

# Intake Process



Initial Phone Call – caregiver sends insurance information and picture of insurance cards via email and coverage is verified

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TOUR 45 minutes – 1 hour

1. Parents bring child to tour
2. Parents provide Script for ABA and Diagnostic Report
3. BCBA complete Link to Learn Initial Bx Checklist with child
4. Clinic Lead completes BLAF questionnaire with caregiver(s)
5. Provide Handbook Highlights and Discuss our Program Options
6. Parents are given Intake Questionnaire to take home

\*\*Move to Next Steps or Make Referral

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TREATMENT EVALUATION Part 1

BCBA completes

PEAK Direct Pre-assessment or EFL

VB-MAPP Barriers

Social Skills Solutions (optional)

Observe interaction with peers

CAREGIVER INTERVIEW

Social/Developmental/Family Interview

Barriers to Service Assessment

Review Caregiver Handbook

\*\*CHILD IS NOW ON WAITLIST or Referral is Made

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TREATMENT EVALUATION Part 2 \*Optional

BCBA observe child in an additional environment

BCBA speak with previous provider/school

BCBA conduct records review (if applicable)

**\*\*Treatment Planning** (1 – 2 weeks to write plan and 3 – 4 weeks for insurance)

4

CAREGIVER MEETING

Once plan is approved – review goals with caregivers, set official start date review first day checklist and sign handbook