



## ***Reinforcement Unlimited, LLC***

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### **In-Home ABA Program Intake Packet**

Thank you for selecting us at Reinforcement Unlimited, LLC to help you meet the needs of your child. We know you have many options to choose from and appreciate your having selected us to assist you with this important process.

The attached packet of information will help inform you about Reinforcement Unlimited, LLC policies and procedures, and allow you time to gather information prior to your intake appointment. This information will be shared with the BCBA assigned to your case, should you proceed with ABA therapy, prior to your initial meeting with them. In each instance the BCBA is responsible professionally for all services provided to you and your child.

Thank you for the trust that you are placing in us to assist you and your family. We understand that some of these forms may be challenging, time consuming, and in places redundant. We want you to know that the more information that we have the better able we will be to assist you and your family. If at any time in this process you have any questions please contact us.

We look forward to meeting you and your child,

Reinforcement Unlimited, LLC

att: Intake Packet

# What is Required to Start In-Home ABA Services?

## 1. Completed In-take Packet

- o Child & Adolescent Intake Questionnaire
- o HIPPA Service Agreement and Consent Form
- o Patient Confidentiality Contact Form
- o Medicaid Coverage Statement
- o Payment Policy Form
- o Request/Authorization to Release Confidential Medical & Mental Health Records and Information (Optional – as needed)
- o Documentation of Custody, if relevant.

## 2. In-Take Interview at Reinforcement Unlimited's offices (1 hour)

## 3. ABLLS-R™ completed by a BCBA.

## 4. Meeting with BCBA to develop treatment goals and program plan

## 5. Arrangement of schedule for In-Home Therapists and BCBA Supervision visits.



**Confidential**

The following questionnaire is to be completed by the child's parent or legal guardian. This form has been designed to provide essential information before your initial appointment in order to make the most productive and efficient use of our time. Please feel free to add any additional information which you think may be helpful in understanding your child. Reinforcement Unlimited, LLC will hold information provided by you is strictly confidential and will only be released in accordance with HIPPA guidelines and as mandated by law. Please use the backs of the pages for additional information.

**PLEASE PRINT**

Name of Person Completing this form: \_\_\_\_\_

Legal Name of Child/Adolescent: \_\_\_\_\_

Nickname or name child routinely goes by: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street

\_\_\_\_\_ City

\_\_\_\_\_ County

\_\_\_\_\_ State

\_\_\_\_\_ Zip

Home Telephone Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work Phone(s) Mother: \_\_\_\_-\_\_\_\_-\_\_\_\_

Father: \_\_\_\_-\_\_\_\_-\_\_\_\_

Cellular Phone(s) Mother: \_\_\_\_-\_\_\_\_-\_\_\_\_

Father: \_\_\_\_-\_\_\_\_-\_\_\_\_

Preferred Email: \_\_\_\_\_

School Name: \_\_\_\_\_ System: \_\_\_\_\_ Grade: \_\_\_\_\_

School Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Current Teacher(s): \_\_\_\_\_

Who referred you to our office? \_\_\_\_\_

Please describe the problems your child is now having, and what type of services you are seeking from us for these problems. Please use the back of this page for additional space.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INDICATE PARENTS/GUARDIANS LIVING IN THE HOME:

Marital Status: Married Remarried Divorced Separated Widowed Single Cohabitants

- If divorced, who has physical custody? \_\_\_\_\_ Is it full or joint? \_\_\_\_\_
- Who has legal custody? \_\_\_\_\_ Is it full or joint? \_\_\_\_\_
- If divorced, please provide a copy of the custody agreement.

Mother's Name \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Education Completed \_\_\_\_\_ Health: \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Father's Name \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Education Completed \_\_\_\_\_ Health: \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Does either parent's job require him/her to be away from home long hours or extended periods?  
\_\_\_\_\_

If married, how long have you been married? \_\_\_\_\_

If divorced, how long have the biological parents been divorced? \_\_\_\_\_

Has either parent been married before or since? Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Please list the name(s) of the stepparents: \_\_\_\_\_

If yes, provide dates of previous marriage(s), names, and ages of children from these marriages:

Mother: \_\_\_\_\_ Children & Ages: \_\_\_\_\_

Father: \_\_\_\_\_ Children & Ages: \_\_\_\_\_

Is there a birth parent living outside the home: (circle one) MOTHER FATHER

Name: \_\_\_\_\_ Where do they live? \_\_\_\_\_

If birth parent(s) do not live in the child's home, how much contact does the child have with the parent not having custody, with stepsiblings, etc.?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Siblings:**

	Name	Age	Relationship	Living in Home?	School	Grade
1.	_____	_____	_____	Y/N	_____	_____
2.	_____	_____	_____	Y/N	_____	_____
3.	_____	_____	_____	Y/N	_____	_____
4.	_____	_____	_____	Y/N	_____	_____

- Please list additional Siblings in the above format on the back of this page.

Please indicate any special needs or concerns regarding the other children living in your home:

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Please indicate any concerns you have regarding the child for whom you are seeking services and these siblings relationship(s):

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Others: List any other people who currently, or in the child's lifetime, have lived in your home.

Name	Age	Relationship to Child	Years Living in Home
1. _____	_____	_____	From_____ To_____
2. _____	_____	_____	From_____ To_____
3. _____	_____	_____	From_____ To_____
4. _____	_____	_____	From_____ To_____
5. _____	_____	_____	From_____ To_____

Are there any other people who have a significant role on how this child is raised? \_\_\_\_\_

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**PSYCHOLOGICAL HISTORY:**

Is there a history in your immediate or in the mother's or father's extended family, of the following, and if so who?

Yes	No		Who
___	___	Autism Spectrum Disorders	_____
___	___	Learning Problem/Disabilities	_____
___	___	ADHD – ADD- Attention Problems	_____
___	___	Depression & Manic-Depression	_____
___	___	Behavior Problems in School	_____
___	___	Anxiety Disorders (OCD, Phobias, etc.)	_____
___	___	Mental Retardation	_____
___	___	Psychosis/Schizophrenia	_____
___	___	Substance Abuse/Dependence	_____
___	___	Other Mental Health Concern (Please List)	_____

Has the child you are seeking services for been evaluated in the past? Yes/No

If Yes, please list the following information on the previous evaluation(s):

	Who	Type	When	Copy Available
1.	_____	_____	_____	Y/N
2.	_____	_____	_____	Y/N
3.	_____	_____	_____	Y/N
4.	_____	_____	_____	Y/N

(If more evaluations need to be listed please use the space on the back of this page. □ )

If yes, what were their general findings and recommendations? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide us with any other information on the psychological history that you feel would be helpful to us in understanding your child: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRE-NATAL AND DELIVERY HISTORY:

- Did the birth mother receive regular pre-natal care? Y/N
- Were there any complications with the Pregnancy? Y/N

If Yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If Yes, please provide treatment details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Was birth at Full Term? Y/N

If No, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Type of Delivery: Spontaneous/Induced      Vaginal/C-Section
- Complications? Y/N

If Yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Birth Weight: \_\_\_\_ lbs \_\_\_\_ oz      Apgar Scores: \_\_\_\_\_

- Concerns at Birth? Y/N

If Yes, please provide details – including any treatments given (Additional space on back if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there any additional pre-natal or birth information that might be of assistance to us? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your child ever had a fever above **104°**?    Yes    No

If yes, Please explain: \_\_\_\_\_

Has your child ever had a seizure of unexplained period of unconsciousness?    Yes    No

If yes, Please explain: \_\_\_\_\_

Has your child ever had a head trauma or blow to the head that cause unconsciousness or required a medical review?

If yes, Please explain: \_\_\_\_\_

(Please use the back of the form as necessary to complete your responses.)

DEVELOPMENTAL HISTORY:

1. Please indicate the age at which your child did the following:

- Rolled Over consistently \_\_\_\_\_
- Sat up unsupported \_\_\_\_\_
- Stood \_\_\_\_\_
- Crawled \_\_\_\_\_
- Walked Unassisted \_\_\_\_\_
- Said 1<sup>st</sup> Word Intelligible to strangers \_\_\_\_\_
- Said two-three word phrases \_\_\_\_\_
- Used Sentences regularly \_\_\_\_\_
- Toilet trained during the day \_\_\_\_\_
- Dry through the night (6+ months) \_\_\_\_\_
- Dressed Self \_\_\_\_\_

2. Please indicate if your child is experiencing any of the following:

- Problems with eating \_\_\_\_\_
- Isolated socially from peers \_\_\_\_\_
- Problems making friends \_\_\_\_\_
- Problems keeping friends \_\_\_\_\_
- Problems getting to sleep \_\_\_\_\_
- Problems controlling temper \_\_\_\_\_
- Problems sleeping through the night \_\_\_\_\_
- Trouble waking up \_\_\_\_\_
- Fatigue/tiredness during the day \_\_\_\_\_
- Nightmares \_\_\_\_\_
- Bed wetting \_\_\_\_\_
- Soiling \_\_\_\_\_
- Problems with authority \_\_\_\_\_
- Anxiety \_\_\_\_\_
- Unmotivated \_\_\_\_\_
- Stress from conflict between parents \_\_\_\_\_
- Legal situation (anyone in the family) \_\_\_\_\_
- History of abuse \_\_\_\_\_
- Alcohol/drug use/abuse \_\_\_\_\_
- School concentration difficulties \_\_\_\_\_



Grades dropping or consistently low \_\_\_\_\_

Sadness or Depression \_\_\_\_\_

3. List any operations, serious illnesses, injuries (especially head), hospitalizations, allergies, ear infections, or other special conditions your child has had.

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4. List any medications your child is currently taking or has taken for extended periods (give dates and dosage level, if possible): \_\_\_\_\_

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5. Child's current height: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches      Weight: \_\_\_\_\_ Lbs.

6. With which hand does the child write? \_\_\_\_\_

7. Does the child have any vision problems? \_\_\_\_\_

Please list date of last vision test and who performed (pediatrician, optometrist, school)

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8. Does the child have any hearing problems? \_\_\_\_\_

Please list date of last hearing test and who performed (pediatrician, audiologist, school)

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9. Name of child's physician(s) \_\_\_\_\_

Practice Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

(Please list information on additional Physicians on the back of the page  )

EDUCATIONAL HISTORY:

1. List in chronological order all schools your child has attended:

Name	System	Year(s)	Grade	Special Ed?
•				
•				
•				
•				
•				

2. Name(s) of current teacher(s) \_\_\_\_\_

3. Does your child's teacher have concerns about him/her (list) \_\_\_\_\_

4. What is your child's favorite subject/class? \_\_\_\_\_

5. What is your child's least preferred subject/class? \_\_\_\_\_

6. Has your child ever repeated a grade? Y/N If yes, what grade(s)?: \_\_\_\_\_

7. If your child has been in Special Education, did they have a:

- 504 Plan
- Psychological Evaluation
- Behavior Intervention Plan
- Physical Therapy Evaluation
- Other(s): \_\_\_\_\_
- I.E.P.
- Speech Evaluation
- Occupational Therapy Evaluation
- Adaptive Technology Evaluation

8. If your child has been in Special Education, how were they served?

- Consultation
- Collaborative Education
- Pull-Out
- Special Program
- Resource Classroom
- Team Taught Classes
- Self-Contained Classroom
- Psychoeducational Center

9. Child's extracurricular activities, including sports, clubs, hobbies, lessons, etc.:

_____ Football	_____ Karate	_____ Dance (type) _____
_____ Baseball	_____ Piano	_____ Music (type) _____
_____ Cheerleading	_____ Scouts	_____ Gymnastics (type) _____
_____ Basketball	_____ Soccer	_____ Other(s): _____

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10. List any special abilities, skills, strengths your child has: \_\_\_\_\_

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LEGAL HISTORY

Have you ever filed or been involved in any litigation? Please explain: \_\_\_\_\_

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DISCIPLINE INFORMATION

Parents may use a wide range of discipline strategies with their children. Listed below are several examples. Please rate how likely you are to use each of the strategies listed:

Intervention	Very Unlikely					Very Likely					Effectiveness
Let situation go	1	2	3	4	5						_____
Take away a privilege (ex., no TV)	1	2	3	4	5						_____
Assign an additional chore	1	2	3	4	5						_____
Take away something material	1	2	3	4	5						_____
Send to room	1	2	3	4	5						_____
Physical punishment	1	2	3	4	5						_____
Reason with child	1	2	3	4	5						_____
Ground child	1	2	3	4	5						_____
Yell at child	1	2	3	4	5						_____
Send to time out	1	2	3	4	5						_____
List anything else you may do:											
_____	1	2	3	4	5						_____
_____	1	2	3	4	5						_____
_____	1	2	3	4	5						_____

Go back and rate the THREE MOST effective strategies. That is, place a 1 by the most effective, a 2 by the next most effective, and a 3 by the third most effective. Please circle the LEAST effective.

Please rate what percentage of discipline is handled by each of the following:

Father: \_\_\_\_\_% Mother: \_\_\_\_\_% Other: \_\_\_\_\_% (Please specify): \_\_\_\_\_

GENERAL INFORMATION

Please list the five things you would like for your child to do more of and less of in order of priority to you. For example, instead of saying, "I want my child to be more responsible," translate that into actual behaviors such as do household chores, care for brothers and sisters, etc.

	<u>Like Child to do More Often</u>	<u>Like Child to do Less Often</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

INFORMED CONSENT FOR PSYCHOLOGICAL SERVICES:

I hereby voluntarily apply for and consent to behavioral and/or psychological services by Robert W. Montgomery, Ph.D., BCBA-D and/or the staff of Reinforcement Unlimited, LLC. This consent applies to myself, ward, or patient named below. Since I have the right to refuse services at any time, I understand and agree that my continued participation implies voluntary informed consent. I understand that the potential benefits of undergoing these services may include obtaining a professional opinion, reduction of my symptoms, and an increased understanding of myself, my family, and/or my child. I understand that potential risks may include predictive validity of assessments (when applicable), possible disagreement with the opinions offered to me, and possible emotional distress when addressing my situation. I understand that alternative procedures include services provided by another professional. I understand that I may ask for a referral to another professional if I am not satisfied with the progress of my treatment. I understand and agree that my disclosures and communications are considered privileged and confidential except to the extent that I authorize a release of information, or under certain other conditions – some of which are listed below: (1) where abuse or harmful neglect or children, the elderly, or disabled or incompetent individual is known or reasonably suspected; (2) where the validity of a will of a former patient is contested; (3) where such information is necessary for the professional to defend against a malpractice action brought by the client; (4) where such information is necessary for the professional/corporation to pursue payment for services rendered; (5) where an immediate threat of physical violence against a readily identifiable victim is disclosed to the professional; (7) where the client, by alleging mental or emotional damages in litigation, puts his/her mental state at issue; (8) pursuant to a Court order, open DCFS investigation, National Security Investigation or otherwise allowed or compelled under the law, and (9) where the client is examined pursuant to a court order. I hold Robert W. Montgomery, Ph.D., BCBA-D and the staff of Reinforcement Unlimited, LLC harmless for releasing information under the above conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Patient

## **Service Agreement and Consent Form**

This document contains important information about our professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a new federal law that provides new privacy protections and new client rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations. HIPAA requires that we provide you with a Notice of Privacy Practices (the Notice) for use and disclosure of PHI for treatment, payment and health care operations. The Notice, which is attached to this Agreement, explains HIPAA and its application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that we have provided you with this information. Although these documents are long and sometimes complex, it is very important that you read them carefully and that you ask questions you have about the procedures at any time. When you sign this document, it will also represent an agreement between us. You may revoke this agreement in writing at any time. That revocation will be binding on us unless we have taken action in reliance on it; if there are obligations imposed on us by your health insurer in order to process or substantiate claims made under your policy; or if you have not satisfied any financial obligations you have incurred. If you have any questions or concerns, please feel free to discuss them with us.

### **SERVICES OFFERED**

We will provide services specifically designed to help you (and/or your minor child), or otherwise provide you with referrals to other professionals. Our clinical and behavioral services consist primarily of individual assessments (psychological and behavioral evaluations), training, in-home and in-school consultation and observations, long-term service provision to youth in the autism spectrum, and short-term consultations with individuals, parents, educators, and other related professionals.

### **APPOINTMENTS**

Except for rare emergencies, we will see you (or your child) at the time scheduled. We understand that circumstances (such as an illness or family emergency) may arise which necessitate the occasional cancellation of appointments. In these cases, in order to avoid any misunderstanding, we ask that you speak to us personally and give us as much notice as possible to cancel or reschedule. This will allow us to offer your time to another person. You may be charged the standard hourly rate (see below) for appointments unkept or cancelled with less than 48 hours advance notice. Please note that most insurance companies will not reimburse you for missed appointments and you remain responsible for these charges.

### **PREPARATION FOR TESTING**

It is important that individuals be able to perform at their best during testing sessions. Please let us know before you arrive (and as soon as possible) if the individual to be tested is not feeling well, or is taking any prescribed or over-the-counter medications that we have not been told of in advance. In such cases, the testing session may need to be rescheduled. Individuals to be tested should be well rested and should bring snacks for breaks during the testing session. Because of the variety of dietary restrictions we do not offer any food or snacks in our clinic. Parents should plan to remain in the office during testing sessions with their minor children unless other (previous) arrangements have been specifically discussed with us and agreed to by us.

### **CONFIDENTIALITY, RECORDS, AND RELEASE OF INFORMATION**

Psychological services are best provided in an atmosphere of trust. Because trust is so important, all services are confidential except to the extent that you provide us with written authorization to release specified information to specific individuals, or under other conditions and as mandated by Georgia and Federal law and our professional codes of conduct/ethics. These exceptions are discussed below.

## **TO PROTECT THE CLIENT OR OTHERS FROM HARM**

If we have reason to suspect that a minor, elderly, or disabled person is being abused, we are required to report this (and any additional information upon request) to the appropriate state agency. If we believe that a client is threatening serious harm to him/herself or others, we are required to take protective actions which could include notifying the police, an intended victim, a minor's parents, or others who could provide protection, or seeking appropriate hospitalization.

## **PROFESSIONAL CONSULTATIONS**

Psychologists and Behavior Analysts routinely consult about cases with other professionals. In so doing, we make every effort to avoid revealing the identity of our clients, and any consulting professionals are also required to refrain from disclosing any information we reveal to them. Unless you object, we do not typically tell clients about these consultations; however, these consultations will be so noted in your Private Health Information. If you want us to talk with or release specific information to other professionals with whom you are working, you will first need to sign an Authorization that specifies what information can be released and with whom it can be shared.

## **RECORDS**

We will review all testing results during our feedback session, and offer you opportunities to review raw testing data with us. You will receive a written report that summarizes our findings. This report will include a summary and interpretation of all individual testing, as well as impressions from individual observations and consultations conducted as a part of a comprehensive individual evaluation. Upon your request, we are happy to provide you with a written summary of our impressions from other meetings, consultations, or observations as well. We will forward copies of any reports or written summaries to others only with specific, written consent from you. Because of the proprietary nature of testing materials, we will release raw testing data only to other appropriately credentialed professionals (except as otherwise required by law).

## **LEGAL PROCEEDINGS**

If you are involved in a court proceeding and a request is made for information concerning our professional services, such information is protected by the psychologist-patient privilege law for Dr. Robert Montgomery but there is limited protection for information conveyed to others employed by or consulting to Reinforcement Unlimited, LLC under the law. Dr. Montgomery cannot provide any information without your written authorization, open DCFS investigation, National Security investigation, or a court order. However, we may be forced to reveal information. In that case, we will reveal only the minimally acceptable amount of information. If you are involved in or contemplating litigation, you should consult with your attorney to determine whether a court would be likely to order us to disclose information. Also, if a client files a complaint or lawsuit against anyone affiliated with Reinforcement Unlimited, LLC, we may disclose any and all relevant information regarding that client we deem necessary in order to defend ourselves.

## **PAYMENT FOR SERVICES**

If you have a question or objection to fees assessed objections or inquiries must be made within 90 days of receipt of the relevant invoice in order to allow review and consideration. Inquiries regarding invoices over 90 days old will be deemed untimely and payment will be expected for services. If necessary, we may seek assistance from an outside party in order to collect payment for services. In such cases, any disclosures are limited to the minimum that is necessary to achieve the purpose. As you might suspect, the laws and professional standards governing these issues are quite complex, and it is important that we discuss any questions or concerns that you (or your minor child) may have at our first meeting, and as they may arise in the course of our work together. If any of these types of situations arise, we will make every effort to fully discuss it with you before taking any action, and we will limit my disclosure to what is

necessary. We are not attorneys, however, and you may wish to obtain formal legal consultation if you need specific advice.

### **WORK WITH MINOR CHILDREN**

If a client is under eighteen (18) years of age, the law may provide parents with the right to examine the minor child's records. Privacy, however, is often crucial to successful progress in treatment and valid evaluation results. If, in the course of an evaluation or consultation, a minor child reveals to us information that he or she does not want shared with his or her parents or guardian, we usually do not reveal such information unless we believe that there is a high risk that the minor will seriously harm him/herself or others, and in which case we will notify him or her of my intent to notify his/her parents or legal guardian(s).

### **FEES**

Our hourly fee is \$175 per 50-minute hour for consultations, meetings, and therapy for Dr. Robert Montgomery. Our hourly fee is \$150 per 50-minute hour for consultations, meetings, and therapy for Dr. Christine Montgomery. Our hourly fee is \$125 per 50-minute hour for consultations, meetings, and therapy for our masters-level BCBA staff and consultants. We charge this same fee on a pro-rated basis for telephone calls longer than five (5) minutes. Our hourly fee is \$90 per 50-minute hour for consultations, meetings, and therapy for our masters-level staff and consultants. We charge this same fee on a prorated basis for telephone calls longer than five (5) minutes, and for travel time for out-of-office meetings for our masters-level and service provider staff. Travel and daily rates for Drs. Montgomery are arranged via individual contract agreement. Payment in full is due at the end of each appointment, except for testing, or within 15 days of receipt of monthly service invoices. For individual testing, however, we charge a flat fee for evaluations: \$1900 for a standard psychological diagnostic evaluation, and \$2350 for evaluations requiring neuropsychological assessment. An extensive amount of time is committed and required to provide this kind of service; therefore, we ask that 50% of this fee be paid as a deposit at the time of the appointment making arrangements for the testing sessions: the balance is due at the time of our meeting to review the report and address any questions. This fee/evaluation typically includes a review of records that you provide to us, an initial one-hour interview with the referral source (usually a parent or guardian in the case of a minor child), limited consultations with other professionals working with you or your child, direct testing, scoring, preparation of one comprehensive written report, and a one-hour feedback session and a follow-up phone call (of less than 30 minutes). Additional services such as any other consultative or therapeutic sessions, follow-up consultations with you or other parties (such as teachers, physicians, or other allied professionals), school observations (that may or may not be part of a more comprehensive evaluation), or preparation of any additional reports, will be charged at the appropriate hourly rate (including travel and preparation time as necessary). We accept payment in the form of cash, checks, American Express, Discover, MasterCard, or Visa. If, during the initial interview, the decision is made not to proceed with an evaluation, only the fee for the interview will be charged. In the unlikely event that you fail to pay us for services rendered and your account is more than 30 days past due, we may enlist the services of other persons or agencies to collect past-due amounts, and you will also be charged for any expenses so incurred and by signing this agreement agree to those fees. Additionally, confidentiality is waived in cases in which outside agencies are required to pursue payment of unpaid debts.

### **HEALTH CARE INSURANCE**

If we do not file your insurance claims at this time, we will provide you with statements that you may submit to your insurance carrier or complete any forms as required by your insurance carrier in order to obtain reimbursement for out-of-network providers. In order to assist you with obtaining reimbursement for our services, your insurance carrier may require that we provide a clinical diagnosis, or additional clinical information such as treatment plans or summaries, or copies of your child's entire Clinical Record. In such situations, we will make every effort to release only the minimum information about you that is necessary for the purpose requested. This information will become part of the insurance company files and

will probably be stored in a computer. Although all insurance companies claim to keep such information confidential, we have no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. We will provide you with a copy of any report or form that we submit upon your request. By signing this Agreement, you agree that we can provide requested information to your carrier if/when you choose to file a claim for any services that we have provided to you or your child. Also be advised that many insurance plans do not pay for psychological and behavioral testing or significantly limit the amount of coverage they provide for this kind of service, this is also true for testing and therapy services for Autism Spectrum Disorders (or other services judged to be primarily educational in nature). Public school systems, however, administer individual evaluations to school-age children at no cost to you (as governed by local/state educational agency regulations). Students enrolled in public universities in Georgia may be eligible for low-cost evaluations through the Regents Centers for Learning Disorders; contact your local public school or college/university Office of Disabilities Services, respectively, for additional information.

## **PROFESSIONAL RECORDS**

You should be aware that, pursuant to HIPAA, we keep clients' Protected Health Information in two sets of professional records. One set constitutes the Clinical Record. It includes information about reasons for seeking our professional services; the impact of any current or ongoing problems or concerns; assessment, consultative, or therapeutic goals; progress towards those goals, a medical, developmental, educational, and social history; treatment history; any treatment records that we receive from other providers; reports of any professional consultations; billing records; releases; and any reports that have been sent to anyone, including statements for your insurance carrier. Except in unusual circumstances that involve danger to yourself or others, or makes reference to another person (unless such other person is a health care provider) and we believe that access is reasonably likely to cause substantial harm to such other person, you or your legal representative may examine and/or receive a copy of your Clinical Record, if you request it in writing. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers, or may contain information that is protected by federal copyright laws. For this reason, we recommend that you initially review them in Dr. Montgomery's presence, or have them forwarded to another mental health professional so that you can discuss the contents. In most situations, we are allowed to charge a fee for copying (and for certain other expenses) plus postage and this is regulated under Georgia Law. The exceptions to this policy are contained in the attached Notice Form. If we refuse your request for access to your records, you have a right of review (except for information provided to us confidentially by others) which we will discuss with you upon request. In addition, we also keep a set of Personal Notes for most clients to whom we provide even brief or consultative services. These notes are for my own use and are designed to assist us in providing you with the best treatment. While the contents of Personal Notes vary from client to client, they include references to conversations, psychological testing recording forms, our analysis of those conversations, and the effects of these conversations on my clients. They also may contain particularly sensitive information revealed to us that is not required to be included in the Clinical Record (and information supplied to us confidentially by others). These Personal Notes are kept separate from the Clinical Record. Personal Notes are not available to you and cannot be sent to anyone else, including insurance companies. Your signature below waives all rights, now and in the future, to accessing these records. Insurance companies cannot require your authorization as a condition of coverage nor penalize you in any way for your refusal to provide it.

## **PATIENT RIGHTS**

HIPAA provides you with several new or expanded rights with regard to your Clinical Record and disclosures of protected health information. These rights include requesting that we amend your record; requesting restrictions on what information from your Clinical Record is disclosed to others; requesting an accounting of most disclosures of protected health information that you have neither consented to nor authorized; determining the location to which protected information disclosures are sent; having any



complaints you make about our policies and procedures recorded in your records; and the right to a paper copy of this Agreement, the attached Notice form, and our privacy policies and procedures. We are happy to discuss any of these rights with you.

### **CONTACTING US**

Given our many professional commitments, we are often not immediately available by telephone. If you need to leave us a message, we will make every effort to return your call promptly (within 24-48 hours with the exception of holidays and weekends). If you are difficult to reach, please leave some times when you will be available. Because of the nature of the services we usually provide, **We do not provide on-call coverage 24 hours per day, 7 days per week.** In emergency or crisis situations, please contact your physician, or call 911 and/or go to the nearest hospital emergency room.

### **CONSENT**

Your signature(s) below indicates that you have read the information in this document and agree to be bound by its terms, and that you have received the HIPAA notice form described above or have been offered a copy and declined. Consent by all parents/legal guardians (those with legal custody) is required.

\_\_\_\_\_  
Client or Child's name

\_\_\_\_\_  
Client or Child's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian #1 name

\_\_\_\_\_  
Parent/Guardian #2 name

\_\_\_\_\_  
Parent/Guardian #1 signature

\_\_\_\_\_  
Parent/Guardian #2 signature

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

## PATIENT CONFIDENTIALITY CONTACT FORM

Patient confidentiality is a top priority at Reinforcement Unlimited, LLC. Therefore, it is important that you provide us with the following information to ensure there is no violation of your privacy.

In the event that I, \_\_\_\_\_, am unable to be reached, Reinforcement Unlimited, LLC may leave information with the following:

\_\_\_\_\_ Other Adult in Household (Name): \_\_\_\_\_

\_\_\_\_\_ On Home Answering Machine (#): \_\_\_\_\_

\_\_\_\_\_ On Cell Phone (#): \_\_\_\_\_

\_\_\_\_\_ I may be reached at my work number: \_\_\_\_\_

\_\_\_\_\_ May leave a message at work on my voicemail: \_\_\_\_\_

\_\_\_\_\_ Other (Please describe): \_\_\_\_\_

**OPT OUT** (Initials) \_\_\_\_\_ in the event that I am unable to be reached, Reinforcement Unlimited, LLC **MAY NOT** leave information with anyone but myself. **I understand that if the status of any of the above information changes, it will be my responsibility to inform the staff at Reinforcement Unlimited, LLC.**

**Patient's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## ***Reinforcement Unlimited, LLC***

P. O. Box 1572  
Woodstock, GA 30188  
(770) 591-9552  
ASAP@Behavior-Consultant.com

107 Weatherstone Drive #530  
Woodstock, GA 30188  
Fax (800) 218-8249  
www.Reinforcementunlimited.com

### **Medicaid Coverage Statement**

Thank you for your inquiry regarding Medicaid coverage for services from Reinforcement Unlimited, LLC and/or Dr. Robert Montgomery. We regret that at this time we cannot accept Medicaid as coverage for our services in this matter. However, we can offer to provide services to you as a private pay patient. This means that we will provide treatment/evaluation services but cannot accept Medicaid in part or whole as payment for any services rendered to you or your child. If you are insured by private insurance and we have been allowed to be a provider on their panel we will make every effort to submit bills to that insurer and accept assignment of benefits with appropriate approval from you. However, you remain responsible for any amount not covered by your insurer and the remaining uncovered fees will not be subject to submission to Medicaid. If your insurance provider has not allowed us to participate as a provider you remain responsible for the entire amount billed. We will provide documentation for you to submit for reimbursement for our services as an “out-of-network” provider but can make no representations as to the amount of reimbursement, if any, you will receive from your insurance company for our services.

You are under no obligation to select Reinforcement Unlimited, LLC or Dr. Robert Montgomery as your service provider. To the best of our knowledge you can contact the following agencies for similar services and are likely to be covered by Medicaid:

Emory Autism Center  
1551 Shoup Court  
Atlanta, Georgia 30322  
(404) 727-8350

The Marcus Institute  
1920 Briarcliff Road  
Atlanta, GA 30329  
(404) 419-4000

If you currently are covered by a Georgia Medicaid CMO you can contact them for alternative service providers. You may contact the managed care organizations at the following numbers:

Amerigroup 800-600-4441  
Peach State 800-704-1484  
WellCare 866-231-1821

My signature below indicates my understanding that services by Reinforcement Unlimited, LLC and/or Dr. Robert Montgomery are not covered in any way by Medicaid and that there are no alternative services through Reinforcement Unlimited, LLC and/or Dr. Robert Montgomery available which are covered by Medicaid in this matter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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### **PAYMENT POLICY**

Our office strives to offer the highest quality of care. Never will your care be contingent on your insurance coverage. "Insurance is a method of payment, not a method of treatment." Considerable care has been taken to determine our fees. We want to assure you that our charges accurately reflect the complexity of care rendered and the skill and expertise required for your care. Our fees are comparable to those of other highly qualified specialists. Whether you have purchased insurance on your own or your employer has provided it to you, you are fortunate to have it and we will go the extra mile to help you maximize your benefits provided by your specific plan. As a courtesy to you, we will file with those plans to which we have been admitted as a provider and when requested and we have not been admitted as a provider will complete the standard CMS1500 claim form for you to seek reimbursement through your insurer. When a service is covered, your insurance company usually only pays a percentage of the fee, and this varies from carrier to carrier and plan to plan. Your insurance is not designed to pay the entire cost of treatment, but it is intended to help cover a certain portion of the cost. A better term for insurance may be "rebate".

**Please remember, however, the financial obligation for our services is between you and this office, and is NOT between this office and the insurance company.**

Payment to our office is not contingent, nor dependent upon your insurance company. All account balances must be satisfied within 60 days of the date services were billed, after that time a rebilling fee of \$10.00 may be charged to your account. If you have any questions regarding our financial policy, please do not hesitate to discuss them with us. For your convenience, we accept MasterCard, Visa, American Express, Discover, Cash, and Checks.

I understand and agree that I am responsible for the payment of all charges incurred regardless of any insurance coverage or other plans available to me. Additionally, I understand and agree to pay any and all collections costs and/or attorney's fees if any delinquent balance is placed with an agency or attorney for collection, suit, or legal action. I also acknowledge that confidentiality is waived in matters involving collections and the sharing of information sufficient to pursue recovery of debts owed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Soc. Security#/DL#

# An Overview of Reinforcement Unlimited's approach to In-Home ABA/VBA

Our approach to working with each child:

- is completely positive
- focuses on building skills
- is individually tailored to meet each child's unique needs
- focuses on keeping children motivated to learn
- is the best research supported approach

The curriculum addresses the major issues common in autism, and identified by the National Academy of Sciences as essential:

- understanding and using language
- building broader social skills
- communicating with and relating to peers
- building age appropriate and symbolic play skills
- increasing conceptual thinking and cognitive skills

**Reinforcement Unlimited, LLC** trained therapists work one-on-one with each child closely monitoring emotional responses in order to match the difficulty of the material and method of instruction to the child's ability level and rate of learning. All our therapists hold at least a bachelors degree and have extensive training specifically in research supported treatments for autism spectrum disorders. Supervision of each child's program is provided by a Board Certified Behavior Analyst who is responsible for the program, its development, staff training, implementation, and monitoring. Each BCBA has masters or doctorate, will collaborate with you in the development of the program, supervise the ongoing therapy, and will provide you with regular formal progress reviews.

In addition to the individual ABA/Verbal Behavior Analysis program, parent training, programs to address problem behaviors, and a range of behavior analytic services are offered through our In-Home Services program. Our focus is on helping your child gain skills in language and social areas through the use of state-of-the-art behavioral interventions.

We provide behavioral assessments, parent & staff training, program supervision, and quality monitoring for VBA/ Sundberg-Partington in-home programs. Each of our program supervisors is board certified by the Behavior Analysis Certification Board™.

Please call 770-591-9552 for further information or clarification.

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Initials

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Date

## Financial Information

We are always open to learning about the practices and policies of insurers. However, there is no guarantee that we will be able to bill your insurer directly. We will make every effort to do so, but please understand that the family remains responsible for all fees associated with services provided.

It is our policy to invoice families for services monthly. We provide an itemized bill with each different service for each different day of service listed. These invoices serve two purposes:

- o they allow you to review the monthly bill for accuracy
- o they provide you with an itemized listing of fees for services for your records

Unless prior arrangements are made, in writing, with Reinforcement Unlimited, LLC the parents of the child receiving services remain completely responsible for the payment in full of all service related fees within 15 days of receipt of the monthly invoice.

We accept payment via check or credit cards (Visa, MasterCard, Discover, or American Express). You may choose to have credit cards on file and be billed automatically monthly or receive an invoice each month.

All fees are based on the nature of the service delivered, not simply who performed the service. Therefore, direct therapy provided in-home is the ABA per hour rate regardless of whether a direct therapist or an Associate with BCBA performed the therapy. All program consultation, data analysis, program development, etc. are billed at the appropriate professional involved rate (e.g., Dr. R Montgomery attends IEP meeting = \$175/hr, Mr. Cermak, BCBA attends = \$90/hr, etc.).

We maintain an up-to-date Fee Schedule online at our website. We are, as of this writing, the only Behavior Analysis service company in Georgia that is up front with all fees and place them in the public domain via web posting.

Parents are given at least 60 days notice of any fee changes.

Web fees cover standard consultation, evaluation, and service delivery but do not include forensic services.

There is a \$40 Returned Check fee for all checks returned by the bank.

Most of our services are provided in your home. We therefore rely on your prompt notification of any discrepancy between the amounts billed and actual services provided. Failure to notify us of such discrepancies may severely limit, or even eliminate, our ability to reconcile such discrepancies if more than 90 days have gone by since the provision of the invoice to you for your payment.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

## Information Related to Scheduling and Sessions

Each case is overseen by a BCBA consultant of Reinforcement Unlimited, LLC who is designated as the lead person for your family. Each BCBA has at least a Masters degree and 3 years of experience providing services to children with Autism.

Sessions for in-home ABA are scheduled in three (3) hour blocks. The research is clear that longer sessions result in greater retention and this makes scheduling more convenient for all parties.

A parent or legal guardian is required to be present and available in the home throughout the therapy session(s).

Except in cases of emergency, 48 hours notice is required for all cancelled appointments. Payment for the appointment is required for all missed appointments not cancelled according to this policy. Insurance carriers are not responsible for miss-appointment fees.

We request that families give us at least two weeks notice on significant changes in their plans for in-home ABA sessions scheduling in order to facilitate consistency in service delivery.

We do not provide services related to custody. Lawyers like to claim that Adoption, adult conservatorship, visitation, etc. are not "custody" cases. That's fine for them, but in our world any case involving who has the legal right to control access to another person is a "custody" case. We remain the final arbiter of what meets our definition of "custody case".

The universal standard for therapy, be it the insurance standards or the professional standards of various organizations like the APA, ASHA, etc., is that a therapy "hour" is 45-50 minutes of direct contact with the patient with the remaining 10-15 minutes devoted to required record keeping and other administrative requirements. Typically, for a 3 hour in-home therapy session, our staff take ~10 minutes to arrange the materials prior to commencing direct therapy with the child and ~15 minutes at the end to record data, tidy the setting, and discuss the session with the parent.

Our programs are all overseen by Board Certified Behavior Analysts (BCBA/BCBA-D). The standard of care outlined in the ABA International's *Revised Guidelines for Consumers of Applied Behavior Analysis Services to Individuals with Autism* includes supervision of therapists on an ongoing basis, program consultation, program review, and program revision as services performed by a BCBA/BCBA-D. These services are necessary for a program to meet minimum professional standards and are not optional. Each BCBA is individually responsible for the quality of the program and the adequacy of the supervision of the therapists involved in the in-home program.

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Initials

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Date



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### **In-Home ABA Therapy BCBA & Office Roles**

Thank you for asking us to establish In-Home ABA therapy for your child. This letter is to help you understand how that process works and what the roles and responsibilities are of both the BCBA and the Reinforcement Unlimited office. All staff serving your child are independent contractors to Reinforcement Unlimited, LLC and responsible for their own professional behavior, conduct, and services.

The BCBA serving you and your child is responsible for ALL clinical matters, including: treatment plan development, ABA program assessment, data review, quarterly and other reports for you and your insurer (if any), training and monitoring of line therapists (who deliver the majority of the day-to-day therapy to your child), parent training, and coordination with you regarding schedule and other matters for staffing of the case. They develop all ABA programming, subject to your review and approval, and with the office's assistance gain insurance approvals. ALL communication regarding any of those matters must go through the BCBA providing your child's ABA services. For this reason you will be provided with all the appropriate methods for contacting your BCBA directly (i.e., cell number, email contact, etc.).

The Reinforcement Unlimited office, including the front office staff and Dr. Robert Montgomery, are NOT responsible for your child's ABA program. Our role is administrative in coordinating insurance and billing matters, ensuring that BCBA's and therapists are appropriately credentialed and have current background checks and fully in-force malpractice insurance appropriate to their role. Neither the office staff nor Dr. Robert Montgomery is responsible in any way for your child's In-Home ABA program or care. The office and Dr. Montgomery will also support the BCBA in meeting any 3<sup>rd</sup> party requirements (e.g., testing, documentation, etc.) that is not typically the responsibility of the BCBA.

Please bring any billing matters to the office's attention. Please advise the office of any changes in insurance or anticipated changes in order to allow us sufficient time to coordinate with your insurer to facilitate continuing care. Please be advised that we may need to call upon you to assist us with your insurance company.

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Parent Signature

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Date