

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBA's and Registered Behavior Technicians (RBTs) employed within Woodhaven.

Scope

This policy applies to all BCBA's and RBTs employed by Woodhaven and governs their conduct, professional behavior, and responsibilities while carrying out their duties.

Current Employees Seeking RBT Certification:

- Employees who wish to obtain RBT Certification must be employed with the agency for a minimum of one year, be referred by a Program Manager and approved by BCBA
- Upon certification completion, the employee would receive a \$1,000 and \$2 per hour salary increase.
- When an RBT is used in a billable hours situation, they would receive an additional \$2 per hour.

Employees Hired With Certification:

- Employees who possess RBT certification upon hire must be employed with the agency for a minimum of six months, be referred by a Program Manager and approved by BCBA
- Employees will request supervision by BCBA within Woodhaven and complete a competency examination and any additional Relias courses requested by BCBA.
- Salary will be negotiable upon hire
- When an RBT is used in a billable hours situation, they would receive an additional \$2 per hour.

Program Overview

Our program operates in ISLs, natural homes, day placements, etc. offering tailored ABA interventions based on individual needs.

Roles and Responsibilities

- **BCBA:** Responsible for assessment, treatment planning, and supervision.
- **RBT:** Implement behavior plans under the supervision of a BCBA.
- **Support Staff:** Assist in administrative and logistical support as needed.

Behavioral Intervention: RBTs are responsible for implementing behavior intervention plans developed by Board Certified Behavior Analysts (BCBAs) to address targeted behaviors and skill development goals.

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBA's and Registered Behavior Technicians (RBTs) employed within Woodhaven.

Data Collection: RBTs must accurately collect and record data on client progress and behavior during sessions using specified data collection methods outlined by the BCBA.

Client Interaction: BCBA's and RBTs should interact with clients in a professional and respectful manner, maintaining client dignity and confidentiality at all times.

Collaboration: BCBA's and RBTs are expected to collaborate with other team members, including, therapists, and caregivers, to ensure consistency in behavior plans and client progress.

Professional Development: BCBA's and RBTs should participate in ongoing professional development activities to maintain and improve their skills and knowledge in behavior analysis and related areas.

Code of Ethics

BCBA's and RBTs must adhere to the Behavior Analyst Certification Board (BACB) Professional and Ethical Compliance Code for Behavior Analysts, including principles related to client welfare, confidentiality, and professional conduct.

Supervision

RBTs will receive supervision from a qualified BCBA or BCaBA as required by the BACB guidelines.

Supervision sessions will occur on a regular basis to review client progress, behavior plans, and to provide feedback and guidance to the RBT.

Documentation and Reporting

BCBA's and RBTs must maintain accurate and timely documentation of client sessions, including data collection, session notes, and any incidents or concerns observed during sessions.

BCBA's and RBTs should report any significant changes in client behavior or progress to the supervising BCBA or appropriate team members promptly.

BCBA's and RBTs will maintain ongoing and up to date documentation of supervision with BCBA adhering to the minimum of 5% of hours being supervised by BCBA

Woodhaven Procedures

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBA's and Registered Behavior Technicians (RBTs) employed within Woodhaven.

Professional Conduct

BCBA's and RBTs must conduct themselves in a professional manner at all times, adhering to organizational policies and guidelines.

BCBA's and RBTs should dress appropriately and maintain personal hygiene to uphold a professional appearance.

Client Confidentiality

BCBA's and RBTs must maintain strict confidentiality regarding all client information, discussions, and records, in accordance with HIPAA and organizational policies.

BCBA's and RBTs should not discuss client information outside of authorized team meetings or with unauthorized individuals.

Safety

BCBA's and RBTs are responsible for maintaining a safe environment during sessions, ensuring both client and staff safety at all times.

BCBA's and RBTs should be aware of and follow safety protocols and emergency procedures established by the organization.

Compliance and Accountability

BCBA's and RBTs are expected to comply with all policies, procedures, and guidelines outlined in this document and other relevant organizational documents.

Noncompliance with policies or procedures may result in disciplinary action, up to and including termination of employment.

Training and Development

BCBA's and RBTs will receive initial training upon hire and ongoing training as needed to ensure competency in behavior intervention techniques, data collection methods, and professional conduct.

BCBA's and RBTs should actively seek opportunities for additional training and professional development to enhance their skills and knowledge.

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBA's and Registered Behavior Technicians (RBTs) employed within Woodhaven.

Cultural Sensitivity

Staff demonstrate respect for cultural diversity and adapt interventions accordingly.

Clocking Hours

Mobile punch access on Paylocity will be given to RBT's so they can clock in and out from their phone during hours that are not their regularly scheduled shift

Hours and Schedules

RBTs must be available to cover billable hours that are outside of their regularly scheduled shift when necessary.

If an RBT has to be used with an individual where the approval process has not been completed yet there needs to be a document submitted to payroll if the staff needs to receive Level F pay for those hours worked if the individual doesn't live in a Level F home (example: individual lives at Level C)

Billing

BCBA and RBT hours will be billed through an Excel Spreadsheet and sent to accounting within 5 days following the end of the month.

Communication Plan

Clear channels of communication are maintained with individuals, families, and relevant stakeholders throughout the treatment process.

Client Intake and Assessment

Referral Process

Clients are referred through Service Coordinators or families. Approval for funding will be authorized by DMH, and initial consultations are scheduled promptly.

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBA's and Registered Behavior Technicians (RBTs) employed within Woodhaven.

Criteria for admission

- The individual has been identified by their ISP Team, family, or other source as needing supports for behavioral needs.
- Funding is established.
- The individual is approved by the Behavior Services Team as a good match for a vacant spot in a Woodhaven home if housing is requested.
- If individual lives in another Agency ISL or family home, etc. The Behavior Services Team will visit the site to assess the appropriateness of the admission.
- Services can be ended at any time by either party, however if Woodhaven is ending services proper notification will be given and support in locating transitional services will be provided.

Assessment Protocols

Comprehensive assessments, including functional behavior assessments and skills assessments, guide individualized treatment planning.

Individualized Treatment Plans

BCBA's develop and update Behavior Intervention Plans (BIPs) based on assessment findings and ongoing progress monitoring.

Behavior Intervention Plan (BIP) Implementation

Implementation Guidelines

RBTs implement BIPs using evidence-based strategies and techniques, ensuring fidelity and effectiveness.

Behavior Reduction Strategies

Procedures are in place to effectively reduce challenging behaviors while promoting positive alternatives.

Woodhaven Procedures

Procedure 2-6-38

Subject: Behavior Services

Page 6 of 9

Issued: 06-01-24

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBA's and Registered Behavior Technicians (RBTs) employed within Woodhaven.

Skill Acquisition

RBTs systematically teach new skills and behaviors outlined in the treatment plan, utilizing behavior analytic principles

Crisis Management and Emergency Procedures

Crisis Plan

Protocols for managing crises and emergencies are established, prioritizing individual and staff safety.

Safety Team

Team Members will consist of BCBA's and RBTs are part of the crisis safety team. This will on occasion at times of urgent need.

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBAs and Registered Behavior Technicians (RBTs) employed within Woodhaven.

ABA SERVICE AGREEMENT AND CONSENT FORM

This document contains important information about Woodhaven's 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 Woodhaven to provide ABA services. You, the consumer, reserve the right to withdraw at any time from these services. Again, please feel free to contact Woodhaven with any questions or concerns about ABA Services at any time.

Service Summary

- 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 Department of Mental Health (DMH) or Medicaid.
- When needed, Woodhaven 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 Woodhaven 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 another provider licensed by the state of Missouri.
- Woodhaven 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.
- 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 Woodhaven staff will willingly answer any related questions about the assessment or proposed service. Woodhaven understands that this information is confidential, and will abide by established confidentiality policies, procedures, and statutes.
- 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.

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBAs and Registered Behavior Technicians (RBTs) employed within Woodhaven.

Appointments, Scheduling, and Participation

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

Woodhaven understands that circumstances, such as illness or family emergency, may arise which necessitate the occasional cancellation of appointments. To avoid any misunderstanding, Woodhaven'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. Woodhaven does ask that you attempt to give at least 12 hours of notice when canceling or rescheduling an appointment.

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, Woodhaven 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.

Communication

Woodhaven is committed to responding to any questions or comments regarding ABA Services in a timely manner. The Behavior Providers 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.

Purpose: The purpose of this policy and procedures document is to outline the expectations, guidelines, and responsibilities for BCBAs and Registered Behavior Technicians (RBTs) employed within Woodhaven.

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.

Client Date

Parent/Guardian (if applicable) Date

Woodhaven Representative Date

Approved by: _____

Director of Behavioral Services

Date: _____