

ROLES AND RESPONSIBILITIES

Each consumer served by ABA EXPERTS and BCaBA will be determined based on the level of severity of the presenting problems determined by the lead BCBA. Each client will have a determined amount of time/quarterly hour billing units for behavior analyst services as authorized by Florida Medicaid, private insurance, or other payer contract. BCaBA will make her best efforts to fully service each client's behavioral needs based on medical necessity. Should circumstances arise where BCaBA is temporarily unavailable to service a behavioral client's needs or reach the authorized amount of hours/quarterly billing units of a client, BCaBA will without delay notify ABA EXPERTS by email of those details, so that a temporary substitute BCaBA can service those needs if available.

Services include:

- Face to face contact (including video tele-health) with the RBT's supervising for training and monitoring (while under the supervision of a BCBA).
- Observation and data collection of all their clients.
- RBT supervision consisting of not less than 5% of their work hours
- RBT's need to be supervised regularly not allowing more than 2 weeks to go by without direct observation from the BCaBA.
- Must monitor and take data on RBT's based on ABA EXPERTS expectations. This will be directly trained.
- Phone, video, and email consultation with RBT's weekly to ensure questions will be answered in a timely manner.
- Development of any reports, graphic displays, and data collection forms.
- Modifications, updates, or revisions to behavior service programs (BSP) on a needed basis with BCBA approval.
- All BSP's must be updated and submitted to lead analyst for review by the bi-annual due date to prevent service interruption.
- Policies and procedures manual provided by ABA EXPERTS must be read and signed annually.
- Must use software utilized by ABA EXPERTS as the company advances to better programs that become available.
- Must send session notes and data of each session in the format provided by ABA EXPERTS when services are being rendered.
- Must attend annual meeting hosted by Jeanette K. Przybyszewski.
- Maintain professional liability insurance for behavior analysis services (\$1M per individual claim/\$3M aggregate), with ABA EXPERTS noted as certificate holder on the declarations page. A very reasonable company to purchase from is CPH (<https://www.cphins.com/>)
- Maintain good standing and active licensure as a BCaBA with the Behavior Analyst Certification Board.
- Maintain good standing with the Florida AHCA and APD, with their standard background checks, online training requirements, etc.

PAYMENT AND TERMS

- Hourly pay- \$35.00 - 40.00 per hour for individual clients (overtime is not permitted)
- CEU's will be covered through qualifying accreditation program that ABA Experts is affiliated with.
- Hourly pay- \$28.00 per hour for individual clients for direct services for the following: protocol as intended.

Employee Agreement for Board Certified assistant Behavior Analysts (BCABA)

- Group Rates: When in a setting that allows the BCaBA to work with small groups, rate of pay with change for the hours provided in a small group setting. Please see chart below:

Number of Clients	Hourly Pay
1	\$35.00 - 40.00
2	\$45.00
3	\$55.00
4	\$65.00
5	\$75.00
6	\$85.00

**Payments will be made bi-weekly according to the payroll company pay dates.

*****Payments and Terms are subject to change in the event reimbursement changes or laws change pertaining to the services provided by the BCaBA.

EMPLOYMENT TERMINATION

Either party must provide a written notice at least thirty (30) days prior to the date intended to terminate the employment in order to end this agreement in good standing. This will ensure that there is ample time for the next employee who is receiving the caseload is adequately trained and the transition between providers is a harmonious one for the people that we serve. Either party may reserve the right to immediately terminate this agreement considering disciplinary, ethical and/or legal violations.

This agreement shall be governed by the laws of the State of Florida and will be effective the day of the signing of this agreement by both parties. This contract automatically renews each year unless terminated by either party.