

Applied Behavior Analysis (ABA) Program Performance Measures

	Discovery Evidence (Performance Measures)	Document Reviewed	Responsible Person
1	Number % percent of beneficiaries whose IPOS addresses the needs. <i>(IPOS completed within 30 days of MDHHS Approval; IPOS every 365 days; Quarterly IPOS Reviews every 90 days)</i>	<i>IPOS & Quarterly IPOS Reviews in MH-WIN Scanned Documents; Case Notes/Assessments identifying needs</i>	MCPN - CRSP (IPOS Case Holder)
2	Number and percent of beneficiaries whose IPOS is updated within 365 days of last plan of service. <i>(IPOS completed within 30 days of MDHHS Approval; IPOS every 365 days; Quarterly IPOS Reviews every 90 days)</i>	<i>IPOS in MH-WIN Scanned Documents</i>	MCPN - CRSP (IPOS Case Holder)
3	Number and percent of beneficiaries whose ASD Benefit Re-evaluation (ADOS-2/DD-CGAS) is updated within 365 days of last MDHHS approval.	<i>ASD Benefit Diagnosis Re-evaluation in MH-WIN Scanned Documents</i>	ASD Benefit Provider
4	Number and Percent of beneficiaries whose services and supports are provided as specified in the IPOS, including amount, scope, and duration. <i>(IPOS completed within 30 days of MDHHS Approval; IPOS every 365 days; Quarterly IPOS Reviews every 90 days)</i>	<i>IPOS & Quarterly IPOS Reviews in MH-WIN Scanned Documents</i>	MCPN - CRSP (IPOS Case Holder)
5	Number of beneficiaries' whose ongoing determination of the level of service is completed using a reliable and valid assessment instrument (VB-MAPP, ABLLS-R, AFLS) and other appropriate documentation of analysis (graphs, assessment reports, records of service, progress reports, etc.) <i>(ABA Assessment & Plan completed within 14 days of MDHHS Approval and every 180 days thereafter)</i>	<i>ABA Assessment in MH-WIN Scanned Documents & and other appropriate documentation of analysis (graphs, assessment reports, records of service, progress reports, etc.) at provider site</i>	ASD Benefit Provider
6	The ABA Plan includes specific targeted behaviors for improvement, along with measurable, achievable, and realistic goals for improvement.	<i>ABA Assessment & Plan in MH-WIN Scanned Documents</i>	ASD Benefit Provider
7	Number and percent of beneficiaries whose average hours of ABA Services during a quarter were within the suggested range for intensity of service authorized in the IPOS, plus or minus a variance of 25% <i>(Quarterly IPOS Reviews every 90 days; SC/BCBA contact notes every 31 days)</i>	<i>IPOS in MHWIN Scanned Documents, SC/BCBA Contact Notes in MH-WIN Scanned Documents, Progress Notes, Authorizations & Claims in MH-WIN</i>	MCPN - CRSP (IPOS Case Holder) & ASD Benefit Provider
8	Number and percent of beneficiaries whose ABA clinical observation & direction during a quarter were within suggested range and a minimum 10% or one hour of every 10 hours for a beneficiaries ABA service.	<i>Authorizations & Claims in MH-WIN</i>	ASD Benefit Provider
9	Timeliness of access to face-to-face assessment (ASD Diagnosis Evaluation) with a professional <i>(Completed within 14 days of service request)</i>	<i>WSA All Cases All Data Report (Referral Date to Evaluation Date)</i>	ASD Benefit Provider
10	Timeliness of Comprehensive Diagnosis Evaluation (CDE) uploaded to MH-WIN <i>(Uploaded to MH-WIN within 14 days of appointment)</i>	<i>CDE Report in MHWIN Scanned Documents</i>	ASD Benefit Provider
11	Timeliness of access to first ABA Assessment (ABLLS/VBMAPP/AFLS) with a BCBA/QBHP/LLP <i>(Completed within 14 days of MDHHS approval)</i>	<i>WSA MDHHS Approval Date to 1st ABA Assessment Report in MH-WIN Scanned Documents</i>	ASD Benefit Provider
12	Timeliness of ABA Assessment (ABLLS/VBMAPP/AFLS) uploaded to MH-WIN <i>(Uploaded to MH-WIN within 7 days of appointment)</i>	<i>ABA Assessment Report in MHWIN Scanned Documents</i>	ASD Benefit Provider
13	Timeliness of access to first ABA Direct Service with Behavior Technician <i>(Completed within 60 days of MDHHS Approval)</i>	<i>WSA MDHHS Approval Date to 1st ABA Direct Service Claim in MH-WIN</i>	ASD Benefit Provider
14	Number and percent of beneficiaries whose providers of the ABA services meet credentialing standards. <i>(Prior to delivery of billable service)</i>	<i>Human Resource File & Completed ASD-ABA Service Staff Review Tool</i>	ASD Benefit Provider
15	Attempts are documented to keep families engaged when more than three appointments in one month were missed.	<i>Progress Contact Notes</i>	MCPN - CRSP (IPOS Case Holder) & ASD Benefit Provider
16	There is evidence of monthly communication between the IPOS Case Holder and ASD Behaviorist on a monthly bases (every 31 days) that includes documentation on IPOS revisions needed, attendance, family needs & updates to ensure care	<i>Contact Notes</i>	MCPN - CRSP (IPOS Case Holder) & ASD Benefit Provider
17	There is evidence that the IPOS addresses risk factors identified for the child and family, specify how the risk factor may be minimized and describe the backup plan for each identified risk. <i>(Staffing Back-up plan, other risk factors - wandering, medical, crisis, etc.)</i>	<i>ASD Provider Staffing Policy, IPOS with Health & SafetyPlan & Crisis Plan, and/or other supporting documents</i>	MCPN - CRSP (IPOS Case Holder) & ASD Benefit Provider
18	Track and trend critical incidents that involve children with ASD at the PIHP level: baseline, then identify negative statistical outliers.	<i>Critical Incidents</i>	PIHP
19	Track and trend requests for Medicaid Fair Hearing by children with ASD, and track and trend by PIHP the Fair Hearing decisions that are found in favor of the child.	<i>Medicaid Fair Hearings</i>	PIHP

CRSP=Clinically Responsible Service Provider; Agency responsible for IPOS

ASD Benefit Provider
MCPN - CRSP (IPOS Case Holder)
Both ASD Benefit Provider & MCPN - CRSP (IPOS Case Holder)
PIHP

DWMHA ASD Benefit Audit Guide - FY1516

Applied Behavior Analysis (ABA) Staffing Performance Measures

**For staff who served in multiple staffing categories (ie - QBHP is now a BCBA) documentation for all categories must be provided when providing services to DWMHA consumer.*

Discovery Evidence (Performance Measures)	Document Reviewed
Qualified Licensed Professional	
State of Michigan Licensure	1) Copy of State of Michigan License that covers date of hire; AND 2) Current Copy of State of Michigan License. License MUST be in one of the following areas: Physician, Psychology, Advanced Practice Registered Nurse; Physician Assistant, Master's Social Worker with expiration in the future
Degree Requirements	Degree Certificate documenting Master Degree or Doctoral Degree in a) Medicine with specialty in psychiatry or neurology, sub-specialty in developmental pediatrics, developmental -behavioral pediatrics, pediatrics or related discipline; b) Psychology; c) Advanced practice registered nurse; d) Clinical Social Work (Non-Macro)
Experience	Resume, Curriculum Vitae, employer letter, transcripts, job description, or other documentation that clearly identifies training, experience, or expertise in ASD and/or behavioral health
BCBA or BCBA-D	
Date of Hire	Employer Offer Letter, HR Documentation, or other Documentation
Criminal Background Checks	1) Criminal Background Check with date prior to the start of service delivery; AND 2) Criminal Background Check completed within the previous 365 days
Board Certification	1) Copy of Board Certification from the BACB that covers date of hire; AND 2) Current Copy of Board Certification with expiration in the future
BCaBA	
Date of Hire	Employer Offer Letter, HR Documentation, or other Documentation
Criminal Background Checks	1) Criminal Background Check with date prior to the start of service delivery; AND 2) Criminal Background Check completed within the previous 365 days
Board Certification	1) Copy of Board Certification from the BACB that covers date of hire; AND 2) Current Copy of Board Certification with expiration in the future
Supervision	Supervision documentation that includes name of supervising BCBA.
Licensed Psychologist / Limited Licensed Psychologist	
State of Michigan Licensure	1) Copy of State of Michigan Psychology License that covers date of hire; AND 2) Current Copy of State of Michigan Psychology License
Date of Hire	Employer Offer Letter, HR Documentation, or other Documentation
Criminal Background Checks	1) Criminal Background Check with date prior to the start of service delivery; AND 2) Criminal Background Check completed within the previous 365 days
Degree Requirements	Degree Certificate documenting Master Degree or Doctoral Degree in Psychology
Master Level Coursework	Graduate Level Transcripts identifying completion of 3 of the 6 required BCBA Courses: 1) Ethical Considerations; 2) Definitions & Characteristics and principles, processes & concepts of behavior; 3) Behavioral assessment and selecting interventions outcomes and strategies; 4) Experimental evaluation of interventions; 5) Measurement of behavior and developing and interpreting behavioral data; 6) Behavioral change procedures and systems supports. *If transcripts do not specifically identify course as indicated above, file MUST have course syllabi OR BACB document indicating BACB course approval from specific institution.
Experience	Resume, Curriculum Vitae, employer letter, job description, or other documentation that clearly identifies ONE year of experience in treating children with ASD based on the principles of behavior analysis
Supervision	Supervision documentation that includes name of supervising BCBA, hours of supervision provided, and type of supervision provided in BACB recommended format.
Qualified Behavior Health Professional	
Date of Hire	Employer Offer Letter, HR Documentation, or other Documentation
Criminal Background Checks	1) Criminal Background Check with date prior to the start of service delivery; AND 2) Criminal Background Check completed within the previous 365 days
Degree Requirements	Degree Certificate documenting Master Degree or Doctoral Degree in a mental health field or field approved through the BACB.
Master Level Coursework	Graduate Level Transcripts identifying completion of 3 of the 6 required BCBA Courses: 1) Ethical Considerations; 2) Definitions & Characteristics and principles, processes & concepts of behavior; 3) Behavioral assessment and selecting interventions outcomes and strategies; 4) Experimental evaluation of interventions; 5) Measurement of behavior and developing and interpreting behavioral data; 6) Behavioral change procedures and systems supports. *If transcripts do not specifically identify course as indicated above, file MUST have course syllabi OR BACB document indicating BACB course approval from specific institution.
Experience	Resume, Curriculum Vitae, employer letter, job description, or other documentation that clearly identifies ONE year of experience in the examination, evaluation and treatment of children with ASD.
Supervision	Supervision documentation that includes name of supervising BCBA, hours of supervision provided, and type of supervision provided in BACB recommended format.
Behavior Technician	
Date of Hire	Employer Offer Letter, HR Documentation, or other Documentation
Criminal Background Checks	1) Criminal Background Check with date prior to the start of service delivery; AND 2) Criminal Background Check completed within the previous 365 days
Age	Copy of Driver's License, state identification, or other documentation indicating age at the time of hire
Communicable Disease Prevention Training	Universal Precautions Training certificate, transcript, or other documentation with completion date prior to the service delivery start date.
First Aid Training	First Aid Training certificate, transcript, or other documentation with completion date prior to the service delivery start date.
IPOS/ Behavioral Plan of Care Training	IPOS Training certificate, transcript, or other documentation with completion date prior to the service delivery start date and at each quarterly IPOS revision dates.
Ability to communicate expressively & receptively in order to follow IPOS requirements, emergency procedures, and report on activities performed	College/university diploma, BCBA verification statement, or Job Description with skill requirement.
Registered Behavior Technician Training	RBT Training Transcripts with BACB RBT Task List Objectives (A-01 through F-05) clearly identified with completion dates prior to the delivery of services after 1/1/16