

Intake Packet

ABA Services

Initial Intake Interview Process

1. Assessment with Silveira Behavior Consultants BCBA (FBA, FA, PEAK Comprehensive Assessment, AFLS, VB-MAPP, ABLSS-R, Vineland, etc.).
2. Parent Meeting – Development of treatment plan and review of reports, goals
3. Scheduling therapy sessions
4. Caregiver coaching program/hybrid delivery model program (BCBA-delivered direct hours in conjunction with caregiver coaching) will be evaluated.
5. Quarterly/biannual assessments to continue to guide instruction

Checklist to Initiate Services

- ☐ Completed Intake Packet
- ☐ General Information
- ☐ Permission to Videotape and Photograph
- ☐ Client Registration Form
- ☐ Authorization to Release Information
- ☐ Private Pay Agreement
- ☐ Verification of Benefits
- ☐ Insurance Agreement
- ☐ Informed Consent
- ☐ Confidentiality Act-Abuse Reporting Protocol
- ☐ Financial Responsibility
- ☐ HIPPA Service Agreement and Consent Form
- ☐ IEP Report
- ☐ Psychological Evaluation



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Contact Information

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Mission

Our mission is to provide caregiver coaching with the most effective, researched-based therapy to make lasting changes in the lives of our families. We believe in a total team approach to ensure that our clients are able to access the most appropriate services to meet their individual needs. Silveira Behavior Consultants, LLC strives to provide the highest quality services for children and young adolescents with autism and other developmental disabilities. We also serve children that do not have a diagnosis. The emphasis is always client achievement and maximizing the individuals' potential in the home, school, and the community to create lasting change throughout their lives. Silveira Behavior Consultants, LLC is dedicated to abide by the ethical standards outlined by the Behavior Analyst Certification Board.

Philosophy

Silveira Behavior Consultants, LLC supports evidence-based treatment methods based in the principles and procedures of Applied Behavior Analysis including but not limited to Verbal Behavior strategies, Natural Environment Training (NET), Fluency Based Instruction, and Direct Instruction.

Approach to Therapy

An Overview of ABA/ Silveira Behavior Consultants Approach to Therapy

Silveira Behavior Consultants, LLC utilizes the principles of Applied Behavior Analysis and develops individualized programs or treatment plans that target cognitive, speech, language, academic or school readiness, behavior management, play, and social skills. Each individualized program is based on the child's strengths and work to decrease skill deficits.

Applied Behavior Analysis is the study of the functional relationship between one's behaviors and their environment. Data is collected on the stimuli that elicits, increases, decreases, or maintains the client's behavior. The data is analyzed and a treatment plan or an individualized ABA program is implemented. As the client's treatment progresses, data is collected and analyzed again to determine treatment effectiveness. The goal of a behavior analyst is to utilize behavioral contingencies to help the client learn more functional skills that can replace undesirable behaviors and improve quality of life. Silveira Behavior Consultants, LLC seeks to produce significant results enabling the client to adapt to their environment thus preparing them for a brighter future.

Individualized Programming/Development

Each child is unique and therefore we believe it is our job to design a behavior intervention program that is individualized to your child's specific needs. Our team continually assesses each child's needs and use extensive researched-based curriculums to create a specialized program for each child. Our highly skilled staff members are trained in a wide range of ABA methods so that they have many options to find the intervention that works best to meet your child's specific needs.

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Assessments

FBA - A Functional Behavior Assessment is the primary tool used to identify and attempt to understand a child's behavior. It is a multidisciplinary approach that incorporates a number of techniques, sources of information, and strategies to understand the reasons behind problem behavior and to develop strategies or interventions to address the problem behaviors. The process involves documenting the antecedent (what comes before the behavior), behavior, and consequence (what happens after the behavior) over a number of weeks; interviewing teachers, parents, and others who work with the child; and manipulating the environment to see if a way can be found to prevent the behavior. This information is important because it leads the observer beyond the "symptom" (the behavior) to the student's underlying motivation to escape, "avoid," or "get" something, which is the root to all behavior. The findings from the FBA become the basis for the Behavior Intervention Plan.

Other assessments are completed based on the individual needs of each child.

Behavior Intervention Plans

Behavior Intervention Plans are developed from a Functional Behavior Assessment. Behavior Intervention Plans increase the acquisition and use of new alternative skills, decrease the problem behavior and facilitate general improvements in the quality of life of the individual, his or her family, and members of the support team.

Social Skills Training

Silveira Behavior Consultants, LLC provides social skills training to children with Autism Spectrum Disorder and other developmental disabilities, as well as children without a diagnosis. The focus of the program is to increase the child's overall ability to:

- Recognize and interpret verbal and non-verbal communication
- Develop appropriate peer relationships
- Assist individuals with improvement in social interactions by expanding their interest in age- appropriate topics, toys and play skills
- Increase their ability to recognize others' emotions
- The goal is to minimize the stress and anxiety when participating in social interaction.
- The program strives to provide the tools necessary for successful interpretation of social and communication skills.

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Functional Communication Training

FCT is used to teach and establish replacement behaviors for inappropriate or harmful behaviors such as aggression, escape/elopement, non-compliance, etc. When a child is regularly engaging in disruptive, challenging behaviors the child is having difficulty communicating or meeting their wants and needs.

Even for a verbal child, but particularly for a non-verbal child, behavior is a way of communicating. It is our role to develop a comprehensive ABA program to replace challenging behaviors with more effective and efficient positive/functional behaviors in order to get their needs and wants to meet in a more socially acceptable manner.

_____ Parent/Guardian Initials of understanding "Approach to Therapy" section



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Support & Consultation

Professional Development Training (CEUs/Teachers/School Staff)

Silveira Behavior Consultants, LLC offers a wide range of professional development trainings for parents, families and school districts in the area of Applied Behavior Analysis. Our workshops/trainings are available in full day sessions, half day sessions and evening sessions. Workshops and training can be tailored to meet your individualized needs for professional development. Please contact us for more information.

School Consulting

Silveira Behavior Consultants, LLC offers consultation for individuals in their public and private school settings and also contracts with schools who are seeking ABA services or consultation. Silveira Behavior Consultants, LLC is able to provide services, which address needs such as assessments, behavioral assessments, teacher and staff training, modification of curriculum, social skills facilitation, program development, and ongoing supervision.

IEP Development and Support

Silveira Behavior Consultants, LLC can provide on-going collaboration throughout the Individualized Education Plan (IEP) process, including the construction of IEP goals and objectives, assisting in the implementation of the goals in the home and school settings, and reporting of progress.

_____ Parent/Guardian Initials of understanding "Support & Consultation" section

Parent Guidelines

Your cooperation on the following is greatly appreciated to assist us in working with your child effectively and efficiently:

- A parent or responsible adult must be in the home during therapy sessions.
- Your child should be dressed and fed prior to therapist arrival unless these skills are being addressed in the program.
- If sessions are in the home, the area being used for therapy must be comfortable temperature, well-lit and relatively free of distractions. It is important that we are able to conduct the session in a professional manner with materials ready and limited access to competing reinforcers (i.e. toys that are not used during the therapy session).
- The therapist must wait 15 minutes if the child is not there at the therapy time and then is permitted to leave.
- The therapist will call the family if they are going to arrive more than 5 minutes late.
- A therapist cannot change appointment times without agreement with the family.
- If your family is planning an extended vacation (more than 2 weeks), please inform the therapist and supervisor. We will continue to reserve the spot for your child but cannot guarantee that your child will work with the same therapist.
- In case of an accident or unusual incident, the therapist should complete an incident form and the family and Chief of Operations will be informed within 1 working day.
- Sickness. Please notify the therapist, as much in advance as possible, at least the night, before the scheduled session if you know that your child (or other children in your home) will not be able to participate in the program the next day due to illness. Sickness includes, but not limited to the following:
 - Temperature above 100
 - Communicable Disease
 - Hand/Foot/Mouth
 - Vomiting
 - Measles, Mumps, Chicken Pox
 - Diarrhea
 - Pin Worm
 - Strep Throat
 - Lice
 - Rash
 - Pink Eye

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Parents are asked to use the same guidelines used in a school – if a child (or sibling) is too sick to attend school, he or she is too sick to participate in his/her therapy session.

Therapy will resume as soon as the child's doctor clears him/her of being contagious or the remedy is completed. If a therapist arrives at the home and the child is sick, the therapist will not be able to work with your child.

- The therapist is NOT allowed to take a child in their automobile.
- Parents and consultants/therapists should be respectful and courteous to each other. Open communication between parents and consultants/therapists is essential to the establishment of a successful program for the child. If there are any problems or concerns, please contact the Owner/Chief of Operations immediately.
- Please understand that all information shared is HIPPA protected, it is essential that every Silveira Behavior Consultants, LLC employee respects and maintains each client's right to confidentiality regarding his or her treatment and all personal information. All HIPPA laws apply. Please do not ask about another client's program or treatment, as this information will not be discussed and could possibly lead to the dismissal of your child from the program.

_____ Parent/Guardian Initials of understanding "Parent Guidelines" section



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Service Agreement

Service Agreement and Consent Form

This document contains important information about our professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides new privacy protections and new client rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operation. HIPAA requires that we provide you with a Notice of Privacy Practices (the Notice) for use and disclosure of PHI for treatment, payment and healthcare operations. The Notice, which is attached to this Agreement, explains HIPAA and its application to your personal health information in greater detail. The law requires we obtain your signature acknowledging we have provided you with this information. Although these documents are long and sometimes complex, it is very important you read them carefully and you ask questions regarding the procedures. When signing this document, it will also represent an agreement between our clients/caregivers and Silveira Behavior Consultants, LLC. You may revoke this agreement in writing at any time. That revocation will be binding unless we have taken action in reliance on it; if there are obligations imposed by your health insurer to process or substantiate claims made under your policy; or if you have not satisfied any financial obligations. If you have any questions or concerns, please feel free to bring them to our attention.

Confidentiality, Records, and Release of Information

Services are best provided in an atmosphere of trust. Because trust is so important, all services are confidential except to the extent that you provide us with written authorization to release specified information to specific individuals or agencies.

_____ Parent/Guardian Initials of understanding "Service Agreement" section

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Scheduling Expectations

Scheduling and Sessions

Each client will have a Board Certified Behavior Analyst and /or Behavior Technician present for every session of treatment. Depending on the consultation package chosen, the BCBA and caregiver will together provide direct 1:1 therapy in the designated setting.

Sessions for in-home ABA are usually scheduled for at least 120 -minute to 4-hour blocks. A parent/legal guardian or adult over the age of 18 is required to be present and available in the home throughout the therapy session(s).

Except in cases of emergency, 24 hour's notice is required for all cancelled appointments. We request that families give us at least two week's notice on significant changes in their plans for in-home ABA sessions scheduling to facilitate consistency in service delivery. The universal standard for therapy is that the last 15 minutes of each session is devoted to data collection, note writing, material preparation/organization for the following session and discussion of the session with the parent.

Appointments

Except for rare emergencies, we will see you (or your child) at the time scheduled. We understand that circumstances (such as an illness or family emergency) may arise which necessitate the occasional cancellation of appointments. In these cases, in order to avoid any misunderstanding, we ask that you speak to our staff personally and give as much notice as possible to cancel or reschedule. This will allow us to offer your time to another person. You may be charged the standard hourly rate (\$50) for appointments missed or canceled with less than 24 hours advance notice. Please note that most insurance companies will not reimburse you for missed appointments and you remain responsible for these charges.

_____ Parent/Guardian Initials of understanding "Scheduling Expectations" section



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Service & Discharge Services

Silveira Behavior Consultants, LLC offers several comprehensive caregiver coaching packages. To determine the program needed for the family, we initially complete an assessment to determine whether the family would benefit from our services. After it has been determined that our services are needed, a BCBA is appointed as the team leader and develops a treatment plan based on the findings of the assessment.

Modifications & Discharge

As needed, the program is adjusted by a BCBA to accommodate the client's progress. If the treatment plan is over challenging the plan will be modified with lower intensity goals. As the client advances through the program more challenging goals can be added to the plan. If after adjusting the treatment plan and following the updated plan we may determine our services are not the proper treatment for the client. If such a determination is made, we will follow our discharge and referral protocol.

Miscellaneous Services

Additional Services are offered that may include, but not limited to, phone consultation, co-treatments, attendance of school meetings and IEPs, attendance of psychological evaluations, etc.

_____ Parent/Guardian Initials of understanding "Service & Discharge" section

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Best Practices

Family Engagement

Silveira Behavior Consultants, LLC, strives for excellence in its ABA program and an integral component to achieve that goal is family involvement. Silveira Behavior Consultants, LLC requires caregivers carry over the therapy being implemented and record data for specific programs as outlined in the client treatment plan.

If the Client/Family refuses involvement in the treatment plan, as a last resort services may be suspended or terminated based on the severity of the lack of involvement. Silveira Behavior Consultants, LLC wants to help all clients we interact with but without the client/family involvement our treatment plans will not be as effective as possible.

To Protect the Client or Others from Harm

If we have reason to suspect that a client or other minor is being abused, we are required to report this (and any additional information upon request) to the appropriate state agency. If we believe that a client is threatening serious harm to him/herself or others, we are required to take protective actions, which could include notifying the police, and intended victim, a minor's parents, or others who could provide protection, or seeking appropriate hospitalization.

Professional Consultations

Behavior Analysts routinely consult about cases with other professionals. In so doing, we make every effort to avoid revealing the identity of our clients, and any consulting professionals are also required to refrain from disclosing any information we reveal. We will inform clients of these consultations. If you want us to talk with or release specific information to other professionals with whom you are working, you will need to sign an authorization specifying what information can be released and with whom it can be shared.

_____ Parent/Guardian Initials of understanding "Best Practices" section

Fees & Payments

Cancellation and Late Fees

- Cancellations with less than a 24-hour notification: \$50 per appointment (Please refer to our cancellation policy for more details)
- Arrival Late Fees: If a patient is picked up more than 5 minutes late of their scheduled session, a \$1.00 per minute late will be charged.

Change in Fee Structure

The fee structure for all services rendered through Silveira Behavior Consultants, LLC. is subject to change. Clients will be made aware of such modifications 30 calendar days prior to the effective date of any changes.

Payments

Payment Options. We accept the following forms of payment:

- Cash
- Check
- Credit Card

Invoices are billed on or about the first of each month. Payment is expected by the last day of the month. If payment cannot be paid, please contact Miladys Rodriguez at 312-414-8000 so that a payment plan can be agreed upon.

Late Payments: If the Owner is not contacted, a \$25 late fee will be assessed on the first of each month that an invoice is not paid.

_____ Parent/Guardian Initials of understanding "Fees & Payments" section



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Credit Card Authorization

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until canceled.

Card Type

☐

Visa

☐

Mastercard

☐

Discover

☐

Other

Name

as it appears on cc)

Credit Card Number

Expiration Date

(mm/yy)

Billing Zip

I, _____ authorize _____ to charge my credit card above for agreed-upon purchase /cancellation fees. I understand that my information will be saved on file for future transactions on my account.

_____ Parent/Guardian Initials of understanding "Credit Card Authorization" section