



Integrating Children and Knowledge of Washington, Inc.

5100 Acacia Avenue Bethesda, MD 20814

P: 301.897.0815 F: 301.897.0819 E: icanofwashington@hotmail.com

CONSULTATION/SERVICE AGREEMENT:

PURPOSE: The purpose of an initial consultation and follow-up consultations is to determine your child's current skill levels across several domains, e.g. cognitive, communication, social, etc. as well as to determine the most effective teaching methods. The following is the process of typical "initial evaluation/consultation":

- ❑ If you are brand new to the "ABA/VB" home program process, the consultant will spend at least an entire day (6-8 hours) with your child in as many learning environments as possible. For many families, scheduling a full day is impossible, in which case we schedule the initial consultation in shorter increments across 2-3 days.
- ❑ All of the persons who are working and interacting with your child are present during the evaluation. Under some circumstances this may only be the parents.
- ❑ Training of basic principles of verbal behavior will be discussed throughout the initial evaluation, as well as follow-up consultations. In some cases, specific training involving lectures on applied verbal behavior, errorless learning, and the principles of behavior, will be recommended if the consultant feels it is necessary. These additional trainings may be scheduled at ICAN's office, involving your child's entire "team".
- ❑ An initial plan will be developed involving a balance of Natural Environment Teaching (NET) and Intensive Teaching. The team will be trained on how to carry out specific teaching procedures and these procedures will be practiced and reviewed while working with your child in the moment.
- ❑ The evaluation is videotaped for future reference and as a baseline of performance from which to measure improved performance (due to the variety of camcorders, please supply the video tape/camera so you can view it in your home).
- ❑ A final report is dictated and video taped at the time of the evaluation and/or a follow up report is written and sent at a later date.
- ❑ As of March, 2009, one ICAN of Washington, Inc employee(s) or contractor(s) must be on your child's team. This employee or contractor must be scheduled to work directly with your child at least weekly. This requirement may be waived if you have an existing experienced team.

PROCEDURE: The evaluation procedures will be guided by the methods of effective teaching found in the literature of Applied Behavior Analysis. Particular emphasis will be placed on teaching your child to cooperate with instructional demands and to communicate expressively. The methods and materials developed by Drs. Sundberg and Partington and published in their manuals "The Assessment of Basic Language and Learning Skills-Revised" (2006) and "Teaching Language to Children with Autism and Other Developmental Disabilities" (1998) will guide the evaluation and ultimately will guide recommendations regarding teaching procedures for your child. Your child's cognitive, communication, independent self-care, social and behavioral skills will be addressed within the evaluation.

SCHEDULING/PREPARATION: Prior to this initial consultation the following must be completed and sent to ICAN of Washington, Inc.:

- ❑ Completed ABLLS-R graph: The ABLLS-R (“The Assessment of Basic Language and Learning Skills-Revised”[Drs. Sundberg, Partington, 2006]) is an assessment, curriculum guide, and skills tracking system for children with language delays. The ABLLS-R contains a task analysis of the many skills necessary to communicate successfully and to learn from everyday experiences. You may order your ABLLS-R at www.behavioranalysts.com or www.difflearn.com. **Allow yourself at least a couple weeks to complete the ABLLS.**
- ❑ A 15-20 minute tape showing your child in a variety of learning environments.
 - If your child is presently in a home-based 1:1 ABA program, the tape should include at least 20 minutes of instruction focusing on different targeted skills in both intensive teaching situations and natural environment teaching.
 - If you child is not presently in a home-based ABA program, the tape should include structured time with you, his/her speech language pathologist or occupational therapist.
- ❑ Complete the Child Case History Form (attached)
- ❑ Sign the Policies and Procedures Form (attached)
- ❑ A minimum of one team member must have attended Dr. Vince Carbone’s workshop #1 (preferably one of the parents), or a equivalent workshop designed to review the teaching procedures of ABA with emphasis on Verbal Behavior. Please see www.carboneclinic.com for workshop schedules. This requirement may be waved based on the experience of the team members.
- ❑ Copy of your child’s most recent IEP
- ❑ Copy of your child’s most recent comprehensive evaluation
- ❑ Copy of your child’s most recent speech / occupational therapist evaluation, including goals and objectives, and your child's present level of performance

Completion of all of these items does not guarantee a start date of consultation or treatment from ICAN of Washington, Inc.

COST: The cost of consultations is \$125 per hour, as well the hourly rate if your home is more than 10 miles from ICAN of Washington (5100 Acacia Ave. Bethesda, Maryland). A full consultation is typically scheduled for 3-6 hours, one time per month, however this varies per team. If you request a written report in addition to a video taped report which is included in the day’s work, an additional hourly rate will be added to the final invoice (typically follow-up reports take ½- 1 hour to write up). If you request follow up consultation via video or phone the rate will be \$125 per hour of consultation.

FOLLOW-UP CONSULTATIONS: Generally, these consultations are 4 to 8 weeks apart. During these consultations, those working with your child come together in order to conduct additional staff training, supervise and maintain the curriculum, work with staff to insure consistency, and guide them through the next appropriate steps. Weekly, and sometimes daily, e-mail and phone consultations help to keep the program running smoothly between visits. These consultations are at the same rate as stated in the initial evaluation service agreement (see above). To insure efficient use of time, please keep the following things in mind prior to the consult (depending on the time between consultation visits):

- ❑ You may be asked for an updated ABLLS-R prior to the consultation. If this is the case, it will be discussed prior to your next visit.
- ❑ You may be asked to send an updated videotape of your child prior to the follow-up consultation. This is not necessary in all cases.

CANCELLATIONS: Because consultations are scheduled months in advance, any cancellations made less than one week's notice will be charged for the full consultation.

AGREEMENT:

If you would like your child to be evaluated and participate in consultative services according to the process described above please sign this form below and send via fax at 301.897.0819, or mail to the above address. Follow up services for your child will be discussed at the conclusion of the evaluation and mutually agreed upon dates and times will be determined.

Furthermore, by signing below, I have read and understand the description of ICAN of Washington's evaluation methods and policies and fees associated with consultative services. I would like my child evaluated according to the process described above. Furthermore, I understand that if, at any time, I do not follow through with the recommendations of the consultant across a period of more than two months (including data collection necessary to make program decisions, follow-through with behavior plans, and follow-through with program maintenance), the consultant has the right to terminate services.

Child's name: _____ Birth date: _____

Parent/legal guardian name: _____

Address: _____

Phone number: _____ Fax number: _____ Email: _____

Parent/legal guardian Signature: _____ Date: _____



Integrating Children and Knowledge of Washington, Inc.

5100 Acacia Avenue Bethesda, MD 20814

P: 301.897.0815 F: 301.897.0819 E: icanofwashington@hotmail.com

SUMMARY OF SERVICES FEES & POLICIES:

SPEECH/LANGUAGE THERAPY/EVALUATION SERVICES:

- Private Speech-Language Therapy sessions: \$115 per hour in office, 125 per hour out-of-office
- Group Speech-Language Therapy sessions: \$70 per hour
- Social Skills Group: \$70 per hour
- Speech-Language Evaluation: \$450 (includes written report and recommendations within 2 weeks).
- Additional Reports: \$100-180 (such as: IEP recommendations, progress reports, summary of initial visit).
- Attendance at IEP meetings: \$115 per hour (note that prep work will be billed as an hourly rate)

*full sessions are based on 50-minutes of therapy.

CONSULTATIONS/REPORTS:

- Verbal Behavior consultations/team meetings: \$125 per hour.
- Written report in addition to a videotaped report, (which is included in the day's work), \$300 additional fee.
- Video or phone consultation: \$125 per hour.
- Observation of school settings: \$125 per hour.
- Consultation with other professionals: \$125 per hour.
- Mileage/Travel: If more than 10 miles from the office, travel time will be charged as the standard hourly rate.
- Jr. Consultant Fees (please inquire): \$40 per hour.

POLICIES:

- Missed appointments: Clients will be charged for a full Speech and Language therapy session if a scheduled appointment is missed with less than 24 hours notice. Cancellation of a Verbal Behavior consultation will be charged the full amount if there is less than one week's notice. Exceptions to the cancellation policies are due to illness or family emergencies.
- Late Pick-up: Due to the necessity to keep everyone's appointment on time, children should be picked up when the therapy session is over (10 minutes before the hour for full sessions). In consideration of other clients, please make every effort to abide by this policy.
- Communication: We will make every effort to return any messages within 24 hours. Please leave messages for cancellations, scheduling, etc., at the office number: 301.897.0815.
- Payment Schedule: Payment is due after every therapy session or by the 10th of every month. Checks or cash is accepted at this time. Ten percent of the amount of the service will be added to any invoice past due.
- Scheduling: Frequent and consistent therapy optimizes your child's progress. Therefore it is important that you arrive on time for each scheduled appointment. While delays are often unavoidable, your child's appointment will conclude at the regularly scheduled time, regardless of your arrival time.

- Follow-through of Consultation/Behavior Analyst Services: Recommendations will be made at each consultation for home programming set-up and maintenance. The science of Applied Behavior Analysis requires that the behavior analyst make empirically-based decisions, which means that data collection “drives” the behavior analysts’ treatment methods. It is critical for the parents and team-members to follow through with any recommendations agreed upon at each consultation. If, at any time, the family and team members do not follow through with the recommendations of the consultant across a period of more than two months (including data collection necessary to make program decisions, follow-through with behavior plans, and follow-through with program maintenance), the consultant has the right to terminate services.

AGREEMENT:

I have read and agree to ICAN of Washington’s policies, fees, and procedures associated with therapy and consultative services listed above.

Parent Signature: _____ **Date:** _____
ate: _____