



## THE FAST TRACK TO BETTER BEHAVIOR

### INFORMED CONSENT FOR NON-PUBLIC AGENCY (NPA) CLIENTS

Please read the entire document carefully, and ask a member of Albert Knapp & Associates (AKA) any questions for clarification. There will be no modifications to any statement or policy in this document, except when provided in writing and signed by the President of AKA; Albert Knapp, Psy.D., BCBA-D, RPT and the party to which the modification applies.

The following document contains information regarding the provision of services funded by a child's school district and delivered by Albert Knapp & Associates, a Psychological Corporation (AKA). All services provided by AKA are delivered by individuals who are licensed or credentialed, or by individuals who are supervised by a licensed or credentialed professional.

#### Professional Background

All licensed or credentialed providers by law must provide their license or credential number upon delivery of services. If services are provided by an individual under the direct supervision of a licensed/credentialed professional, that person will provide both their credential number and the license/credential and contact information of their supervisor.

All individuals who provide services at AKA are subject to the law and ethics of numerous governing bodies, including the State of California, the California Board of Psychology (BOP), the California Board of Behavioral Services (BBS), the American Psychological Association (APA), the American Association of Marriage and Family Therapists (AAMFT), the California Association of Marriage and Family Therapists (CAMFT), and the Behavior Analytic Certification Board (BACB).

#### Confidentiality

You are entitled to privacy in regard to the pursuit of ABA services for your child. This means your clinician cannot share, without your express written permission, that you are working with AKA. There are, however, some exceptions to this. Limits to confidentiality include the following items:

1. AKA is allowed to communicate directly with the funding source (i.e. your child's school district) for all purposes including all aspects of treatment (e.g. disclosure of diagnosis, family dynamics as it pertains to treatment, attendance/participation, etc.). without your prior knowledge or consent. AKA will only communicate with school district staff involved in the coordination of

service to your child or agents responsible for payment of services. In the treatment of children in particular, it is beneficial for AKA to collaborate with teachers, speech therapists, occupational therapists, etc. in order to best serve your family. A release is not required if providers are part of the child's school district team.

2. AKA staff are mandated reporters and, as such, are required by law to report to the authorities: suspected past, present, or future child abuse/neglect, including the viewing/dissemination of child pornography, and if the child poses a danger to himself/herself or others. In the event that a report needs to be made, AKA will make all efforts to include the child/parent/legal guardian in this process; however, this is not always possible. AKA is committed to working through issues that may arise as a result of a legally mandated report.
3. AKA may be ordered by a judge to disclose clinical material. We will make efforts beforehand to try and reach a compromise, but ultimately, if ordered by a judge, we must disclose the requested material. In extreme circumstances this can include the entire clinical record.
4. Although AKA is permitted to utilize phone, text and email communication, we need to make you aware that this communication can be intercepted, and therefore we cannot guarantee confidentiality. Therefore, you agree that phone, text, and email communication should be limited to only scheduling and billing matters, and whenever possible clinical matters should be discussed in-person or via secure HIPPA-compliant video platform.
5. At times, it may be beneficial for AKA to collaborate with other individuals you/your child are working with, e.g. other ABA providers, psychiatrists, physicians, outside of your child's school district, if it appears that this service provider information would inform your child's treatment. AKA will work with the district to obtain a signed release from you so that we may collaborate with this/these individual(s).

#### **Service to Children of Separated or Divorced Parents**

AKA defers to each school district's policy/procedure on separated or divorced parents and will comply with their requirements.

#### **Types of NPA Services Provided by AKA:**

**I. Applied Behavior Analysis (ABA) Service (Commonly called Behavior Services or Behavior Intervention Services, BII/BID) and Functional Behavior Assessment (FBA)**

ABA services are designed to reduce/eliminate challenging or maladaptive behaviors, and teach new replacement behaviors. This includes training teachers and paraeducators, and creating additional support systems in the environment. Additionally, since all behaviors (including maladaptive ones) serve a function or a purpose, it is very common for challenging or maladaptive behaviors to increase in duration, intensity, and/or frequency during the beginning of behavior intervention. , Data collection on IEP goals will be utilized throughout to determine progress and to make programming decisions.

**Direct ABA & Program Supervision:** Direct ABA service is delivered by a trained professional providing 1:1 ABA therapy to your child. This type of behavior intervention is intensive and often occurs between 10-40 hours a week, based on the severity of behaviors. The exact number of hours a student receives is based on clinical recommendation and determined by the IEP team.

Program Supervision is required to support Direct/1:1 ABA service The Program Supervisor overlaps with the direct/1:1 staff to provide support, feedback, and clinical guidance to the case. Program Supervision includes both face to face time with the student, as well as indirect services such as data analysis, office supervision of direct staff on case, and report writing. It is unethical for supervision to not include direct supervision, and AKA will not provide ABA services on cases where direct supervision is not provided. Families are encouraged to discuss any concerns regarding the delivery of ABA services with their child's assigned Program Supervisor first. If an unsatisfactory resolution occurs or if the concern is with the Program Supervisor, then they should contact the Clinical Director.

## **II. Functional Behavior Assessment (FBA):**

An FBA is typically the initial step in an ABA program. The purpose of this assessment is to identify the function of the behavior, create a treatment plan, and identify behavior reduction and skill acquisition goals. Multiple visits to your child in the school

setting will occur during the FBA. The final report will be reviewed at the IEP meeting. A Behavior Intervention Plan (BIP) is usually created as the result of the FBA and becomes a part of the child's IEP.

### **III. Educationally Related Mental Health Services (ERMHS), Educational Related Intensive Counseling Services (ERICs), Designated Instructional Service (DIS) Counseling :**

AKA clinicians use both play therapy techniques and Cognitive Behavior Therapy (CBT) techniques. It is important for you to be aware of the risks and benefits of psychotherapy. Treatment is designed to improve overall functioning. At times, the natural therapeutic process creates an increase in symptom intensity. People seeking treatment are often unaware of what factors might be contributing to their current symptoms and distress. What naturally emerges through psychotherapy is an increased awareness into these factors. This knowledge can sometimes be upsetting, and your child may experience increased moodiness, emotionality, sleep disturbance, decrease in overall functioning, etc. Unfortunately, awareness often outpaces coping and people will often feel worse before they feel better. This is especially true for children and adolescents, and AKA wants to make sure everyone involved is cognizant of and expectant of this phenomenon. Please keep AKA informed of anything that develops so we can work to alleviate and remediate these symptoms.

In the treatment of young children, psychologists and other professionals have often struggled to find an effective approach. Play therapy is the first approach designed specifically for children. Play therapy is designed to allow professionals the opportunity to engage children in a dialogue that is most familiar to them. Unfortunately in our culture, "play" often has a frivolous connotation, however, recent research shows that play therapy is at the cutting edge of therapeutic interventions designed to meet the unique needs of children. Expect that your child will enjoy his or her sessions. When asked what they have done in session, they will say that they "played." The concept of play is non-threatening to children because they are not being pushed beyond their typical developmental capacities. Play interventions will be tailored to your child's specific developmental level. Clinicians at AKA have extensive training in this intervention method, and Dr. Knapp is a Registered Play Therapist.

### **IV. Independent Education Evaluation (IEE)**

An IEE is specific type of independent educational evaluation conducted when parents are not in agreement with an assessment conducted by a school district. AKA conducts psychoeducational IEE assessments. This evaluation consists of a series of psychological tests administered in order to identify and understand a student's cognitive, social, emotional, developmental, processing, and learning abilities. This requires the child to visit the AKA office (or other testing location) multiple times. A

school visit may or may not occur. Once strengths and weaknesses are identified, a comprehensive report is written, including school-based recommendations for the IEP team to consider. The final report will be discussed at the IEP meeting.

## STAFFING

For ABA services, if the regularly scheduled staff member is absent for their shift, AKA will send an alternate staff member to provide the service. Furthermore, if a AKA needs to make staffing changes that impacts your child's case, the new staff member will shadow (overlap) the existing staff to provide transition. On occasion, AKA will have new staff members shadow current school cases to learn how to deliver ABA services on a school case. Families will be notified of shadows and alternates.

AKA reserves the right to determine which staff members will be assigned to each case. Additionally, AKA reserves the right to make staffing changes whenever necessary, for any reason. Families will be given as much notice as possible for staffing changes. Families can discuss concerns with staffing changes with the AKA Clinical Director.

## STUDENT ABSENCES:

If your child will be absent from school or is picked up from school early it is critical that AKA is informed. Please contact one of the following means to report your child's absence:

- **ERIC/ERMHS/DIS/IEE families:** Please contact your therapist or the office directly via email [akaadmin@akatherapy.com](mailto:akaadmin@akatherapy.com) or call the office at 310 376 2468.
- **ABA families:** Please contact your case supervisor directly via email or call the office at 310 376 2468.

## Length of Treatment

Typically FBAs and IEEs are time limited assessment completed within 60 days of a signed assessment plan.

All other service lengths are dictated by the student's IEP .

The student's school district has the authority to change an NPA provider at any time, for any reason. AKA must comply with the District's request for a change in provider. AKA will make a recommendation for a clinically appropriate amount of time for a fade out/transition plan.

### Treatment Concerns

AKA is committed to working with you and your family. Please speak with your child's clinician and/or the credentialed supervisor about any concerns regarding treatment or services at any time.

If you have any questions and complaints regarding this practice, you may contact the appropriate governing board.

- For concerns regarding Applied Behavior Analysis (ABA) Services please contact the Behavior Analyst Certification Board at (720) 438-4321 or by mail at 8051 Shaffer Parkway, Littleton, Colorado 80127. AKA will provide the certification or registration number of any clinician about whom you want to file a complaint.
- For concerns regarding Psychological Services by a Psychologist or Psychological Assistant, please contact the Board of Psychology at 1-866-503-3221 or (916) 574-7720, or by mail at 1625 North Market Blvd. Suite N-215 Sacramento, CA 95834. AKA will provide the license or registration number of any clinician about whom you want to file a complaint.
- For concerns regarding Psychological Services by a Marriage and Family Therapist (MFT or LMFT), Licensed Clinical Social Worker (LCSW), Licensed Professional Clinical Counselor (LPCC), or Licensed Educational Psychologist (LEP) please contact the Board of Behavioral Sciences at (916) 574-7830 or by mail at 1625 N Market Blvd., Suite S-200 Sacramento, CA 95834. AKA will provide the certification or registration number of any clinician about whom you want to file a complaint.

Your signature below denotes that you have read all of the information provided above, understand it, are in agreement with it, and consent to proceed with treatment/service. Your signature also indicates that you have been provided with the opportunity to ask questions. This authorization remains in effect until services are terminated or a new informed consent document is signed. A copy of this documentation is available on AKA's website [www.akatherapy.com](http://www.akatherapy.com) in the forms section.

Client Name \_\_\_\_\_  
(Print)

Parent/Legal Guardian Name \_\_\_\_\_  
(Print)

Parent/Legal Guardian \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_