



CENTER FOR SPEECH, LANGUAGE
AND LEARNING, INC.

EIDBI PROGRAM

434 Hayward Avenue N.
Oakdale, MN 55128

CSLL - EIDBI PARENT HANDBOOK



Center for Speech, Language, and Learning, Inc.
434 Hayward Ave. N., Oakdale, MN 55128
phone • 651-739-2300 fax • 651-739-2302

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Welcome CSLL-ABA (Applied Behavior Analysis) Families!

We are incredibly happy to be working with your child and family and appreciate the trust you have in our ABA therapy team to provide a high-quality learning program for your child.

We look forward to the opportunity to promote growth, development and positive behavior change through teaching increased skills, interaction, independence, and participation with those around them.

This handbook is designed to provide you with important program and policy information. Please review this information carefully and use it as a resource regarding services provided at CSLL-ABA Center.

If you have any questions regarding the information in this handbook or services provided, please see the communication information enclosed, and/or contact Gabby Sawicki – EIDBI Administrative Coordinator: 651-739-2300 / eidbi@csllinc.com
Justin Marthaler EIDBI Program Administrator: 651-739-2300 / justin@csllinc.com

Thank you,

CSLL-EIDBI ABA Team



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CSLL MISSION

We are dedicated to fostering and expanding communication, learning, movement, and functional skills. We support individuals and families by providing compassionate best practices education and advocacy.

CSLL honors and upholds the practice of non-discrimination in all its activities.

HIPAA/PRIVACY

CSLL is governed by HIPAA laws and maintains confidential files on all registered clients. Records concerning your child are confidential and accessible ONLY to you, and as needed by DHS, CSLL administration and the EIDBI staff. Information will not be shared or released to anyone else without your written permission.

CSLL ABA SCHEDULE

- CSLL-ABA Clinic is open Monday-Friday 8:00am-4:00pm
- Note: Your child's recommended therapy days/hours may vary depending on the Medical Necessity, Treatment Plan, and/or therapist availability.
- Holiday hours will be shared and posted throughout the year.

PROGRAM COMMUNICATION

- Your child's regular attendance is an essential component of the therapy contract program.
- Communication is vital to a well-functioning program.
- Please save the program contact information to your phone and contact us with ANY change to your child's schedule, questions, or change(s) to your information.
 - Please reference attendance policy for more detailed information on scheduling.

Questions and Concerns:

We care about your thoughts regarding your child's treatment and program plan. Please direct questions or concerns to any of the following staff members so that we can facilitate changes and meet your needs as soon as possible:

CSLL Office: 651-739-2300 eidbi@csllinc.com

Justin – Program Administrator: 651-739-2300 justin@csllinc.com

Marci – CSLL Business Administrator office@csllinc.com

EIDBI-ABA PROGRAM INFORMATION

Center for Speech, Language and Learning, Inc. is pleased to offer an EIDBI – ABA Program! The **E**arly **I**ntensive **D**evelopmental and **B**ehavioral Intervention program is designed to offer a contracted program of comprehensive support and medically necessary treatment for individuals through age 21, with autism spectrum disorder (ASD) and related conditions, <https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/long-term-services-and-supports/eidbi/resources.jsp>



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In addition, the benefit is intended to:

- Provide 1:1 therapy & individualized treatment and support for each child.
- Promote independence and participation in family, school, and community life.
- Improve long-term outcomes and quality of life for every child.
- Educate, train and support program parents, caregivers, and family.

The ABA methods used at CSLL are designed to help retention of skills over time and increase the likelihood that the individuals we serve will use those skills in different settings (school, home, community, etc.).

It is important to understand that the development of these skills and behaviors can take time and celebrating the milestones will benefit your child! The long-term goals will continually be worked on with your collaboration and approval.

Program Description

Applied Behavior Analysis (ABA) is the approved EIDBI treatment modality CSLL's behavior therapists and supervisor(s) are qualified to provide. ABA is an evidence-based therapy known to be the best treatment for autism spectrum disorder (ASD) and can be used to teach skills to individuals with other disorders that result in developmental delays and skill deficits.

The methods of ABA can be applied by breaking down skills into simpler steps, using intensive teaching procedures to reduce the likelihood of errors that will occur in the future, and continually teaching in the natural environment. Therapists utilize prompting strategies to teach new skills. As the child demonstrates more independence, prompts are faded out. A correct response to a new skill is followed by reinforcement which increases the frequency of the skill occurring in the future.

Alternative behaviors are taught to replace maladaptive behaviors, with reinforcement being used to increase the future frequency of the alternative behavior and ensuring no reinforcement is provided for the maladaptive behavior.

ABA is used to change or improve specific behaviors, including:

Increase and develop:

- Language/Communication Skills
- Functional living skills (toilet training, handwashing, dressing, etc.)
- Social skills
- Motor skills
- Listener responding skills
- Visual skills
- Educational skills (math, reading, writing, etc.)
- Vocational skills (skills necessary for transitioning to a work position)

Decrease problem behaviors such as:

- Aggression (hitting, kicking, biting, etc.)
- Eloping (leaving the area without permission)
- Spitting



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- Non-compliance
- Mouthing (excessive touching of items to the mouth or in the mouth)
- Scripting/Vocal Stereotypy (repetitive vocalizations that interfere with day-to-day)
- Stimming/Motor Stereotypy (repetitive movements that interfere with day-to-day)

Program Staff: Who is working with my child?

Behavior Therapists - behavior therapists work 1-on-1 with your child daily.

CSLL employs Level I and Level II Behavior Therapists

Level I Providers, have:

- at least 2000 hours (about 2 and a half months) of clinical experience and training working with individuals with ASD or similar conditions **AND/OR**
- have completed or are currently enrolled in a master's program related to the field.

Level II Providers have:

- at least 1000 hours (about 1 and a half months) of clinical experience and training working with individuals with ASD or similar conditions **AND/OR**
- have completed or are currently enrolled in a bachelor's program related to the field.

Behavior Therapists receive specific EIDBI training provided by the Department of Human Services (DHS). They also receive specific training on the principles and procedures of ABA and ongoing clinical supervision by a Board-Certified Behavior Analyst (BCBA) and/or a Board-Certified Assistant Behavior Analyst (BCaBA).

Program Supervisors

Program Supervisors (Program Leads and Trainers) are Level 1 Providers who oversee daily program implementation and staff training. They work closely with the Behavior Analyst in ensuring effective treatment procedures are in place for each child. Program Supervisors may conduct Family Skills Training, which is recommended at minimum once a month.

CSLL EIDBI Program Administrator: Justin Marthaler M.S. justin@csllinc.com

Behavior Analyst (LBA or BCaBA)

A Behavior Analyst is a Level 1 Provider with specialized education and board certification in ABA. The Behavior Analyst oversees individualized treatment plans and program implementation. The Behavior Analyst works to gain a better understanding of the family's goals for their child and to make a person and family-centered treatment plan. The Behavior Analyst will work directly with the child at least once a week and communicate with parents continually. The Behavior Analyst will conduct Family Skills Training and facilitate the development and use of skills across environments.

CSLL LBA: Licensed Behavior Analyst

Rebecca Edwards M.S BCBA LBA, rebecca@csllinc.com

Joseph Carlson M.S. BCBA LBA joey@csllinc.com



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Qualified Supervising Professional (QSP)

The QSP's role is to ensure the treatment plan for each child considers the person's and family's values, goals, preferences, culture, and language. The QSP is responsible for approving all treatment plans and reviewing treatment documentation to ensure compliance and fidelity. The QSP observes children during assessment and treatment plan development, throughout services, and for treatment plan updates.

QSPs are either a physician, advanced practice registered nurse, developmental or behavioral pediatrician or licensed mental health professional and have:

- at least 2000 hours (about 2 and a half months) of clinical experience and/or training in the examination and/or treatment of people with ASD or a related condition **AND/OR**
- Completed the equivalent in graduate-level coursework for ASD or related condition diagnostics, treatment strategies, or child development.

Comprehensive Multi-Disciplinary Evaluation (CMDE) Provider

The CMDE Provider's role is to determine medical necessity for EIDBI services and to recommend treatment intensity and weekly service hours. The CMDE Provider meets with parents/caregivers to gather a medical and behavioral history of the child and overall background information on the family. The CMDE Provider will observe the child prior to the start of services and may conduct additional assessments to determine medical necessity. A report is completed once a year.

CMDE Providers must:

- Be either
 - A licensed physician, advanced practice registered nurse or mental health professional
 - A mental health practitioner who meets the requirements of a clinical trainee
- AND**
- Have either
 - At least 2000 hours (about 2 and a half months) of clinical experience in the evaluation and treatment of people with ASD and/or related conditions
 - Completed the equivalent in graduate-level coursework for ASD or related condition diagnostics, treatment strategies, or child development.

CSLL QSP: Stacey Rhyner, LCSW, stacey@csllinc.com



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ADMISSION INFORMATION

Before your child is enrolled, four pre-admission steps must be completed.

- 1) When the child is next on the waitlist, an initial parent interview will be scheduled with the CMDE Provider, QSP, Program Supervisor and/or Behavior Analyst. The interview will help the providers understand the needs of your child, your desires for your child's development, and will allow you to ask any questions about the program. This meeting will be scheduled at a mutually convenient time and will last 45-60-minutes.
- 2) An initial direct observation of your child's current developmental level and learning needs will be conducted with the BCBA and QSP. During this observation, BCBA will get to know the learner and their interests. They will also conduct a mock Applied Behavior Analysis session collecting data on various skills that are typically targeted throughout a learner's day at CSLL (e.g., safety, communication, transitioning with therapist, problem behavior). The purpose of this direct observation is to identify goals that may be appropriate for the CSLL program, to see if we are a good fit for your child, and if they are a good fit for CSLL.

Note: It is recommended that parents are not present during the assessment so the Behavior Analyst can best assess how your child will perform at the center. The Behavior Analyst will meet with you briefly after the assessment to let you know how everything went. It is possible that the Behavior Analyst will request additional time to complete the assessment, which can be scheduled at a future date. Following the finalization of the assessment, a report will be completed and discussed with you.

- 3) If all parties agree to moving forward in the process, the following forms must be completed and returned to the CSLL office.

CSLL Enrollment packet including:

Welcome Letter, Service Agreement, Insurance Benefits form, Consent Form, Registration Form, History Form, Notice of Privacy practices-HIPAA, Authorization to Disclose / Release information

- Signed Receipt of CSLL – Parent Handbook
 - Signed Health/Illness Policy
 - Signed Attendance Policy
 - Signed Transportation Release Form
 - Signed Completed Immunizations Records FORM
 - Signed Permission to Administer Medications Form (if necessary)
 - Signed DHS forms
- 4) CMDE Report and Initial Treatment Plan (ITP) will be completed by using the information provided by you and the assessments conducted with your child. Once completed, these reports will be reviewed with you and will require signatures of approval. In addition to signing these documents, DHS-EIDBI documents "Child Rights and Responsibilities" and "Provider Responsibilities" will be reviewed and signed.



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ADMISSION CONT:

After the four-step process is completed, a start-date acceptable to both your family and the program will be scheduled.

Note: There is no set timeline of when clients can start receiving services due to external factors that can occur during the admission process. Program supervisor will be in communication if obstacles occur and when client can start receiving services

CROSS-DISCIPLINE COLLABORATION

If your child receives services from multiple locations, including attending a school, and you would like the members of each team to have a formal collaboration meeting, please notify CSLL.

A Coordinated Care Conference can be arranged prior to the start of services, every 6 months during formal progress monitoring updates, and for transition planning.

Included in the coordinated care conference would be the child's parent(s)/guardian(s), the CMDE/QSP, Behavior Analyst, and at least two other providers from different specialties outside of EIDBI (e.g., speech therapist, occupational therapist, teacher, doctor, IEP (Individualized Education Program) manager, school psychologist, etc.).

Please note that coordinated care conferences cannot occur on days that your child receives other EIDBI services.

If your child receives speech and/or occupational therapy at CSLL, the EIDBI-ABA team will continually collaborate with those professionals to ensure treatment is consistent and the needs of your child are met.

For professionals who work with your child outside of CSLL, an Authorization to Disclose / Release of Information form must be completed to communicate with those providers throughout your child's treatment.

ATTENDANCE POLICIES

To ensure consistent participation in services, which is essential for achieving treatment goals and maintaining program integrity. Consistency is very important at teaching and maintaining new behaviors which means attendance is a crucial part of the EIDBI program

Expectations

- Families are expected to maintain consistent attendance for all scheduled therapy sessions. Regular participation supports progress toward treatment goals.
- During intake, a schedule will be built to ensure that all families can attend therapy time regularly without any issues

Cancellations

- Families must notify the program **at least 24 hours in advance** of cancellation, when possible.
- **Reasons accepted:**



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- Illness (child or family), Medical appointments, Family emergencies, Transportation issues (when unavoidable)

No-Shows

- A “no-show” is when a client misses a session without prior notification.
- After **2 no-shows in a 30-day period**, a family support meeting may be scheduled to address barriers and reinforce attendance expectations.

Frequent Cancellations

- If a client cancels or no-shows for **more than 25% of scheduled sessions in a month**, the clinical team may:
 - Reassess the treatment schedule
 - Hold a meeting with the family to discuss concerns and solutions
 - Review the appropriateness of continuing services

Program Cancellations

- If the EIDBI program must cancel (e.g., due to staff illness or weather), every effort will be made to:
 - Notify families as soon as possible

Documentation

- All cancellations and no-shows are documented in the client's file.
- Attendance records are reviewed monthly to ensure service consistency.

Exceptions

- Exceptions to this policy may be made on a case-by-case basis due to extenuating circumstances (e.g., hospitalization, major family disruption).

DISCONTINUATION OF SERVICES

Each child will have their own discharge criteria written in their Individual Treatment Plan (ITP), based on the assessments used to determine developmental skills and progress, and their age and transition opportunities. Most children will be recommended for discharge into the school system when they demonstrate the milestones within the VB-MAPP, demonstrate independent self-care for activities of daily living, and the necessary educational, social, and behavioral skills. If a different service is determined more appropriate at that time, or a transition to school with a therapist and/or attending half days of school is determined more appropriate, communication and arrangements will be made with the family and the school or other servicing facility. The transition period is not to exceed 30 days based on the child's and their family's needs. The family will be involved in any planning to ensure a swift transition and to ensure that they agree progress has been made across settings (at the clinic and in the home).

Other criteria for discharge include:

- The child not benefiting from services
- The child being harmed by continued services
- Parental request for discontinuation of services (a 30-day notice from parent(s) is required)
- The child has a change in diagnosis that no longer falls under EIDBI funding



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- An injury, illness, or a new diagnosis is presented that requires a different form of treatment incompatible with daily EIDBI - ABA service

Please see your child's ITP for specific information on transition planning and discharge criteria.

Parental Request for Discontinuation of Services

If you request discontinuation of services prior to the end of the contract period, CSLL requires 30 days (about 4 and a half weeks)' notice. This notice allows the treatment team the time to update progress reports on your child, prepare a detailed transition plan, and work with the family on transitioning to the next setting. CSLL cannot guarantee fully-up-to-date reports or assistance with transitioning without 30-day notice.

HEALTH/ILLNESS POLICY

Children have maturing immune systems and are often near one another, in centers, classrooms, and during transportation. This makes the transmission of contagious diseases particularly easy and a reason these are common in children.

Contagious disease is often caused by the spread of bacteria (such as scarlet fever) or viruses (such as chickenpox, measles, hand-foot-and-mouth disease, and quite a few others) in droplets of saliva and mucus, especially when coughing or sneezing.

Contagious disease may also occur by coming in close personal contact with another infected person or even by sharing personal items of an infected person, as in the case with infestation caused by insects (such as with lice and scabies) or a fungal infection (such as in tinea infections, commonly called "ringworm").

The health and safety of each child and staff is paramount.

As each student arrives, your child's therapist will perform a temperature and health check to determine potential illness. If an illness is present or develops during the day – you will be contacted by your child's therapist to pick up your child.

As mandated by the State of Minnesota, children with symptoms listed below or a suspected contagious illness MUST be excluded from the CSLL – EIDBI program until checked by a doctor and/or clear of illness.

Return to the program may occur with a clear health determination note provided by a health care official.

- Fever (without medication) over 100.0 degrees within 24 hours
- Vomiting within 24 hours
- Unexplained rash
- Sore throat/ swollen glands, severe cough, eye discharge, yellow skin or eyes, or the individual is irritable, uncomfortable and/or continuously crying or needs more attention than program can provide.
- COVID-19
- Hand-Foot-Mouth - Fifth Disease (Erythema Infectiosum) ...
- Roseola (Sixth Disease) ...
- Measles (Rubeola) ...
- Chickenpox (Varicella) ...



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- Scarlet Fever
- German Measles (Rubella) ...
- Scabies (Pediatric) ...
- Pink Eye (Conjunctivitis)
- Strep Throat (Streptococcal Pharyngitis)
- Ringworm
- Lice

Medication Administration:

ALL medication must be in its original packaging with instructions included.

A "Permission to Administer Medication" form must be completed with instructions and signed by a parent / guardian for ALL prescription and over-the-counter medication.

SAFETY POLICIES

All CSLL staff work together to ensure safety is a #1 priority.

Your child will always be under the direct supervision of at least one staff member.

If your child has an injury, you will be notified according to your health care directive.

In an emergency, 911 is contacted and then the parent/emergency number is called.

Incident Reports:

Child incident reports are completed every time an event occurs that leads to injury or the possibility of injury. In the report, a description of the event will be written, including where the incident occurred, what the child and therapist were doing at the time of the incident, the type of injury or illness (type, location, size, etc.), and how the therapist responded (i.e., first aid). Parents will be notified of incidents in person, via their preferred method of communication, and a copy of the incident report will be sent home. In addition to documenting incidents that occur at the center, any injuries noticed upon arrival at the center that have not been previously noted will be recorded. If your child receives an injury at home, please notify the center (such as cuts, bruises, and bumps) so we have an accurate report and can also continue to treat the affected area when needed.

Maltreatment Policy:

To protect the safety and well-being of clients served at our clinic and comply with mandatory reporting laws related to suspected child maltreatment.

Maltreatment includes physical abuse, sexual abuse, neglect, and mental injury, as defined by Minnesota law.

Mandated Reporter: All staff providing direct services to children are mandated reporters and are legally required to report suspected maltreatment immediately.

If a staff member suspects maltreatment, **they must:**

Immediately report the concern to the Minnesota Department of Human Services (DHS), Child Protection Services, or local law enforcement.

Records and Confidentiality:



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All records, reports, and related documentation will be kept confidential and stored securely. Only authorized personnel may access these records in compliance with HIPAA, FERPA, and state child protection laws.

Failure to report suspected maltreatment or attempts to cover up abuse or neglect may result in:

Disciplinary action (including termination), Civil or criminal liability under Minnesota law

Severe Weather

CSLL follows the Oakdale/Washington County guidelines for weather and other related information. Weather-related or emergency closings will be communicated to parents as they become available. CSLL holds monthly practice drills with the children.

We observe the following protocol:

FIRE / TORNADO / EMERGENCY Practice Drills

Practice drills are conducted monthly, according to the season.

ALL staff and children participate in practice drills following policies and procedures in case of an actual fire, tornado, or emergency.

EMERGENCY PLAN / Fire

In the event of a **FIRE**:

Look to your nearest exit door, gather your child, and exit out the **NEAREST EXIT DOOR**.

DO NOT MAKE A CALL FROM INSIDE THE BUILDING –

BRING your phone outside to safety.

We will ALL gather outdoors (south end of the building), at the Lutheran Church/door.

EMERGENCY PLAN / Weather

In the event of a **WEATHER** emergency:

Immediately gather in the central hallway (509) located on the map.

Further directions will be provided there, depending on the type of weather emergency.

We will stay in the safe central area until the weather emergency has cleared.

EMERGENCY PLAN / Imminent Threat

In the event of an **IMMINENT THREAT** to life:

Immediately gather in the central hallway (509) located on the map.

Both the bathrooms (510 and 511), room (507) and other surrounding / alternate rooms have locked access, with NO windows. When we gather, we will determine where staff and children can remain in a locked room until the threat is cleared.

Outside Play:

CSLL does not have an outside play area enclosed. Weather permitting, we do utilize the open space behind the clinic to play outdoor games. If your child is interested in playing outside (bubbles, chalk, bike riding, etc.) while other children are not, there will be two staff assigned to them while outside.



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Pet/Service Animals Policy:

To ensure a safe, inclusive, and respectful environment for all individuals receiving services at our clinic by clarifying the policy on pets and service animals.

Service animals are permitted as required by the Americans with Disabilities Act (ADA). A service animal is defined as an animal that has been individually trained to perform specific tasks or work for a person with a disability. This training must directly relate to the individual's disability, which can be physical, sensory, psychiatric, intellectual, or another mental disability

Permitted Animals: Only dogs, however, other emotional support, therapy, comfort, or companion animals may be considered as service animals. Center for Speech Language and Learning reserves the right to disallow a service animal based on the following questions:

- "Is the animal a service animal required because of a disability?"
- "What work or task has the animal been trained to perform?"

Service Animals Must:

- Be under the control of the handler (leashed, harnessed, or tethered unless it interferes with the animal's tasks), Be house-trained, Not pose a direct threat to the health or safety of others, up to date with all VET recommended vaccinations.

A Service Animal May be Removed if:

- It is out of control, and the handler does not take effective action, It is not house-trained, It poses a health/safety risk to others.

Client and Staff Considerations

- Families will be notified in advance if a service animal is present.
- The clinic will make reasonable efforts to accommodate individuals with allergies or phobias related to animals (e.g., scheduling adjustments or alternate treatment rooms).
- Clients/Guardians: Must inform the clinic in advance if they intend to bring a service animal.
- Staff: Must follow ADA guidelines and respect the rights of individuals with service animals, while maintaining a safe and therapeutic environment for all.

BEHAVIOR GUIDANCE RESPONSE

CSLL EIDBI staff respond to problem behavior based on the function (reason) for the problem behavior. Staff are trained to identify the function of problem behavior and will document and work with the family and/or other staff, and professionals when appropriate, to identify the function of problem behavior in the home, too. Please see the chart below.

Corporal punishment is prohibited.

Your child will not be subject to any physical punishment (e.g., rough handling, spanking). Your child will not be subject to emotional stress including ostracism, shaming, and using derogatory language related to the child and/or their family. Or using language that threatens, humiliates, or frightens the child.



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Your child will not be punished for any reason or behavior, including toileting.

Manual restraints are prohibited under EIDBI policy, except in the event of an emergency to keep your child, or other children from injury.

Trained EIDBI staff may use transportation techniques to move your child from point A to point B with your approval. This can assist with the reduction of problem behavior and/or reduce the chance of harm (flopping to the ground in the bathroom where there is hard tile and sharp corners).

Specific protocols (not listed below) for your child will be discussed with you and approved prior to implementation. If a Behavior Intervention Plan is required, this will be written and reviewed in depth with you.

FAMILY SKILLS TRAINING

CSLL encourages parents/family members to participate in their child's treatment. We recommend a minimum of one Family Skills Training (FST) a month. FST is conducted by the Behavior Analyst and/or Program Supervisors. This time is designated to work with the parent(s) and child together and can also include siblings and other family members. FST is best conducted at the center during therapy hours or in the home and is between 1 and 3 hours in duration. The treatment team will do their best to accommodate the family's schedule to incorporate FST. If regular business hours do not work for your family, telemedicine FST can be utilized. Please note that telemedicine is more difficult to conduct and may be limited. FST via telemedicine is limited to 1 hour in duration.

If at any time you would like to visit the center to observe your child, please schedule this with the treatment team so we can follow all HIPPA regulations for your visit.

If you are interested in additional daily information on your child (e.g., toileting data) or more frequent progress updates, please communicate this to the treatment team and we will accommodate.

Ongoing communication with the treatment team is vital to your child's success. We are happy to be in contact as frequently as possible! We also encourage all questions and concerns regarding your child's development and home or community issues.

MEALS/NUTRITION

Please notify CSLL of ALL allergies.

CSLL requires each parent to send in food for their child. CSLL will have designated fridge, freezer, and cupboard spots for each child. Parents can send in lunches and snacks daily or weekly. Parents will be sent home a food inventory slip weekly and verbally each day that will identify which foods you typically send in are stocked and which foods are low.

CSLL will purchase extra food items (bread, peanut butter, chips) for emergency use or will be provided when a child shows signs of being hungry and they are out of the other food options.

CSLL recommends following the public-school guidelines for balanced and nutritious meals and snacks, including protein, vegetable, fruit, and milk.



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Birthday Celebrations:

At your discretion, the ABA program would like to celebrate your child's birthday. As preferred, on the designated day, please provide at least 10 nutritionally based snack pieces. This will allow ALL children and staff to participate in your child's birthday celebration. We will sing "Happy Birthday" and share a special treat together!

GENERAL INFORMATION

The following items are required for all enrolled children

- Please label ALL personal belongings with your child's name or initials.
- Staff will update you when we are running low on items that need to be replaced.

DAILY REQUIRED ITEMS in your child's backpack.

- A water bottle
- 4 extra outfits (shirt, pants, underwear, socks, etc.)
- A toothbrush and toothpaste
- Lotion and/or Vaseline (if desired)
- An extra pair of shoes (tennis shoes or slip-on shoes to wear around the center)
- Any additional items preferred

If your child is not toilet trained

- Diapers/pullups
- Wipes
- Diaper rash cream
- Any additional items preferred

PARENT SATISFACTION SURVEY – Participation is voluntary and confidential

To ensure families have the opportunity to provide feedback on the quality of services, communication, and overall satisfaction with the EIDBI program. Feedback is used to improve care, promote family-centered practices, and ensure the program meets the needs of clients and their families.

Parent satisfaction surveys will be administered **at least annually**, typically during the **6-month or annual treatment plan review**. The program administrator will distribute surveys and responses will be collected and analyzed by designated administrative staff.



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phone • 651-739-2300 fax • 651-739-2302

Please read, initial, sign and date the following information:

_____ I have received a copy of the CSLI-EIDBI PARENT HANDBOOK

_____ I have read the CSLI-EIDBI Parent Handbook and had the opportunity to ask questions
and receive answers related to the CSLI-EIDBI Parent Handbook.

Parent/Guardian Name / Print:

Parent /Guardian Signature:

Date: