



ABA of Wisconsin, LLC

THE ENROLLMENT PROCESS

-Family contacts intake coordinator regarding interest in services

-Intake coordinator returns call / email to confirm location and availability of prospective client

-If ABA of Wisconsin is potentially able to staff the case, intake coordinator completes a brief phone screening to collect additional information regarding the prospective client and emails family the enrollment/intake packet if the family wishes to proceed

-When family returns the completed enrollment/intake packet, intake coordinator forwards the prospective client's information on to ABA of Wisconsin's clinical supervisors to assess ABA of Wisconsin's ability to staff the case

-If ABA of Wisconsin can staff the case immediately, the family is connected with the BCBA who will be working with the client

-The BCBA assigned to the client's case will schedule an intake meeting with the client and their family. During this meeting staff will conduct an interview to collection information about the client's needs and about the family's priorities for treatment. ABA of Wisconsin will also conduct some formal and informal assessments including observations to identify the client's areas of need.

-Following the intake meeting, the BCBA will schedule approximately 4 hours of assessment time to gather additional information and collect baseline data on the client's rates of challenging behaviors and measured the client's current level of skills. This assessment is typically completed within 1-2 weeks.

-After ABA of Wisconsin has completed their assessment, the BCBA will schedule a 2 hour meeting with the family to discuss the results of the assessment and make treatment recommendations. The BCBA will present a treatment plan including goals and objectives for treatment, a behavior support plan as well as a recommended schedule for treatment sessions based on the client's needs. ABA of Wisconsin will also make recommendations for parent training including goals and objectives for the family's involvement in treatment. Families are welcome to invite any other care givers or service providers that are working with the client as ABA of Wisconsin believes this information is important for everyone on the client's "treatment team" to have.

-Depending on the funding source, in most cases we will need to obtain a prior authorization for treatment before starting treatment appointments. This process generally takes insurance companies and Medicaid around 2 weeks to complete, therefore you can expect that there will be a delay between when the BCBA completes the client's assessment and when treatment will begin.

-If ABA of Wisconsin is not able to staff the case immediately, the prospective client is placed on ABA of Wisconsin's wait list