

## Parent Communication Chart

Contact Person	Programming	Administrative	Billing	IEP Related	Parent
Director of Clinical Programs – Christine Accardo, BCBA-D	<ul style="list-style-type: none"> <li>•Responsible for all programs</li> <li>•Responsible for program innovation</li> <li>•Addresses behavior concerns</li> <li>•Develops and monitors programming for ABA</li> <li>•Trains and supervises ABA therapists</li> <li>•Develops aide fade plan for 1:1 in classroom (as necessary)</li> </ul>	<ul style="list-style-type: none"> <li>•Assists in admissions meetings</li> <li>•Observes in school for admissions recommendations</li> </ul>	<ul style="list-style-type: none"> <li>•Processes all billing</li> <li>•Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Attends some IEP meetings and provides behavior update/graphs as well as summary of progress</li> </ul>	<ul style="list-style-type: none"> <li>•Coordinates Parent Association</li> </ul>
Director of Admissions – Alanna Ditman	<ul style="list-style-type: none"> <li>•Coordinates adding or changing services</li> </ul>	<ul style="list-style-type: none"> <li>•Coordinates admissions</li> <li>•Contact for schedule changes – permanent or temporary</li> </ul>	<ul style="list-style-type: none"> <li>•Prepares Finance Schedule</li> <li>•LISS Finds</li> </ul>		<ul style="list-style-type: none"> <li>•Coordinates Parent Association</li> </ul>
Director of Education – Layne Wells, M.Ed, BCBA	<ul style="list-style-type: none"> <li>•Leads transition process</li> <li>•Trains and supervises all Education Department Staff</li> <li>•Implements PARCC and TSC Curriculum</li> <li>•Coordinates and conducts Educational Assessments</li> <li>•Conducts school consultation</li> </ul>	<ul style="list-style-type: none"> <li>•Observes in school for admissions recommendations</li> <li>•Coordinates and communicates with county transportation departments</li> </ul>		<ul style="list-style-type: none"> <li>•Works with Counties on placement</li> <li>•IEP coordinator</li> <li>•Provides information regarding IEP questions</li> </ul>	
Program Supervisor	<ul style="list-style-type: none"> <li>•Addresses behavior concerns</li> <li>•Develops and monitors programming for ABA</li> <li>•Trains and supervises ABA therapists</li> <li>•Develops aide fade plan for 1:1 in classroom (as necessary)</li> <li>•Works with teacher/SLP for classroom management</li> <li>•Develops new goals for areas of need</li> </ul>	<ul style="list-style-type: none"> <li>•Participates in admissions meetings and provides recommendations</li> </ul>		<ul style="list-style-type: none"> <li>•Attends some IEP meetings and provides behavior update/graphs as well as summary of ABA progress</li> </ul>	<ul style="list-style-type: none"> <li>•Schedules/Attends monthly parent meetings</li> <li>•Notifies parent if child placed in a restraint</li> </ul>
Teacher	<ul style="list-style-type: none"> <li>•Addresses specific classroom questions</li> </ul>	<ul style="list-style-type: none"> <li>•Participates in admissions meetings and provides recommendations</li> </ul>		<ul style="list-style-type: none"> <li>•Case Manager for IEP</li> <li>•Attends IEP meetings, assesses, writes goals and progress</li> </ul>	<ul style="list-style-type: none"> <li>•Parent teacher conferences</li> <li>•Coordinates field trip</li> </ul>
Related Services – SLP/OT	<ul style="list-style-type: none"> <li>•Addresses specific goals – IEP or IPG</li> <li>•Addresses any questions about progress and goals</li> <li>•Co-teaches in the classrooms</li> </ul>			<ul style="list-style-type: none"> <li>•Attends some IEP meetings, write goals, provides assessments and progress updates</li> </ul>	
County Liaison				<ul style="list-style-type: none"> <li>•Schedules IEP Meetings</li> </ul>	
Office Coordinator		<ul style="list-style-type: none"> <li>•Assists and coordinates transportation</li> <li>•Coordinates picture day</li> <li>•Manages beginning of year paperwork</li> </ul>			<ul style="list-style-type: none"> <li>•Calls when child is sick</li> <li>•Communicates any incidents</li> <li>•Communicates if supplies are needed</li> </ul>
Operations Planner		<ul style="list-style-type: none"> <li>•Coordinates observations</li> <li>•Administers medication</li> </ul>		<ul style="list-style-type: none"> <li>•Schedules County assessments</li> </ul>	