

Declaration of Professional Practices and Procedure

Date: _____ Name: _____ (parent/guardian name)

Your child's treatment is important, therefore it is important for you to be aware of some general guidelines for this treatment and to make sure you are aware of the boundaries of the professional relationship you have with members of The Shafer Center team.

The Board Certified Behavior Analyst (BCBA) or Board Certified assistant Behavior Analyst (BCaBA) working with you will be your primary clinical contact. They have expertise in working with individuals with autism and will work with your child and family on increasing appropriate skills and reducing problem behaviors. Parent trainings will be held throughout the year and you are strongly encouraged to attend these trainings and all adult family members are welcome.

Your services will include ongoing consultation, during which we will we will explain assessment, treatment, and progress. Assessments are used regularly to identify areas of strengths and needs, and to help us plan for intervention. We will explain our assessments and the results to you and will describe our plan for intervention to treatment and will obtain your consent to begin this plan. You have the right to refuse consent, and then we will discuss what your other options are. Data will be taken during treatment and will be reviewed with you regularly. If there are any questions or concerns with treatment plans, we will address them immediately. If at any point you want to terminate our therapeutic relationship, we will cooperate fully and work with you to ensure the transition is as smooth as possible.

Please know it is impossible to guarantee any specific results regarding treatment goals. However, we will work to achieve the best possible results. If we believe our consultation has become non-productive or ineffective for any reason, we will discuss terminating it and/or providing referral information as need.

A large part of making sure we achieve the best possible results, involves consistent and timely attendance. Although we are aware that there are sometimes issues outside of your control, if more than 30% of sessions are missed or include more than 10 minutes of late arrival with in a 3 month period, a meeting with your BCBA and the Director of Clinical Programs will occur to determine if treatment should continue or if it is non-productive. In addition, please note that insurance rules prohibit us seeing clients who arrive 15 minutes late or more so clients who arrive late will be asked to wait until the start of the next half hour for their session to start. If you are late to pick up your child, late fees will be assessed. Late pick up begins 10 minutes after your child's scheduled pick-up time.

We assure that our services will be rendered in a professional and ethical manner consistent with accepted ethical standards. We and any Registered Behavior Technician (RBT) are required to adhere to the Professional and Ethical Compliance Code for Behavior Analysts. Copies of these codes are available upon request and can be found at <https://bacb.com/ethics-code/>.

Although our relationship involves very personal interactions and discussions, please know that we have a professional relationship rather than a social one. According to our code of ethics it is not appropriate for us or any Shafer Center staff member to accept gifts or meals and it is not appropriate for us to be involved with your personal activities such as birthday parties or family outings. If we see you during non-TSC related functions we will not approach you or your child. This is designed to protect your privacy. We will leave it to you to approach us and we will follow your lead in terms the amount of interaction you wish to have in this context. If we anticipate having consistent contact outside of our professional relationship we will discuss this with you and put a plan together to address this dual relationship.



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We will do our best to uphold our responsibilities in this relationship and we expect you to do the same. If payment for service is not received on time late fees will be assessed. If no payment is received and a payment plan can not be agreed upon after a good faith effort by The Shafer Center, then services will be terminated and an appropriate referral will be made.

In addition, the client is responsible for prompt payment for services. If The Shafer Center enters an agreement where a third party will pay for the services (school district, insurance company) and payment is not received, then payment will be sought from that third party. However, if payment is due to be reimbursed to the client directly, it is not the responsibility of The Shafer Center to wait for reimbursement and payment should be paid on time and in full to The Shafer Center. It is the client's responsibility to seek payment from the third party.

We will try to answer all calls during business hours within 1 business day and all email within 2 business days. If we are going to be away outside of this time frame we will make sure to have an automatic alert on our email. If we can not be reached, please call The Shafer Center for all urgent matters 410-517-1113 or 911 for safety related emergencies.

Please do not hesitate to contact us with any questions. We are excited to begin working with your child and your family.

Print Name	Signature	Date
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