

## Minimum Training Standards: Para-Professional ABA staff:

- 1) Registered Behavior Technicians (RBT) (Behavior Analyst Certification Board Certificate), [www.BACB.com](http://www.BACB.com)
- 2) Behavior Analysts Technicians (BAT)

The para-professional ABA staff must meet all of the following training guidelines PRIOR to assignment to work 1:1 or 1:2 with ASD diagnosed individuals. The service must be prior authorized through HealthSmart by the BCBA/BCaBA before payment will be considered. See Applied Behavior Analysis (ABA) Billing and Payment Policy (Version 2.0 Revised 7/2016) for specific information regarding billing and reimbursement requirements.

### 1) CPR and First – Aid

Employee will complete a First Aid Training and CPR. Acceptable CPR is the American Heart Association's 3 hour Basic Life Support CPR Training. Employee must be recertified every 2 years.

**Documentation:** Certificate must be located in the employee file

### 2) Criminal Background Check

Employee must pass a national background check. Employee will be checked against the Sex Offender Registry.

**Documentation:** Background Check document

### 3) High School Diploma (or equivalent)

**Documentation:** Copy of diploma or equivalent document must be located in the employee file

### 4) Tuberculosis Test

Employee must be tested with negative results.

**Documentation:** Documentation of the negative results from nurse must be filed in the employee file.

### 5) Health Insurance Portability Accountability Act (HIPAA)

Employee must complete HIPAA training within 6 weeks of start date.

**Documentation:** A certificate of completion must be obtained from the employer (BCBA/BCaBA). The certificate must be filed in the employee file

### 6) Mandated Reporting, Confidentiality, Ethics Training

**Mandated Reporting:** Employee will receive training in reporting mandates, reporting information and reporting resources. Information will be provided to employee on reporting all forms of abuse and procedures in reporting

**Documentation:** A certificate of completion must be located in the employee file

**Confidentiality:** Employee will complete online training in confidentiality and ethics at <http://www.cdc.gov/nchs/about/policy/confidentialitytraining/>

**Documentation:** A certificate of completion must be filed in the employee file

**Ethics:** Employee will complete BACB approved ethics training course on line at <http://www.bacb.com/index.php?page=100344>

**Documentation:** Certification of completion must be filed in the employee file

### 7) Behavior Skills Training in domains the para-professional will be working in:

Lecture based and hands on training = 6 hours

Pre/Post testing format – must receive a 80% passing score

Training to include specific prompting schedule, error corrections, reinforcement schedules and data collection.

**Documentation:** Test results and BCBA training summary must be filed in employee file

**8) Direct Observation/Feedback**

**Direct Supervision on site** – minimum 1 time per month, face to face observation and guidance of skills. Activity will meet the BACB Task list, the BACB Professional Disciplinary Standards, the BACB Guidelines for Responsible Conduct for Behavior Analysts, and the current BACB rules and regulations and the professional literature.

**Treatment Integrity** – A data collection system designed to monitor progress of the employee

**Documentation:** Summary of each supervision time must be filed in the employee file.

Treatment Integrity forms must be completed once time per month and must be filed in the employee file. Employee must be at 80% accuracy on treatment integrity at all times.

Dates of Service Requested: **From:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **To:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<u>CODE</u>	<u>Description</u> See WVCHIP & WVPEIA Billing and Payment Policy for full description of allowable services for each code	<u>Unit of Service</u>	<u>Maximum Units – Limits on a weekly basis</u> <u>40 Hours</u>	<u>Units Weekly Combination Codes</u> Limit = 40 hours/week	<u>Total Units Requested for 3 or 6 month Time Span</u>
<b>H0031</b> <b>BCBA Only</b> <b>1 Unit = 1 Event</b> <b>Does not require Pre-Authorization</b>	→ Initial Functional Assessment – ABAS-II Individual Face to Face	Event = 1 Unit	1	N/A	1 event annually
<b>H0032</b> <b>BCBA/BCaBA Only</b> <b>PA Required</b>	→ Development of the Initial ABA plan, or revision of ABA Plan; Individual 1:1 Face to Face	30 minutes	*32 units units/day-160 units/ week of <u>H0032 in combination</u> with H2012, H2014, H2019, H2014, H2014U4, H2014U5		
<b>H2012</b> <b>BCBA</b> <b>PA Required</b>	→ ABA Treatment Individual 1:1 Face to Face	15 minutes	*32 units units/day-160 units/ week of H2012 in combination with H0032, H2019, H2014, H2014U4, and H2014U5		
<b>H2019</b> <b>BCaBA</b> <b>PA Required</b>	→ ABA Treatment Individual 1:1 Face to Face	15 minutes	*32 units units/day-160 units/ week of <u>H2019 in combination with</u> H0032,H2012, H2014, H2014U4, H2014U5		
<b>H2014</b> <b>BCBA/BCaBA</b> <b>PA Required</b>	→ ABA Intervention/Treatment Group 1:2-3 Face to Face	15 minutes	*32 units units/day-160 units/ week of <u>H2014 in combination with</u> H0032 H2012,H2019, H2014U4, and H2014U5		
<b>H2014U4</b> <b>RBT/BAT</b> <b>BCBA bills for this service</b> <b>PA Required</b>	→ ABA Intervention/Treatment Individual 1:1 Face to Face	15 minutes	*32 units units/day-160 units/ week of <u>H2014U4 in combination with</u> H0032, H2012 H2019,H2014,and H2014U5		
<b>H2014U5</b> <b>RBT/BAT</b> <b>BCBA bills for this service</b> <b>PA Required</b>	→ ABA Intervention/Treatment Group 1:2-3 Face to Face	15 minutes	*32 units units/day-160 units/ week of <u>H2014U5 in combination with</u> H0032, H2012 H2019,H2014, and H2014U4		

BCBA/BCaBA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_