



## ABA Service Agreement and Consent Form

This document contains important information about Grand Valley Behavior; Services and Consulting applied behavior analysis (ABA) professional services and practice policies. It is important that you read through this information carefully and ask questions for clarification at any time. When you sign this document, it will represent an agreement between you and GVBSC to provide ABA services. You, the consumer, reserve the right to withdraw at any time from these services. Again, please feel free to contact GVBSC with any questions or concerns about GVBSC's ABA Services at any time. GVBSC abides by the Behavior Analyst Certification Board's guidelines for responsible conduct.

### Services Offered

**GVBSC abides by the Behavior Analyst Certification Board guidelines for responsible conduct**

- Admission into ABA services will be available to children, adolescents, and adults with or without a diagnosis based on the need/desire to modify established behaviors. Certain provisions may apply in regard to diagnosis if someone is seeking funding for the service through a third party, such as private insurance or Medicaid.
- When needed, GVBSC will provide the client/family with contact information for other professionals who may be better able to assist with the needs of the client if GVBSC is unable to meet specific treatment needs.
- Services will focus on the development and implementation of a functional behavior assessment and an ABA treatment plan. ABA services will be provided by a Board Certified Behavior Analyst (BCBA), Board Certified Assistant Behavior Analyst (BCaBA) or a highly trained Behavior Specialist under the supervision of a BCBA.
- GVBSC provides ABA services based on the client's current level of individualized needs. The treatment plan will structure antecedent and consequence based strategies that are skill based, functionally equivalent, and non-aversive.
- Behavioral assessment results are available to the client and/or family, and a preliminary treatment plan meeting will be scheduled with the client and ABA professionals to review the proposed service type(s), treatment plan goals and objectives, recommended duration and length of treatment, and a discharge plan for the client.
- Upon discharge, recommendations will be provided as a way to support continued progress or address persisting concerns.
- The contents of both the assessment and treatment plan will be explained to the client and/or family, and GVBSC staff will willingly answer any related questions about the assessment or proposed service. GVBSC understands that this information is confidential and will abide by established confidentiality policies and procedures.
- In addition to direct ABA treatment, ABA services also include training and ongoing consultation in the principles of applied behavior analysis as they pertain to the client's treatment plan with family, educators, and any related service providers.



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## Assessment, Preparation, and Participation

It is important for any individual to be able to perform at their best during an assessment. Please let the GVBSC ABA office know of any illness or changes in medication or diet that may necessitate an assessment to be re-scheduled. Grand Valley Behavior believes in non-aversive, trauma-informed care using an integrated treatment approach to create a positive learning experience for any individual. Thus, GVBSC also asks that our clients and/or families share information about an individual's preferences, dislikes, and needs that may arise during a clinical assessment. An initial assessment may be conducted in order to make recommendations, but the complete assessment process may take 15-20 total hours, or possibly longer, depending on the specific assessment procedures needed.

Additionally, parent/caregiver participation is an expectation of service. Participation may include team meeting, data collection, and implementation and involvement in the implementation of recommended strategies. If there is lack of involvement, GVBSC reserves the right to reconsider the appropriateness of service. Team meetings will focus on progress monitoring, level of service needed, and barriers in treatment as a way to strive toward positive results.

## Appointments

GVBSC's ABA staff is committed to providing consistent, reliable service as scheduled and agreed upon by the client/family. GVBSC proposes a preliminary set of hours for ABA services within the initial treatment plan, taking into consideration medical necessity (physician recommendation or prescription) and results of the behavioral assessment. A monthly or weekly schedule of service will be worked out between the client/family and Grand Valley Behavior staff assigned to the case. However, any party may cancel or reschedule session(s) previously scheduled, at no cost to the client.

GVBSC understands that circumstances, such as illness or family emergency, may arise which necessitate the occasional cancellation of appointments. To avoid any misunderstanding, GVBSC's policy is for a client or family to contact the assigned behavior specialist/analyst directly to cancel or re-schedule session(s). Excessive cancellations by a client/family may result in termination of services, as consistency of the delivery of services as proposed in a treatment plan is critical. GVBSC does ask that you attempt to give at least 24 hours of notice when canceling or rescheduling an appointment.

## Sick Policy

Fevers are common in young children and are often a signal that something is wrong. Please do not bring your child to therapy if he/she has a fever of 101.0F or higher. Our policy is that your child must remain free of fever for 24 hours before returning to services. This means that if your child is picked up at 3:00 p.m., but still has a fever at 6:00 p.m. or later, he/she cannot return to the therapy the next day. The 24 hours begins when your child's fever has broken and remains in a normal range.

Diarrhea / Vomiting due to illness is highly contagious. If your child has these symptoms, please keep him/her home. If your child has 2 or more diarrhea episodes, or any uncontained diarrhea while at therapy, you will be



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called to pick him/her up. Our ABA Technicians use proper hand washing techniques between diaper changes but, please understand that germs from diarrhea can be spread through carpets, toys, swings and direct contact. It is very difficult to keep from spreading these germs to other children. If your child vomits while at therapy, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting has stopped. When children return too soon, there is a much higher rate of recurrence and contagiousness.

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to, bad cold with hacking or persistent cough, green or yellow nasal drainage, and productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever. If your child just has a cold, please notify their ABA Technician. We encourage extra fluids and proper hand washing.

## Communication

GVBSC is committed to responding to any questions or comments regarding ABA Services in a timely manner. The Behavior Specialists, Behavior Analysts, and ABA Program Managers are committed to providing the best quality service to clients, which includes timely, professional communication. The clients will be provided with the telephone numbers and email addresses of those individuals involved in direct treatment service and planning. However, basic information about Grand Valley Behavior’s ABA Services is available through our website ([www.grandvalleybehavior.com](http://www.grandvalleybehavior.com)). More detailed inquiries (non-case related) and referrals for ABA service should be directed to the ABA Program offices.

Grand Valley Behavior does not offer on-call coverage for ABA services and programs on a 24-hour basis. Clients may contact their ABA Program office with questions or comments by telephone or email. Concerns may also be directed to Grand Valley Behavior’s management.

## Consent

Your signature below indicates that you have received and read the information in this document. Consent by all parents/legal guardians is required prior to the implementation of ABA services.

These policies have been fully explained to me and I fully and freely give my consent for service to be implemented as proposed.

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Client

Date

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Parent/Guardian (if applicable)

Date



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