

ALL TOGETHER

All Together ABA Parent Handbook

WELCOME!

We value our families and want to take this opportunity to welcome you to All Together ABA! All Together ABA, uses Applied Behavior Analysis (ABA) to treat children with a diagnosis of Autism.

Our intensive ABA In Home Support program opened in December of 2021. While involved with ABA In Home Supports, your child will receive individualized treatment that promotes functional communication, behavior support, assessment and parent training to assist each child and family with reaching their utmost potential. Each family has a Board Certified Behavior Analyst (BCBA) that provides ongoing assessment and evaluation of your child's progress and needs and develops program goals and ensures effective data collection and teaching procedures are implemented.

The BCBA will train you so learning can continue at home. Your child will also work with a 1:1 Behavior Technician during each session, for whom will be responsible for running your child's individualized program. This handbook includes relevant information and provides information regarding the services we provide. You will find information about our office hours, daily schedule, staffing, as well as our policies and procedures. Please take the time to read through this handbook and let us know if you have any questions or concerns. We look forward to working with you and your child!

All Together ABA strives to provide comprehensive services for all clients by including family members, school personnel, medical doctors, and other therapy professionals in the treatment process through consistent communication and coordination of care.

OFFICE HOURS:

All Together ABA is open Monday through Friday, from 9am-5:30pm. There is an after hours clinician available to support families while in-home support services are being provided. A daily schedule will be created upon approval, to meet the needs of your child and family.

IN HOME SUPPORT VISITS:

A typical in-home support schedule consists of natural environment teaching in an individual and group setting, as determined by their Assessment of Basic Language and Learning Skills (ABLBS), Assessment of Functional Life Skills (AFLS) and Verbal Behavior Milestones Assessment and Placement (VB-MAPP) scores and behavioral needs. Each child will have a 1:1 behavior technician at all times of the session.

SERVICE DESIGN:

The BCBA assigned to work with your child and family will conduct a functional assessment of problem behavior and completion of a developmental assessment to determine language and learning goals. Daily progress is documented by the behavior technician and reviewed on at least a weekly basis by your child's BCBA to determine progress. The intensive nature of the program requires your commitment to having your child present for the scheduled in-home support hours for their scheduled hours (see attendance policy). If you decide to change your child's schedule or remove your child from the in-home support program for any extended period of time, please know that we may not be able to hold a spot for your child. Our in-home support program runs year round. Although All Together ABA will try, we are not always able to accommodate children's changing schedules due to school or other therapies.

PARENT/GUARDIAN INVOLVEMENT:

Your child's progress depends greatly on generalizing skills to the home and community. Therefore, active parent involvement is required for continued enrollment in our program. At onset of the FBA Assessment, a parent interview will be completed with you, and documents requested. Parent/Guardian involvement will include:

- Completing assigned treatment goals designed by you and your BCBA. These goals will reflect skills your child is working on during in-home support sessions.

- Attending 50% of the session time and parent training biweekly. These meetings are used to discuss your child's progress, practice teaching skills you will use at home and answer any questions or address any concerns you may have. Other family members are welcome to these meetings to promote consistency across caregivers.

PROGRAM MATERIALS:

For in home support sessions please ensure your child has the following materials in your home:

- Favored toys or activities
- Special edibles to use as reinforcers
- Diaper/pull-ups if needed

The assigned BCBA will develop program materials specific to the assessments utilized (ABLBS-R, AFLS, Vineland and the VB-MAPP).

ATTENDANCE:

Consistent attendance for in-home support services is crucial to your child's success. We require that clients attend an average of 90% of all scheduled hours. If attendance begins to fall under 90% of scheduled hours for 2 consecutive weeks, we will notify you. If attendance continues to be under 90% a third week (in a continuous two-month span) we will schedule a meeting to discuss the issues surrounding the absences. Please note that if attendance continues to be under 90%, in-home support services may be discontinued. The child's parent/legal guardian must be present for all time during the session. Please contact Joseph Pannozzo at 203-200-0546 if you need to cancel an in-home support session. Please notify your child's BCBA at least 1 month in advance, when your child will be unable to attend therapy due to a family vacation.

INSURANCE:

All Together LBA PLLC accepts all major insurances. All Together LBA PLLC will complete all necessary authorization paperwork to have insurance approve service delivery. All Together LBA PLLC will inform the parent/guardian of necessary co-pays and deductibles remaining at the start of services. If you need further clarification or information, please reach out to your insurance company directly. This is also not a guarantee of coverage and is subject to change pending the finalization of the claim by the insurance company. All Together LBA PLLC will require a credit card authorization form on file for co-pays and deductibles at the start of services.

MEDICAL:

Staff members at All Together ABA are trained in First Aid and CPR. In the event of a medical emergency, staff will administer first aid as appropriate. Please be certain to notify All Together LBA PLLC of any special medical instructions, including special diets or allergies. Emergency contact information needs to be updated as needed.

DIAPERING AND TOILETING:

All diapering and toileting procedures follow strict guidelines:

- All diapering will take place in the bathroom of the family's home where in-home support services are being provided with the bathroom door left open/cracked. It is strongly encouraged to have family members complete all diapering.
- The following supplies will be available in the bathroom prior to a diaper change:
 - a. The child's diapers or pull-up
 - b. Disposable wipes |
 - c. Protective gloves
 - d. Plastic bags
 - e. Disinfecting solution and paper towels to clean the area.
 - f. Disposable diaper changing pad

DIAPER CHANGE PROCEDURES (BY All Together ABA STAFF):

- Lay the child down on a changing surface, careful to minimize contact with the child if his/her outer clothes are soiled.
- Staff will put on protective gloves.
- Staff will remove diapers/pull-up and any soiled clothes.
- Clean the child with disposable wipes, making sure to wipe from front to back. • Staff must place soiled diapers/pull-ups and wipes in a plastic bag and place in the trash. Soiled clothing must be placed in a separate area of the bathroom with parents notified • Remove gloves and place in trash.
- Place a clean diaper/pull-up on the child.
- Staff will wash hands thoroughly. Staff will wash the child's hands.
- The diaper change area will be cleaned with disinfectant by the parent upon completion of the diaper change.

TOILETING:

All Together ABA recognizes that children using the toilet may require different levels of prompting. Staff will assist the child with the appropriate amount of prompts he/she requires.

- The bathroom door will be left open if any staff must accompany a child in the bathroom.
- Staff will wear protective gloves if the child requires the use of physical prompts.
- If the child is independent with toileting, staff will keep the door open slightly and stand right outside until the child is done. Staff will ensure the child washes hands thoroughly.
- If a child's clothes become soiled, staff will wear protective gloves and provide prompts necessary for the child to remove soiled clothes. Soiled clothing must be placed separate from other clothing and parents notified.
- Staff will remove protective gloves and place in trash and wash hands thoroughly. Staff will ensure the child washes his/her hands thoroughly.

ILLNESS

It is imperative to follow All Together ABA's illness policy. Please inform All Together LBA PLLC if your child develops symptoms after a session is completed or prior to the next session. Illness spreads rapidly, and all it takes is one person to be sick to get everyone sick. All Together LBA PLLC must ensure the well-being of our staff and clients. We reserve the right to end sessions early or cancel sessions if your child demonstrates any of the outlined symptoms below. CDC guidance must be followed for all Covid-19 confirmed positive diagnoses. All Together LBA PLLC staff will be required to wear masks while present in your home. If a session is canceled due to illness other than Covid-19, please assure they are symptom-free for 24 hours before returning to services. Symptoms that would require a session to end early or to be canceled include (but are not limited to) the following:

- Oral temperature above 100.3 degrees.
- Conjunctivitis (pink eye), if considered contagious.
- Impetigo, MRSA, or any other skin disease, until treatment has begun and a doctor has released.
- Scabies, until treated.
- Head lice, exclusion until first treatment with removal of all nits.
- Vomiting or diarrhea with or without fever.
- Ringworm, until treatment has begun. Undiagnosed rash if fever is present.
- Viral eye infections, until physician allows return (note required).
- Chicken pox, exclusion for six days from appearance of vesicles or until all vesicles have scabbed.
- A positive culture for Streptococcal throat infection (Strep Throat), exclusion until client has had at least 24 hours of appropriate treatment and is without a fever.

HOLIDAYS:

All Together ABA observes the following holidays per year and the facility will be closed. If a holiday falls on a Saturday or Sunday, the office will typically be closed the day before or after.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Good Friday
- Christmas Day

WEATHER EMERGENCY CLOSINGS:

All Together ABA recognizes that weather related emergencies and/or failures can disrupt All Together ABA's operations. The decision to cancel in-home support services will be made by the CEO. If we should need to close for an emergency, weather related or otherwise, we will contact you.

CONTROLLED SUBSTANCES:

For the safety of everyone, controlled and/or illegal substances are not permitted at All Together ABA. The use of tobacco products is not permitted anywhere by All Together ABA's staff during scheduled in-home support session times. Please contact Joseph D. Pannozzo at 203-

200-0546 or joe@alltogetheraba.com to report non-compliance by All Together ABA staff.

CULTURAL VALUES AND RELIGIOUS BELIEFS:

Your cultural values and family's religious beliefs are important to us. Please help us get to know your family by sharing what is important to you. This may include information such as family values, personal dreams, and religious beliefs. Our clinical BCBAs are required to attend Continuing education events yearly focused on cultural values and beliefs.

TRAINING AND SUPERVISION:

Joseph D. Panno, Owner is a Board Certified Behavior Analyst and oversees the operations of the ABA In Home Support program. He meets with the BCBAs in a clinical meeting weekly. This meeting is designed to assure all programs meet the standards for an intensive ABA program. Joseph is available to answer any questions and concerns related to services provided in your home both positive and of concern. Please contact Joseph at 203-200-0546 or at joe@alltogetheraba.com

BCBAs and behavior technicians have extensive knowledge and experience in ABA. The BCBAs are responsible for conducting weekly individual sessions with the child, providing child-specific supervisions with the behavior technician for a minimum of 10% of service time provided by the behavior technician. The BCBAs are required to provide biweekly parent training sessions.

The BCBAs are responsible for the development of individual program goals, updating program goals as needed, training behavior technicians and monitoring effective teaching procedures. The BCBA is also responsible for maintaining the quality of teaching provided by the behavior technicians and will be available in conjunction with the All Together ABA owner to address disputes, questions, or concerns for services provided by behavior technicians.

The behavior technician provides direct intensive ABA services to the child in the in-home support setting. This individual is responsible for the implementation of the child's program goals, which includes utilizing discrete trial methods, collecting data, graphing data, and implementing Behavior Intervention Plans. It is also essential that the behavior technician demonstrates an interest in and has empathy for children receiving services.

DELIVERY OF ABA SERVICES AND THE BEHAVIOR INTERVENTION PLAN: All

Together ABA recognizes that some children may require behavioral support. If your child requires a Behavior Intervention Plan, each behavior technician will receive behavior training by the assigned BCBA prior to work with your child. Behavior technicians are responsible for collecting behavior data as identified by the BCBA.

All Together ABA requires proactive strategies such as replacement skill acquisition, communication training, discrimination training, etc. to promote appropriate behavior. When reactive strategies are necessary, All Together ABA chooses the most effective but least restrictive interventions when possible.

- Minimally Restrictive Procedures may include response cost (token system), response blocking, corrective feedback/social disapproval (saying “No” or “Stop”).

- Mildly Restrictive Procedures may include task requirement, guided compliance (physical guidance to engage in alternative activity). All Together ABA does not allow for the use of physical interventions within the home setting.

COMPLAINTS AND CONCERNS:

Any problems, questions, or complaints should be discussed with the supervising BCBA. If the supervising BCBA is unavailable and/or the problem remains unsolved, the consumer should direct the complaint or concern to the Owner, Joseph D. Pannozzo, 203-200-0546 or joe@alltogetheraba.com for meeting, discussion and agreed resolution.

STATEMENT OF NON-DISCRIMINATION:

All Together ABA does not discriminate in enrollment opportunities because of race, color, religion, sex, national origin, age or disability.

STATEMENT OF CONFIDENTIALITY AND HIPAA

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) require the Department of Health and Human Services (HHS) to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addresses the security and privacy of health data. All Together ABA follows these standards to improve the efficiency and effectiveness of our services as required by law. All Together ABA employees must follow HIPAA standards to respect the confidentiality of clients served. If you feel your privacy is not being protected, please contact your supervising BCBA for discussion and resolution.

COMMUNICATION:

All communication between All Together ABA staff must be conducted through secured electronic communication (email on company server) and through telephone communication. Text messages are not acceptable communication between All Together ABA staff and families. All documents provided to All Together ABA must be scanned through a HIPAA secure portal and emailed to an All Together ABA email address. All Together LBA PLLC BCBA's have been provided with a HIPAA secured scanner.

REPORTABLE INCIDENTS

Employees of All Together ABA are mandatory reporters if they suspect that a child has been physically, emotionally, or sexually abused, neglected, or is in danger of harm. Connecticut law requires anyone who suspects abuse or neglect to report it to authorities. Other reportable incidents that require an internal incident report and guardian notification include:

- Elopement of a child
- Injury to an individual when the origin or cause of the injury is unknown.

DISCHARGE/DISCONTINUATION OF SERVICES

A client may choose to discontinue services at any time. This may be done by contacting the BCBA. There are times when All Together ABA may choose to discontinue services, based upon the inability to meet the client's needs or attendance issues.

Examples may include, but are not limited to:

- Ongoing medical care that cannot be managed by the ABA staff
- Ongoing medical issues that prohibit the client from participating in regularly scheduled activities
- Unable to adhere to attendance policy as defined above

Discharge Planning

All Together ABA will provide regular progress updates to the family and individual receiving services to determine the efficacy of treatment and service delivery. These progress updates will be reviewed with the family at minimum monthly. Based on the efficacy of treatment delivery and mastery of defined goals, discharge planning to a lower intensity service may be discussed with you. This discharge planning will include support in connecting the family/individual to community-based services, a titration plan (reduction of services across a designated time period) will be developed to support you/family with this transfer to lower intensity service. Discharge will not occur without informed consent from the legal guardian and will not occur in less than 30 days unless mutually agreed upon by All Together ABA and the family or if family chooses to waive the 30 day titration period.

Referrals to Outside Care/Services Not Provided

All Together ABA does not currently offer the following services:

Speech and Language Pathologist

Physical Therapy

Occupational Therapy

Medication Prescription

Neurological/Psychological/Educational Evaluation

Social Work

All Together ABA, if requested will connect the family with local agencies as provided by the state of Connecticut at <https://portal.ct.gov/Services/Health-and-Human-Services?showall=true>.



ALL TOGETHER LBA PLLC
Center Policies

Center Office Hours

Summer Hours- The All Together ABA Center in Endicott, NY is open Monday-Thursday, from 8:30am- 5:30pm and Friday 9am-12pm. Pick up time from the center will be expected at 5:30pm. This allows time for pack-up and debriefing about the session before the center closes.

School year hours- The All Together ABA Center in Endicott, NY is open Monday through Friday, from 9:00 am-5:30 pm. Pick up time from the center will be at 5:30 pm. This allows time for pack-up and debriefing about the session before the center closes.

Caregiver Participation

- Caregiver meetings will be held on a bi-monthly basis. These meetings will be held at a mutually agreed upon time.
- Caregiver participation in the center will increase as services begin to fade, which is outlined in the Behavior Intervention Plan. Any caregiver sessions will be held at a mutually agreed upon time.

Late Arrival Policy

We want to ensure the best learning environment for your child at All Together ABA. Punctuality is essential to maintaining the quality and continuity of our sessions. Therefore, we have implemented the following policy regarding lateness:

1. **Lateness Definition:** A child is considered late if they arrive more than 15 minutes after the scheduled start/end time of their session
2. **Policy Implementation:**
 - If a child is late for three or more sessions within a two-week period, All Together will coordinate a meeting with the family to determine barriers to drop off times.
 - If the child is late for five or more sessions within a two-week period, their sessions will be put on hold until further notice.

- This policy is designed to encourage punctuality and ensure that every child benefits fully from their sessions.
- 3. **Resuming Sessions:** To resume sessions after a hold due to lateness, please contact Heather Murray to discuss scheduling options and reaffirm your commitment to punctuality.
- 4. **Exceptions:** We understand that unforeseen circumstances may occasionally cause lateness. Please inform us as soon as possible if such a situation arises.

We appreciate your cooperation in maintaining a prompt and effective learning environment for all children.

Late Pick-up Policy

We want to take a moment to emphasize the importance of picking up your child on time at All Together ABA.

Timely pick-up is crucial for several reasons:

1. **Impact on Other Children:** When a child is not picked up on time, it affects the scheduled sessions of other children. Our staff are committed to providing quality sessions for all participants, and delays in pick-up disrupt their planned activities and routines.
2. **Staff Scheduling:** Our staff members have scheduled responsibilities with other children following the session times. Late pick-ups can extend their work hours, impacting their ability to prepare for subsequent sessions effectively.
3. **Respect for Others:** Punctuality reflects respect for the time and schedules of our staff and other families involved in our program. By arriving promptly, you contribute to a smooth and respectful environment for everyone.

To ensure the best experience for your child and all participants, we kindly ask that you adhere to the pick-up times specified for your child's sessions. If unforeseen circumstances arise that may cause a delay, please notify us as soon as possible so we can make appropriate arrangements.

Attendance Policy

Cancellations need to occur at least 2 hours before the scheduled time of the session. Three or more cancellations with less than two hours notice may result in services being put on hold. Applied Behavior Analytic (ABA) services are most effective when the sessions are consistent. Consistent attendance for services is crucial to your child's success.

- We require that clients attend an average of 90% of all scheduled hours.
- If attendance begins to fall under 90% of scheduled hours for 2 consecutive weeks, we will notify you via email.
- If attendance continues to be under 90% a third week (in a continuous two-month span) we will schedule a meeting to discuss the issues surrounding the absences.

- Please note that if attendance continues to be under 90%, center services may be discontinued.
- The child's parent/legal guardian must be present for all time during the session. Please contact an administrator if you need to cancel an in-home support session. Please notify your child's BCBA at least 1 month in advance, when your child will be unable to attend therapy due to a family vacation.

Illness Policy

It is imperative to follow All Together ABA's illness policy. Please inform All Together LBA, PLLC if your child develops symptoms after a session is completed or prior to the next session. Illness spreads rapidly, and all it takes is one person to be sick to get everyone sick. All Together LBA, PLLC must ensure the well-being of our staff and clients. We reserve the right to end sessions early or cancel sessions if your child demonstrates any of the outlined symptoms below. CDC guidance must be followed for all Covid-19 confirmed positive diagnoses. If a session is canceled due to illness other than Covid-19, please assure they are symptom-free for 24 hours before returning to services.

Symptoms that would require a session to end early or to be canceled include (but are not limited to) the following:

- Oral temperature above 100.3 degrees.
- Conjunctivitis (pink eye), if considered contagious.
- Impetigo, MRSA, or any other skin disease, until treatment has begun and a doctor has released.
- Scabies, until treated.
- Head lice, exclusion until first treatment with removal of all nits.
- Vomiting or diarrhea with or without fever.
- Ringworm, until treatment has begun.
- Undiagnosed rash if fever is present.
- Viral eye infections, until physician allows return (note required).
- Chicken pox, exclusion for six days from appearance of vesicles or until all vesicles have scabbed.
- A positive culture for Streptococcal throat infection (Strep Throat), exclusion until client has had at least 24 hours of appropriate treatment and is without a fever.

Behavior

All Together ABA uses a hands-off approach to managing behaviors. All Together ABA has the right to determine whether or not behaviors can be safely managed within the facility. Serious behaviors, such as elopement, self-injurious behavior, and aggression need to be closely monitored to determine whether the facility continues to be a place where ABA services can safely take place.

Medical

Staff members at All Together ABA are trained in First Aid and CPR. In the event of a medical emergency, staff will administer first aid as appropriate. Please be certain to notify All Together LBA, PLLC of any special medical instructions, including special diets or allergies. Emergency contact information needs to be updated as needed. The clinical director will coordinate CPR training.

Toileting

All diapering and toileting procedures follow strict guidelines:

- All diapering will take place in the bathroom.
- The following supplies need to be provided to the center:
 - The child's diapers or pull-ups
 - Disposable wipes
 - 2-3 changes of clothes
- Staff will remind caregivers when supplies are needed.

Diaper change procedures by staff

- Lay the child down on a changing surface, careful to minimize contact with the child if his/her outer clothes are soiled.
- Staff will put on protective gloves.
- Staff will remove diapers/pull-up and any soiled clothes.
- Clean the child with disposable wipes, making sure to wipe from front to back.
- Staff must place soiled diapers/pull-ups and wipes in a plastic bag and place in the trash. Soiled clothing must be placed in a separate area of the bathroom with parents notified.
- Remove gloves and place in trash.
- Place a clean diaper/pull-up on the child.
- Staff will wash hands thoroughly.
- Staff will wash the child's hands.
- The diaper change area will be cleaned with disinfectant by the staff upon completion of the diaper change.

Holidays

All Together ABA observes the following holidays per year and the facility will be closed. If a holiday falls on a Saturday or Sunday, the office will typically be closed the day before or after.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Good Friday
- Christmas Day

Weather Emergency Closings

All Together ABA recognizes that weather related emergencies and/or failures can disrupt All Together ABA's operations.

For the center, All Together ABA will follow the Danbury Public School for weather related cancellations. If we should need to close for an emergency, weather related or otherwise, we will contact you via email and/or phone.

Peanut/Tree Nut Free Facility

We are a nut free facility. We have children in the center who have allergies. Therefore, to be able to maintain an environment that is safe for everyone, we are asking that no nut products be sent to the center. Staff follows this policy as well.

Examples of nut products would be:

- Peanuts (raw peanuts, peanut butter, crackers containing peanut butter, and anything containing peanuts)
- Tree Nuts (examples include: almonds, pecans, cashews, pistachios, walnuts, pine nuts, macadamia nuts) Upon arrival at your next session there will be a form for you to fill out. On this form you will be asked to indicate if your child currently has any allergies

Parents of a child with a food allergy must complete a food allergy plan which includes identification of the allergy, signs to watch for in case of reactions, and procedures to follow in case of a reaction. A copy of the plan (signed by the parents, therapists, and physician where applicable) will be kept in the child's file. Each student and/or staff member with a diagnosed food allergy must have a physician's authorization for any medication to be administered to help counteract any possible allergic reactions. Parents must provide the medication, with its original label.

Ethical Responsibility

All Together LBA, PLLC follows all rules and regulations put in place by the Board Analyst Certification Board (BACB).

If the family is looking for a specific provider or a change in provider, All Together ABA will provide all treatment documents to the family for release. All Together ABA will provide all

treatment documents to incoming providers upon receipt of a release of information.

Thank you for entrusting All Together ABA to provide ABA services to your child and family.

Respectfully,

Joseph D. Pannozzo, BCBA-D, PhD

Joseph D. Pannozzo,

Founder and CEO

joe@alltogetheraba.com