



**AUTISM BEHAVIORAL CONSULTANT NEW HIRE CHECKLIST**

- All employee paperwork has been completed, submitted, & approved by Home Office
- Reading & signing treatment binder copy of Policies & Procedures
- Completion of 40 training hours & understanding of job expectations
- Review & understanding of time sheets, session logs, and all treatment programs, including the importance of each document and understanding that these are State documents and forgery can be a felony.
- Review & understanding of Therapeutic Language & Definitions
- Understanding of ABA Therapy
- Understanding the difference between ABA & other therapeutic interventions (RDI, Floorplay)
- Understanding the importance of maintaining professional boundaries, including but not limited to, no outside camaraderie with families, no social media friendships, not selling/buying from either party, no gossiping or negative language about any member of your treatment team, and not discussing details about any other families you work with
- Understanding who to contact when there are questions or concerns. Reach out to your senior for all concerns, unless your concern is specifically about your senior

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_