



ALL KIDS FIRST

“ enhancing your child’s potential”

Dear parents,

Under the Behavior Analyst Certification Board (BACB), in order for a Board Certified Behavior Analyst (BCBA) to fulfill their responsibilities, they must commit to honor a ratio of supervision hours to therapy received per child. Not only does the BCBA have to adhere to the guidelines of the BACB, they must also follow these same guidelines under the client’s insurance company.

The insurance companies also expect our BCBA’s to do an assessment and make recommendations for the treatment hours based on the result of the assessment. The insurance companies also require a certain amount of supervision hours based on the treatment hours they approved for the specific client. This is one way that they limit the caseload each BCBA can supervise, and ensure that the child is receiving the best-individualized care.

If the BCBA cannot fulfill his/her responsibility to provide required supervision hours, the insurance company has the right to audit the agency and decrease the treatment hours or cancel the authorization of any specific client. When the agency gets authorization, the parents can see the hours of supervision requirements on their authorization letter. BCBA’s cannot exceed the authorized hours nor can they reduce hours of supervision once the insurance company authorizes it.

Supervision hours cover direct and indirect work which include 1) direct observation of the session, 2) Reviewing client’s ABA program, 3) Adding new programs, preparing materials for the program, 4) communicating with the client’s other providers and attending IEP meetings, 5) Communicating with the parents (regarding program, answering their questions, teaching specific skill(s) to work on with their child, etc.). Some insurance companies have different codes for indirect hours, but most of them include these tasks under the supervision category.

The BCBA’s responsibilities to the families are 1) provide weekly supervision, 2) keep the client’s ABA program updated with all materials ready, 3) provide feedback to the families regarding the child’s program progress, 4) ensure that line therapist implements the program correctly, 5) provide ongoing training to the line therapist, and 6) provide training to the families.

Please do not forget that even our line therapists are the most qualified therapist in the field, but they are not credentialed enough to be able to independently run a program. Legally, they cannot add/revise/hold any program or give any behavioral advice to the families without first discussing any changes with the BCBA. They are simply qualified to implement the program as planned by the BCBA.

Parent Signature _____

Date _____

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