



Department of Special Education
Early Intervention Services for Young Children with Autism Spectrum
and Related Disorders

During the 2013-2014 school year, a Collaborative Funding Agreement will include reimbursement of :

- Up to 18 hours per school year of Consultant services. Consultant services include assessment, development and oversight of the program; training; observation; and miscellaneous consultation. ***PLEASE NOTE: Applications received after January 17, 2014, will only be eligible for 9 hours of consultant reimbursement.***
- Up to 10 hours per week (during the school year) of therapist services. Therapist services include implementation of programs under the guidance of the Consultant, attendance at team meetings, and observation.
- Extended School Year Services are determined by the IEP team. If your child is deemed eligible for ESY, you will receive an allotment of 100 therapist hours to use as you see fit. If your child is not eligible for ESY (or you choose not to participate in the recommended services), you will receive an allotment of 50 therapist hours. No additional Consultant hours will be awarded, although you may use any hours remaining from the previous school year.
- Current rates for the 2013-2014 school year are set as:
 - Consultant: \$85.00/hour
 - Therapist: \$14.50/hour
- Consultants are required to submit a quarterly progress update (see enclosed template) to the family. A copy must be submitted to your child's teacher for review.



Instructions for Completing the Collaborative Funding Agreement Application

1. Review the list of local ABA providers available on the Howard County Autism Society website at www.howard-autism.org located under the Resources & Services Tab, named "Providers."
2. Research, contact, and interview potential consultants. Potential resources to aid you in this process:
 - a. <http://www.autismsupportnetwork.com/news/steps-starting-home-based-aba-program-autism-2210192>
 - b. http://www.poac-nova.org/pdfs/How%20To%20Start%20an%20In%20Home%20ABA_VB%20program.pdf
 - c. <http://www.tacanow.org/family-resources/start-an-in-home-therapy-program/>
 - d. <http://www.autismspeaks.org/science/resources-programs/autism-treatment-network/atn-air-p-applied-behavior-analysis>
 - e. <http://gallery.mailchimp.com/0532285db4da1254aebeea3e1/files/ABATheRapyGetStartedBEv.1.pdf>
 - f. The Parent's Guide to In-Home Programs, by: Ellie Olivia Johnson
3. Choose and hire a Consultant. They will need to write a letter stating they will be providing the consultative services for your child's program. You will submit this letter with the application. (or the consultant may email/fax directly to the Office of Early Intervention Services, Attn: Shannon Barrett).
4. Mail/email/fax the completed application, the letter from your consultant, and a copy of your child's IFSP/IEP with 2-3 highlighted outcomes/objectives that will be targeted in the home program to the Office of Early Intervention. You are encouraged to submit this paperwork prior to beginning the home program. The date the paperwork is received in the Office of Early Intervention is the date of



any retroactive reimbursement. THERE ARE NO EXCEPTIONS. Please be advised that the approval process may take 4-6 weeks.

5. If you choose an Agency or Consultant that does NOT provide trained Therapists, you may choose to hire your own. There are several colleges and universities in our area. Many parents create a simple therapist recruitment poster and request that it be posted in the Special Education, Psychology, and/or Speech Language Pathology departments. Department contacts are listed on each institution's website. Potential resources to aid you in this process:

- a. <http://www.iloveaba.com/2011/11/hiring-aba-therapists-interview.html>
- b. <http://www.aba4hire.com/>
- c. http://www.bbbautism.com/aba_real_stories.htm
- d. http://www.myautismteam.com/provider_search?provider_search%5Blocation%5D=Hunt+Valley%2C+MD&provider_search%5Bquery%5D=in-home+ABA+therapy

6. The Collaborative Funding Agreement is meant to provide partial reimbursement to families to assist them in establishing/maintaining an in-home ABA program. It is likely the funds will not cover the entire cost. Additional resources for independent grant funding may be available:

- a. <http://www.humanim.com/human-services/liss>
- b. <http://www.uhccf.org/>

Submitting for Reimbursement

1. Once your application has been processed, you will receive a copy of the approved agreement. Please sign and return to the Office of Early Intervention (OEIS) to begin reimbursement. No reimbursement will occur until this form has been received by OEIS.



2. You will submit the reimbursement form along with supporting documents (e.g. receipt, credit card statement, canceled check).
3. ** It is important to note that any service marked “CONSULTANT” will be reimbursed at the Consultant rate and any service marked “THERAPY” will be reimbursed at the Therapist rate. If your Consultant is also performing Therapist services, it must be reflected in the receipt to access reimbursement at the higher rate. Please discuss this with your Consultant.**
4. Reimbursement forms should be submitted on a monthly basis. Any forms over 3 months old will NOT be considered for reimbursement.
5. A sample form has been included to assist you in correct completion.
6. All reimbursement requests and questions about reimbursement should be directed to:

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