



**Integrating Children and Knowledge of Washington, Inc.**

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## **ICAN of Washington, Inc.**

### **DESCRIPTION OF SERVICES AND SERVICE AGREEMENT:**

**WHAT IS AN APPLIED BEHAVIOR ANALYSIS (ABA) PROGRAM WITH EMPHASIS ON B.F. SKINNER'S ANALYSIS OF VERBAL BEHAVIOR?:** At ICAN, we strive to train families, caregivers, and home instructors to be **effective teachers** for their child. In 1957, B.F. Skinner wrote a book called, Verbal Behavior, analyzing language into far more than just “expressive” and “receptive” language. He focused on the function of language (why we use language) vs. a more cognitive approach. Each ABA/VB program incorporates teaching the child across all units of language, using Discrete Trial Training (DTT) and Natural Environment Teaching (NET), by means of errorless teaching techniques and manipulation of the child's motivation. Each specific teaching procedure can be linked to empirical research. The combination of specific teaching procedures and establishing motivational moments throughout the child's day ensures success for the child!

**HOW DO YOU DECIDE ON GOALS FOR MY CHILD?:** The teaching procedures reviewed at the initial trainings/consultations will be guided by the methods of effective teaching found in the literature of Applied Behavior Analysis. Particular emphasis will be placed on teaching your child to cooperate with instructional demands and to communicate expressively (either vocally or through gestures such as sign-language). The methods and materials developed by Drs. Sundberg and Partington and published in their manuals “The Assessment of Basic Language and Learning Skills-Revised” (2006) and “Teaching Language to Children with Autism and Other Developmental Disabilities” (1998) as well as the VB-MAPP (Sundberg, 2008), will guide the consultation and ultimately will guide recommendations regarding teaching procedures for your child. Your child's communication, independent self-care, social and behavioral skills will be addressed within each consultation.

**HOW CAN I GET ABA/VB SERVICES STARTED FOR MY CHILD?** AT ICAN of Washington, Inc., we offer two different options for running your child's ABA program:

#### **OPTION #1: CONSULTATIVE SERVICES:**

You provide home instructors, we train them and consult with you on a monthly basis. With this option, we require that your consultant (SLP/BCBA) sees your child 1x/week for a

minimum of the first 3 months, and you provide instructors who would implement the ABA/VB program at a minimum of 15 hours per week. (please note that the current literature recommends at least 20 hours of ABA per week for optimal progress).

Your consultant will create a home program based on the science of Applied Behavior Analysis (ABA) with emphasis on B.F. Skinner's analysis of Verbal Behavior (VB). The consultant is also responsible for training home instructors, family members and other professionals on specific teaching procedures and behavior plans. While training is an on-going process throughout each consultation, the amount of time necessary to initially train the team can vary based on the previous experience of each home instructor. The initial training typically takes between 8-10 hours. These initial consultations can be scheduled across several weeks during the first month we work with you and your team. Follow up consultations are scheduled on a monthly basis, and typically are between 4-6 hours each consultation. The following is the process of setting up consultation services through ICAN of Washington, Inc.:

- ❑ If you are brand new to the “ABA/VB” home program process, the consultant will spend the first several consultations training family members and caregivers and/or home instructors. Your child should be present for the majority of the initial training sessions. For many families, scheduling a full day is impossible, in which case we schedule the initial consultation in shorter increments across 2-3 days.
- ❑ All of the persons who are working and interacting with your child are present during the initial trainings and follow-up consultations.
- ❑ Training of basic principles of Applied Behavior Analysis with emphasis on Verbal Behavior will be discussed throughout the initial consultation, as well as follow-up consultations. In some cases, specific training involving lectures on ABA with emphasis on Verbal Behavior, errorless learning, and the principles of behavior, will be recommended if the consultant feels it is necessary. These additional trainings may be scheduled at ICAN’s office, involving your child’s entire “team”.
- ❑ An initial plan will be developed involving a balance of Natural Environment Teaching (NET) and Intensive Teaching. The team will be trained on how to carry out specific teaching procedures and these procedures will be practiced and reviewed while working with your child in the moment.
- ❑ The consultations can be recorded for future reference and as a baseline of performance from which to measure improved performance (due to the variety of cameras, please supply the camera so you can view it in your home).
- ❑ The consultant will set up your initial notebook (data collection), however a lead instructor will be assigned and trained on how to maintain the notebook/data collection on a weekly basis. Teams should expect to spend 1-2 hours/week updating the notebook and graphs. (Should you choose to have the BCBA update your program book, the regular fee of \$125/hour will be charged)
- ❑ A final report can be written and sent at a later date, per your request. There will be an additional charge for all written reports/consultation notes.

**FOLLOW-UP CONSULTATIONS:** Generally, these consultations, or “team meetings”, are every four weeks. During these consultations, those working with your child come together in order to observe your current instructors working with your child, conduct additional staff training, supervise and maintain the curriculum, work with staff to insure consistency, and guide them through the next appropriate steps. Weekly, and sometimes daily, e-mail and phone consultations help to keep the program running smoothly between visits. These consultations are at the same rate as stated in the initial consultation service agreement. To insure efficient use of time, please keep the following things in mind prior to the consult (depending on the time between consultation visits):

- ❑ You may be asked for an updated VB-MAPP or ABLLS-R prior to the consultation. If this is the case, it will be discussed prior to your next visit.
- ❑ You may be asked to send an updated video clip of your child prior to the follow-up consultation. This is not necessary in all cases.

**CONSULTATIVE SERVICES FEES:** BCBA/SLP hourly rate: \$125/hour. This fee applies to all services, including written reports/consultation notes, e-mails that require more than 10 minutes of responding, graphing, data analysis, observation of school settings, etc. Typical consultations range from 2-5 hours, and a write-up/consultation notes are charged as an additional hourly rate.

## **OPTION #2: IN-CLINIC:**

With this option, you would not need to find your own instructors. ICAN would provide you with well-trained instructors and carry out therapy in our clinic setting for a minimum of 10 hours per week (please note that the current literature recommends at least 20 hours of ABA per week for optimal progress). The BCBA overseeing your program would also see your child one time per week and serve as your consultant. As the consultant, your BCBA would carry training into your home as well as hold monthly team meetings with family and caregivers present, in order to update the program and provide on-going training for family members. Monthly team meetings are typically 2-4 hours in duration. Additional consulting can also be scheduled in the home to focus on specific problem behaviors, and other functional life skills. In-home/consultative services are charged at the rates listed below.

### **In-Clinic Option Fees:**

ABA Instructor fees: \$50/hour

BCBA/SLP fees are \$125/hour.

There is a 2-3 hour programming fee per month to update the program, stimuli, and graphs (\$50/hour). We would try our best to keep this service at the minimum each month, however updating programs is imperative for keeping the program moving forward. Graphing and analyzing data is imperative for the BCBA to make programming decisions.

**SCHEDULING/PREPARATION:** Prior to this initial consultation (in-clinic or consultation services), the following must be completed and sent to ICAN of Washington, Inc.:

- ✓ Attend Workshop #1 by Dr. Carbone, PhD, BCBA (please check: [www.carboneclinic.com](http://www.carboneclinic.com), for a list of upcoming workshops). Dr. Carbone’s workshop #1 reviews the specific teaching procedures and fundamental skills needed to start a program for your child. This workshop is usually 2-3 days long.

**This requirement may be waived if you attend the following training sessions at ICAN of Washington:**

- Identifying and Reacting to Problem Behavior
- Teaching Manding to all Learners
- Intensive Teaching at the Table
- Natural Environment Teaching

Note: We also offer the above-mentioned training sessions without committing to consultative or in-clinic options. ICAN of Washington typically schedules monthly trainings for those interested in learning more about ABA with emphasis on B.F. Skinner's analysis of Verbal Behavior.

- ✓ Complete **The Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP)**, by Dr. Sundberg, PhD, BCBA (2008) **OR** complete **The Assessment of Basic Language and Learning Skills-Revised (ABLLS-R)**, by Sundberg & Partington (2006). The VB-MAPP and the ABLLS-R are criterion-referenced assessment tools. They also serve as a curriculum guide, and skill tracking system that is designed for children with autism, and other individuals who demonstrate language delays. The VB-MAPP and the ABLLS-R is based on B.F. Skinner's (1957) analysis of verbal behavior, established developmental milestones, and research from the field of behavior analysis. ICAN staff can also meet with you to review the sections of the VB-MAPP or the ABLLS-R and to help you get started with this assessment before the initial consultation. You can order VB-MAPP or the ABLLS-R at:
  - [www.difflearn.com](http://www.difflearn.com)
  - [www.amazon.com](http://www.amazon.com)
  - [www.avbpress.com](http://www.avbpress.com)
- ✓ Schedule your weekly session with the BCBA/SLP on staff. One of ICAN of Washington, Inc speech and language pathologists/BCBA must be on your child's team for a minimum of the first three months for both in-clinic and consultative services. The SLP/BCBA must be scheduled to work directly with your child at least one time per week. It is highly recommended to send any home instructors, caregivers or teachers to observe these sessions during this period of time.
- ✓ Send ICAN a 15-20 minute video-clip showing your child in a variety of learning environments, or set up an initial observation time for the consultant to come in and observe your child in his/her natural environment.
  - If your child is presently in a home-based 1:1 ABA program, the video clip should include at least 20 minutes of instruction focusing on different targeted skills in both intensive teaching situations and natural environment teaching.
  - If your child is not presently in a home-based ABA program, the video clip should include structured time with you, his/her speech language pathologist or occupational therapist.
- ✓ Fill out initial intake packet (Child Case History Form, sign the service agreement, and sign the HIPAA/video tape agreement). These forms can be found on our website. Go to: [www.icanofwashington.com](http://www.icanofwashington.com) click on DOWNLOADS. You will see "New In-Take Forms"
- ✓ Schedule the first consultation with your team, (or if choosing the in-clinic option, schedule the date your child will start clinic)
- ✓ Read the following Service Agreement (below) and sign/date.

**Completion of all of these items does not guarantee a start date of consultation or treatment from ICA N of Washington, Inc.**

**TRAVEL COSTS:** The cost of consultations is \$125 per hour. If your home is more than 10 miles from ICAN of Washington (5100 Acacia Ave. Bethesda, Maryland), the hourly rate will be charged for travel time. A full consultation is typically scheduled for 2-5 hours, one time per month, however this varies per team. If you request a written report in addition to a video taped report which is included in the day's work, an additional hourly rate will be added to the final invoice (typically follow-up reports take ½- 1 hour to write up). If you request follow up consultation via video or phone the rate will be \$125 per hour of consultation. E-mails that require more than 5-minute response time will also be charged.

**CANCELLATIONS:** Because consultations are scheduled months in advance, any cancellations made less than one week's notice will be charged for the full consultation. Cancellation for in-clinic option must have 24 hour notice, or the family will be charged.

**RECOMMENDED READINGS:** These are two books we HIGHLY recommend to get familiar with Verbal Behavior:

- The Verbal Behavior Approach by Mary Lynch Barbera
- Teaching Children with Autism and Other Developmental Disabilities by Dr. Sundberg and Dr Partington

**AGREEMENT:**

If you would like your child, family, and team members to participate in consultative services according to the process described above please sign this form below and send via fax at 301.897.0819, or mail to the above address. Follow up services for your child will be discussed at the conclusion of the evaluation and mutually agreed upon dates and times will be determined.

Furthermore, by signing below, I have read and understand the description of ICAN of Washington's consultation methods and policies and fees associated with consultative services. I would like to participate in consultations according to the process described above. Furthermore, I understand that if, at any time, I do not follow through with the recommendations of the consultant across a period of more than two months (including data collection necessary to make program decisions, follow-through with behavior plans, and follow-through with program maintenance), the consultant has the right to terminate services.

Child's name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Parent/legal guardian name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/legal guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_