

PART A: BUDGET DETAILS**Maximum Hourly Rate:**

If a family has chosen to receive services through the direct funding option, their OAP Behaviour Plan will be funded up **to a maximum of \$55 per hour** for evidence based behavioural services.

The maximum hourly rate includes **direct hours** spent with a child or youth, family member and/or any member of an OAP Family Team. This includes time spent assessing the strengths and needs of a family, where the child or youth and family is present. This could also include meetings with members of the OAP Family Team (as identified by the family) to consult and align the approach to services across multiple environments or to support maintenance and generalization at home and in the community.

Taxes and **indirect services** such as report writing, therapist supervision, travel, program supplies and staff orientation cannot be billed separately and should be factored into the hourly rate.

The rate that a service provider charges for some services may exceed \$55 per hour, but budgets will only be funded to a maximum of \$55 per hour. Any budgets submitted with services billed at a rate that is higher than \$55 per hour will be returned to the OAP provider submitting the budget.

OAP service providers are expected to charge a lower hourly rate for services which are less resource intensive such as behavioural services delivered in group settings.

Submission Guidelines:

Budgets will be submitted and funded for a maximum of six months. Any budgets submitted for a duration longer than six months will be returned to the OAP provider submitting the budget and will need to be submitted again.

Clinical Supervisors are responsible for developing and submitting the budget associated with each OAP Behaviour Plan and are expected to adhere to ethical billing practices and standards, such as those outlined in the Behavior Analyst Certification Board (BACB®) Professional and Ethical Compliance Code for Behavior Analysts, and the College of Psychologists of Ontario Standards of Professional Conduct (CPO).

The completed budget will be submitted to a single point of access provider for processing along with a family's OAP Behaviour Plan and Clinical Supervisor Attestation. The single point of access will be given a maximum of 30 calendar days to check the documentation for completion and to issue funding for services as outlined in a child or youth's OAP Behaviour Plan. Once the documentation is reviewed for completion, the single point of access will immediately flow funding to the family for the first three months of service delivery. For OAP Behaviour Plans that are shorter than three months in duration, the entire funding amount will be flowed in one payment.

Amendments:

If there are significant changes to the OAP Behaviour Plan (e.g., change in method to achieve a goal, or emerging challenging behaviours), but the services can still be delivered within the submitted budget, the Clinical Supervisor should prepare an amendment to the OAP Behaviour Plan, showing how services will be delivered. Clinical Supervisors providing services under the OAP's Direct Funding Option must submit this amendment to the single point of access. If the changes in the OAP Behaviour Plan are beyond the scope of the funding included in the budget, a new OAP Behaviour Plan and Budget will be submitted to the single point of access.

Invoicing:

Please provide families with regular invoices based on this budget. Single point of access providers will reconcile those invoices against this budget prior to issuing the next installment of funding.

PART B: COMPLETING THE BUDGET

The budget has been broken down into the following categories:

- Evidenced Based Behavioural Services
- Service Objective
- Service Setting
- Hourly Rate
- Total Hours
- Total Funding
- Total Duration of Behaviour Plan (weeks)

Please complete the budget by selecting from the respective drop-down menus or by filling in cells with the required information.

The OAP service information must reflect the details provided in the child or youth's corresponding OAP Behaviour Plan and Clinical Supervisor Attestation. To capture all Behaviour Plan information, rows can be added to the budget as needed.

For more information on the OAP and evidence based behavioural services, please see the **OAP Guidelines** here: <http://www.children.gov.on.ca/htdocs/English/documents/specialneeds/autism/OAPGuidelinesEN.pdf>

Evidence Based Behavioural Services:

- Choose one of the following evidence based behavioural services for each row in the budget template:
 - planning and goal-setting with a child/youth and/or family/caregiver;
 - assessments of child/youth and/or family/caregiver strengths and needs to inform the development of a Behaviour Plan;
 - OAP Family Team meetings;
 - one-to-one intervention;
 - small group intervention (a ratio of less than five children/youth working with one clinician);
 - large group intervention (a ratio of five or more children/youth working with one clinician);
 - peer mediated intervention;
 - parent/caregiver mediated intervention;
 - consultation services with the family;
 - family/caregiver capacity building and training; and
 - consultation with other professionals involved with the child/youth.

Service Objective:

- For each evidenced based behavioural service, choose one of the following as the primary service objective:
 1. Increase parent/caregiver and Family Team members' knowledge of and skills in using behavioural strategies;
 2. Support early child development to increase the rate of learning in young children in all areas of their development;
 3. Teach children/youth the skills they need to participate at home, at school and in the community; and,
 4. Reduce challenging behaviour that interferes with learning and adaptive functioning.

Service Setting:

- OAP services can be delivered in a variety of settings. Choose one or multiple of the following service settings:
 - in centre; and/or
 - in home; and/or
 - in the community.

Hourly Rate:

- Please identify the hourly rate up to a maximum of \$55 for each evidenced based behavioural service.

Total Hours:

- Please identify total number of hours related to each evidence based behavioural service for the duration of the plan.

Total Funding:

- The amount of expenditure for the completion of the child or youth's OAP Behaviour Plan should be as follows for each type of evidence based behavioural service: total # of hours X variable rate (not to exceed \$55.00/hour) = total funding.

Total Duration of Behaviour Plan:

- Please indicate the duration of the OAP Behaviour Plan in total weeks.

PART C: EXAMPLE SERVICE SCENARIOS

Example 1. A Child/Youth Requiring Support to Improve Social Skills

You assess a child who is struggling with social interactions with peers at school. The child and family's goals include increasing conversation skills and how to deal with conflict with friends. You recommend an evidence based social skills program that targets social interaction for children with ASD.

Together with the child and their family, you identify a set of goals that will be met to help build social skills such as interactive play and conflict management.

Through a discussion with the child's parent/caregiver, they tell you that their child had received behavioural services previously to improve social skills, but they had been unable to maintain and generalize those skills at home. The parents suggest that they might benefit from some parent coaching in the home to support their child's progress. The parents also identify the child's Brownie Leader and Educator as members of their Family Team and ask that these professionals be included in their OAP Behaviour Plan.

You begin to develop the child's OAP Behaviour Plan, including descriptions of the intensity and duration of services based on the needs, strengths and goals of the child and their family.

In this OAP Behaviour Plan the evidence based behavioural services the family will receive include:

- 1.5 hours of planning and goal-setting with the family;
- 2 hours of assessment (including functional behaviour assessment and/ or curricular assessment) to inform the development of the OAP Behaviour Plan;
- 0.5 hours of team meetings per week, including weekly meetings with parents and monthly Family Team meetings (or more frequently as needed) for a total of 8 hours over 16 weeks;
- 1.5 hours per week of large group based intervention delivered by a Senior Therapist for a total of 24 hours over 16 weeks;
- 4 hours of parent/caregiver training;
- 2 hours phone consultation to support maintenance and generalization at home and in the community; and,
- 2 hours consultation with other professionals involved with the child (e.g. Brownie Leader and Educator).

Please see next page for sample budget.

Example 1. Budget

Evidence Based Behavioural Service	Service Objective	Service Setting (max 2 service settings)	Hourly Rate (\$)	Total Hours	Total Funding (hours x rate) (\$)
Planning & Goal-setting	3	In Centre		1.5	\$0
Assessment	3	In Centre		2	\$0
Team meetings	1	In Centre		8	\$0
Larger Group (5+)	3	In Centre and Community		24	\$0
Family/Caregiver Training	1	In Community		4	\$0
Consultative Services	1	In Centre and Home		2	\$0
Consultation with Professionals	3	In Centre and Community		2	\$0
Select	Select	Select			\$0
Select	Select	Select			\$0
Select	Select	Select			\$0
TOTAL				43.5	\$0
TOTAL DURATION OF BEHAVIOUR PLAN (WEEKS): 16					

Example 2. A Child/Youth Requiring Support to Reduce Challenging Behaviour

A family comes to you for an assessment of their child who has been engaging in a behaviour that puts them at risk of injury and may be limiting their quality of life.

Through a discussion with the child's parent/caregiver, they explain that their child is non-verbal and they are having a difficult time determining the reasons for this challenging behaviour. They also express concern that because this behaviour is new, they have limited knowledge of how they can support their child or how to help other family members respond appropriately when the behaviour becomes particularly challenging. To better support their child with ASD and their other family members, you suggest that the family may want to consider including their adult son, who lives at home, as a member of the Family Team. You also suggest that the Family Team should include:

- a Health Professional to determine if physical discomfort might be impacting the behaviour and to support the child's overall health;
- the child's Educator who may need crisis management training and will be able to help with maintenance and generalization; and,
- a Speech Language Pathologist (SLP) who can evaluate their child's ability to understand language and support their child to learn communication skills.

Working closely with the family, you identify goals that they would like to achieve including identifying why the behaviour is happening, increasing functional communication, and, decreasing the challenging behaviour.

You develop an OAP Behaviour Plan to meet the family's unique needs and build on their skills. To reduce the risk that the behaviour poses as quickly and effectively as possible, the family commits to a five month plan that supports and stabilizes the child in a centre based program, then generalizes skills to home and other environments.

In this OAP Behaviour Plan the evidence based behavioural services the family will receive include:

- 3 hours of planning and goal-setting with the family;
- 15 hours of assessment (including functional behaviour assessment and/ or curricular assessment) to inform the development of the OAP Behaviour Plan;
- 0.5 hours of team meetings per week, including weekly meetings with parents and monthly Family Team meetings (or more frequently as needed) over 20 weeks for a total of 10 hours;
- 15 hours per week of one to one intervention with an Instructor Therapist delivered over 20 weeks for a total of 300 hours;

- 1 hour per week of parent and caregiver training over 20 weeks for a total of 20 hours (this includes parents, their adult son, and the child’s educator);
- 4 hours consultation in home and at school to support maintenance and generalization; and,
- 2 hours consultation with other professionals involved with the child (e.g. Health Care Professional, Educator, and Speech Language Pathologist).

Example 2. Budget

Evidence Based Behavioural Service	Service Objective	Service Setting (max 2 service settings)	Hourly Rate (\$)	Total Hours	Total Funding (hours x rate) (\$)
Planning & Goal-setting	4	In Centre		3	\$0
Assessment	4	In Centre		15	\$0
Team meetings	1	In Centre		10	\$0
One-to-One	4	In Centre and Home		300	\$0
Family/Caregiver Training	1	In Community		20	\$0
Consultative Services	1	In Home and Community		4	\$0
Consultation with Professionals	4	In Centre and Community		2	\$0
Select	Select	Select			\$0
Select	Select	Select			\$0
Select	Select	Select			\$0
TOTAL				354	\$0
TOTAL DURATION OF BEHAVIOUR PLAN (WEEKS): 20					