



## Minimum Training Standards: Front Line ABA staff

The front line 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 pre-certified by ActiveHealth through the BCBA before payment will be considered. See Applied Behavior Analysis (ABA) Billing and Payment Policy (Revised 7-1-2013) for specific information regarding billing and reimbursement requirements.

**1) High School Diploma (or equivalent)**

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

**2) CPR and First – Aid**

Employee will complete a First Aid Training Course 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

**3) Criminal Background Check**

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

**Documentation:** Background Check document

**4) Tuberculosis Test**

Employee must be tested with negative results.

**Documentation:** Documentation of the negative results must be located 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). 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

**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/confidentiality\\_training/index.html](http://www.cdc.gov/nchs/about/policy/confidentiality_training/index.html)

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

**7) Behavior Skills Training in domains the front line staff member 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 correction, reinforcement schedules and data collection.

**Documentation:** Test results and BCBA training summary must be located 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 located in the employee file. Treatment Integrity forms must be completed one time per month and must be filed in the employee file. Employee must be at 80% accuracy on treatment integrity at all times.