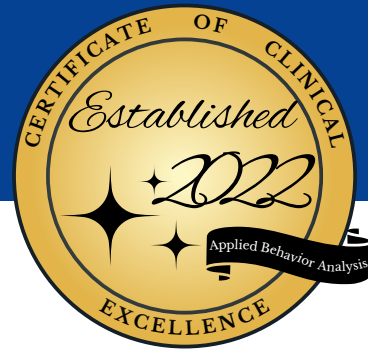


Certification of Clinical Excellence Checklist



This checklist provides a basic overview of desired standards for those seeking certification. Completion of this checklist does not guarantee certification.

SUPERVISION

- Supervision content is delivered in a thoughtful and structured manner
- Supervision content follows the 5th edition task list
- Supervisees receive regular, structured feedback from supervisor
- Supervisors receive regular, structured feedback from supervisee
- Systems are in place to assess supervisees competencies
- Supervisees are given tasks beyond their RBT work to practice applied skills
- All supervisees have a supervision contract which includes performance requirements
- Supervisees track their hours in an accurate and timely manner
- Required BACB documents are completed and signed within the specified deadlines

ASSESSMENT & REPORT WRITING

- Clinicians are familiar with at least 3 ABA assessments
- Clinicians can describe when to use each assessment based on client needs
- Treatment goals are based on assessment results and social significance
- Reports are individualized, free of errors, and demonstrate medical necessity
- Clinicians provide sufficient evidence to demonstrate function of challenging behaviors
- Behavior intervention plans follow ethical and evidence-based practices

STAFF MANAGEMENT

- All ABA staff (RBT's and BCBA's) are evaluated regularly with objective measures
- Staff receives structured feedback from multiple sources (staff, supervisor, parents, etc.) at least yearly
- Reinforcement systems are in place to increase desired staff behaviors
- Staff improvement procedures include supports to improve skill deficiencies
- Staff performance measures include aspects that emphasize therapy quality, not just quantity

PARENT ENGAGEMENT

- Parent meetings occur at least monthly with systems in place to improve non-attendance
- Parent goals are individualized and socially significant
- Parent goals are tracked using objective data collection methods
- Parent on-boarding includes methods to assess their current knowledge of ABA
- Parents have multiple opportunities to provide structured feedback regarding their child's services

ETHICS

- All therapy staff demonstrate completion of ethics training
- Staff and parent surveys include measures of ethics
- Staff evaluations include ethical behavior assessment