PLOP). Because individuals with autism and other developmental disabilities are functioning at different levels, it is imperative that the Behavior Analyst is aware of the various assessment tools and that s/he is able to assist the GRANT staff choose an assessment that will yield the best information concerning the client’s PLOP. COMPANY NAME offers assistance with administering the following formal (i.e., normative and criterion-based assessments) and informal (i.e., scope and sequence checklists) assessments to help the interdisciplinary team develop appropriate goals/objectives:

* 1. The Assessment of Basic Language and Learning Skills (ABLLS)
	2. The Assessment of Functional Living Skills (AFLS)
	3. BRIGANCE Inventory of Early Development
	4. BRIGANCE Comprehensive Inventory of Basic Skills
	5. Curriculum Based Measurement (CBM)
		1. Letter Sound Fluency
		2. Oral Reading Fluency
		3. Spelling
		4. Written Expression
		5. Math
	6. Essential for Living (EFL)
	7. PEAK – Relational Training System
	8. Qualitative Reading Inventory (QRI)
	9. Skill Streaming Checklist- Checklist
		1. Early Childhood
		2. Elementary
		3. Adolescent
	10. Social Skills Improvement System (SSIS)-Screening Guide
		1. Preschool
		2. Elementary
		3. Secondary
	11. Social Skills Solutions- Scope and Sequence Checklist
	12. TEACH Transition Assessment Profile (TTAP)
	13. Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP)
	14. Vineland Adaptive Behavior Scales, Second Edition (Vineland-II)

**2. Individualized Instructional Programming:** Many problem behaviors are due to deficits with language/communication, academics, activities of daily living skills (ADLS), and social skills. Because of this, the Behavior Analyst will collaborate with the GRANT staff and other interdisciplinary team members concerning empirically validated instructional strategies that are based on the principals of behavior analysis. Our goal is to support the interdisciplinary team in meeting the client’s individual goals and objectives (IGO). In addition, the Behavior Analyst will assist the GRANT staff as needed in modifying instruction to meet the diverse needs of clients obtaining behavior analysis services. COMPANY NAME offers the following programs to supplement the care plan developed by GRANT staff, if the interdisciplinary team deems it necessary:

a. Assessment of Basic Language and Learning Skills (ABLLS)

1. Assessment of Functional Living Skills (AFLS)
2. Essential for Living (EFL)
3. Skills Streaming
	* 1. Early Childhood
		2. Elementary
		3. Adolescent
4. Social Skills Improvement System (SSIS)
	* 1. Preschool
		2. Elementary
		3. Secondary
5. Social Skills Solutions
6. Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP)

***Back-office Support Services Provided to GRANT Unit by COMPANY***

COMPANY NAME utilizes a full practice back-office management staff. We will provide the same quality services to all GRANT clients that COMPANY NAME provides to our other clients. We will attempt to get all clients approved for services through their insurance company, and assist the parents in obtaining approval for ABA services for their children. We will also be providing families with copies of progress reports via direct mail, and will be delivering them to GRANT upon request.

**Insurance approval process:**

In the course of doing business, whenever COMPANY NAME received an approval, this approval is initially classified based upon payor type. These payor types typically fall into the following three types: 1) Private Pay; 2) 3rd Party Payors such as Aetna, BCBS, Cigna, etc.; or 3) CMS/Medicaid Services.

Any case that GRANT refers to COMPANY NAME that has a diagnosis of Autism Spectrum Disorder will be sent in for approval with the insurance provider. Upon attainment of approval from insurance company, any funding that is covered by insurance would be applied against the amount GRANT is billed. Our administrative staff will coordinate with the appropriate GRANT staff to obtain all required P.O.D.’s, ROI’s, Prescriptions, and ASD information forms (for private ins), completed for submission. This will expedite the approval process significantly.

Occasionally, COMPANY NAME will get approvals from insurance providers that are back-dated. In those instances, if GRANT would like us to start prior to insurance approval letter, COMPANY NAME will attempt to back-bill for any hours we have provided services that occurred after the approved date. In those instances, COMPANY NAME would reimburse the GRANT unit for any amounts due, once we receive payment from the insurance company.

Because of the large number of CMS/Medicaid Services clients in the GRANT system, those CMS/Medicaid clients referred by GRANT to COMPANY NAME for an assessment will be considered as a “carve-out” from CMS/Medicaid reimbursement program rates. GRANT agrees to reimburse COMPANY NAME through its Grant for at agreed upon reduced rates for these CMS/Medicaid Services clients (see Addendum A).

GRANT should direct all client’s for approval to our GRANT referral email address which has been set up specifically for this project : Emailhandle@companyname.com

**This is a HIPAA secure email address and is how we should receive intakes on clients from GRANT.**

**Size of client base and flow of clients:**

COMPANY NAME envisions being able to initially process 30-40 children per month for the first 3 months. During this Intake process period, we will begin providing ABA services to the “approved” children as the Intake process and referrals continue. COMPANY NAME staff will manage this growth curve in conjunction with on-going communications, input and direction from GRANT. COMPANY NAME prefers an on-going “planned growth strategy” and will focus efforts on both the Intake process as well as the continuation of services for new clients. This system of planned growth will continue to be developed as the GRANT unit program continues to expand.

***Billing for COMPANY NAME Services***

COMPANY NAME works on bi-weekly billing and payout cycles. Every two weeks we will submit an invoice to GRANT for the amount of services rendered. Along with the invoice with be our notes (PN’s), as well as an excel spreadsheet log with client, date, total time, service level, and service type.

COMPANY NAME will invoice GRANT unit for reimbursement for all ABA therapy activities and will provide claim forms associated with each GRANT referred client. COMPANY NAME will consider all 3rd party payments and only bill GRANT for the “projected” difference in charges and actual reimbursement by

3rd party agencies. Upon final receipt of payment from the 3rd party agency, COMPANY NAME will provide a spreadsheet to GRANT of payments made and any payment variance to support COMPANY NAME claims for payment from GRANT for ABA services. Any claims’ disputes should be discussed and submitted in writing to COMPANY NAME at least 1 week prior to the next billing cycle to ensure adequate time to review and make any adjustments in billing.

Once the client is approved by 3rd party Insurance (excluding Medicaid), COMPANY NAME will cease billing the full amount for that client and will only bill GRANT whatever the remaining balance will be. Each quarter, COMPANY NAME will meet with appropriate GRANT unit staff to assess any overages in payment and reimburse GRANT accordingly. GRANT will also be able to cover the patient responsibility portion through the grant without issue.

COMPANY NAME will accept paper checks or EFT deposits from GRANT.

**Progress Notes:**

Each service rendered will have a corresponding Progress Note (PN). The PN will contain client name, date, time-in and time-out, service level (BCBA/BCaBA/Assistant) and service rendered. It will also contain narrative information on the service performed (Unless an FBA, in which case the FBA is self-explanatory). PN’s will be provided each billing cycle.

**Service Logs:**

Service logs will accompany the PN and invoice, and are the means we utilize to audit all progress notes to ensure accuracy. Service logs are Excel spreadsheets that will contain client name, date, total time, service level, and service rendered. Everything on the service log should correspond to the PNs and Invoice submitted each cycle.

**Payment and Terms:**

Terms are net 30.

**Addendum (A)**

**COMPANY NAME Cost of Services List**

**F.B.A. – Functional Behavior Assessment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$1000.00 flat fee**

**BCBA-D Services (Doctorate Level) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$165.00/hour**

**BCBA Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$135.00/hour**

**BCaBA Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$85.00/hour**

**Registered Behavior Technician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$60.00/hour**

**Note:** All CMS/Medicaid Services clients referred to COMPANY NAME by GRANT whose ABA services are to be paid for via the Grant will be provided a discounted rate of $700 for the FBA, and 15% off of the above rates for all other ABA services provided.

**Flat Rate Material Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$80/client (one-time fee)**

**(This fee covers cost of administrative overhead associated with Intakes, Insurance approvals, and client correspondence.)**

**Thank you for considering COMPANY NAME for your needs.**

**We look forward to serving you.**

**Sincerely,**

**Position Title**

**COMPANY NAME**