

# Provider Checklist

## 1 WHAT TO LOOK FOR:

	YES	NO
<b>CREDENTIALS</b>		
Are they registered with the BACB, COTO, or CASLPO?		
Is the provider in good standing as listed on the applicable website?		
Have they provided their CV on request?		
<b>CONTRACT AND FEES</b>		
They have a set fee schedule which has been explained.		
I have a written contract of services.		
I have been given information about where to lodge a complaint if I'm not satisfied.		
<b>INFORMED CONSENT</b>		
I have signed consent forms for assessment and treatment (at a minimum)		
I have received information about levels of evidence for recommended treatments.		
<b>SCOPE OF PRACTICE</b>		
Is the clinician working within their scope of practice (their education and training)?		
<b>COMPETENCY</b>		
Does the clinician have training and three to five years of experience working with individuals such as my child?		
Does the clinician have training and experience with the specific intervention and/or program offered?		
<b>INSURANCE</b>		
Does the clinician and/or organization carry the appropriate professional and business liability insurance?		
<b>ASSESSMENT</b>		
Was there an assessment to determine goals prior to beginning treatment and/or program?		

	YES	NO
<b>GOAL SETTING</b>		
Have I been a partner in the goal setting for my child?		
Are there objective SMART goals developed for my child which address their individual needs and can be measured to determine success?		
<b>RESEARCH-BASED</b>		
Does the provider choose treatments that are shown to be effective (research-based) for my child's individual goal(s)?		
<b>DATA REVIEW</b>		
Are there adjustments to the goals if progress is not seen within a short period of time (e.g., 9 to 13 hours of treatment)?		
<b>OPEN DOOR POLICY</b>		
Am I able to watch the therapy session for training and generalization purposes?		
Am I able to request a review of the data or graphs to determine progress?		
<b>COLLABORATION</b>		
Are referrals made or additional training or mentorship provided when there are targets outside of either the clinicians scope of practice OR competency?		
<b>FAMILY INVOLVEMENT</b>		
Are you part of the 'treatment' team? Inter-professional practice (clinicians + caregiver(s) + other professionals) is critical for complex conditions like autism.		
<b>CONTINUING EDUCATION</b>		
Does my treatment team regularly attend conferences and remain up-to-date with the latest research in their field?		
<b>SUPERVISION</b>		
Does the BCBA, OT, and/or SLP regularly (i.e., minimum of 10% of direct therapy time) supervise any assistant staff (e.g., RBT/ABA therapist, OTA, SLA/CDA)?		

## 2

## HOW DO I KNOW IF IT'S WORKING?

	YES	NO
<b>INTENDED OUTCOMES</b>		
Do the outcomes of the program or treatment match the goals for my child?		
Are the outcomes of the program or treatment functional/meaningful?		
Are there foundation skills or prerequisites that may be missing?		
<b>DATA OR FEEDBACK</b>		
Is there data being taken for each of the treatment goals?		
Are you able to review the data/progress with the provider?		
<b>PROGRAM COMPONENTS</b>		
Is there an opportunity for parent/caregiver training and/or involvement?		
Is there homework so new skills generalize to new settings and are maintained?		
<b>CHILD RESPONSE</b>		
Is my child showing signs of distress or avoidance for this treatment and/or program (i.e., your child is not assenting to this service)?		
<b>FAMILY RESPONSE</b>		
Are we happy with the choice we made with the treatment or program?		
Are we happy with the choice we made with the provider?		
<b>BENEFITS AND RISK</b>		
Are there benefits and/or risks of this treatment for my child?		
Are there benefits and/or risks of this treatment for me as the caregiver?		
Do the benefits outweigh some of the negatives/risks?		

## 3

## WHAT ARE MY NEXT STEPS?

	YES	NO
<b>PROBLEM-SOLVING</b>		
Is this treatment or program supported by research (i.e., is it on a Standards Report for evidence-based autism treatments)?		
Are the program/treatment outcomes matched to my child's areas of need?		
Can the treatment/program be changed to better meet my child's needs?		
Is there a better treatment and/or program that would provide the needed outcomes for my child?		
Is there a different service/treatment/program that has been shown to be effective for someone like my child?		
Are there different providers or programs in my area, or virtually, that may be a better match?		