



Intake Process

Timeline for Intake and Initial Assessment



1

Intake Call

Our Intake Team will conduct a call to discuss ABA services, confirm eligibility, and assist you with completing the intake form.

- Review ABA services and next steps
- Confirm insurance eligibility
- Explain required documents

2

Document Requirements

Insurance requires specific documents to validate eligibility and begin authorization.

- Autism diagnostic report (dated within 3 years)
- Insurance card (front and back)
- Referral for ABA services
- CCF form if applicable
- Consent and release forms (sent via DocuSign)

3

Verification of Benefits

Intake verifies benefits directly with your insurance provider.

- Confirm coverage for ABA services
- Review financial responsibility, if applicable
- Intake contacts guardian to review benefits

4

Authorization for Initial Assessment

Once benefits are verified and documents are complete, Intake submits an authorization request.

- Documents submitted to insurance
- Intake monitors authorization status
- Updates provided if additional information is needed
- Authorization typically received within 2-3 weeks

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Initial Assessment Scheduling

After authorization approval, Intake coordinates assessment scheduling.

- BCBA assigned to your child's case
- Availability reviewed with guardian
- Assessment appointment confirmed
- Confirmation email sent with BCBA bio

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Initial Assessment and Report Development

The BCBA completes the assessment and develops the treatment plan.

- In-person assessment conducted
- Records review completed
- Parent questionnaires completed (e.g., Vineland)
- Assessment report written and reviewed

7

Informed Consent Meeting and Insurance Submission for Treatment

The treatment plan is reviewed with the family prior to submission.

- Treatment plan reviewed with guardian and BCBA
- Questions addressed
- Consent obtained via DocuSign
- Technician schedule is confirmed

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Insurance Submission for Treatment

The approved treatment plan is submitted for ongoing services.

- Treatment plan submitted to insurance
- Authorization for treatment requested
- Approval typically received within 2-3 weeks

Ready for ABA Ongoing Services