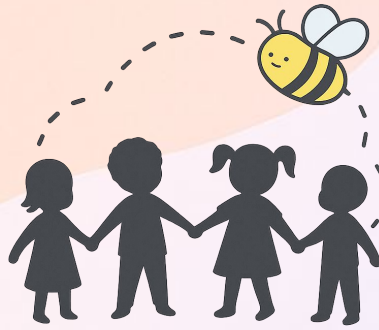




Little Agents
ABA

Parent Handbook



Welcome to Little Agents ABA!

We're honored to support your child's growth through compassionate, ethical, and effective Applied Behavior Analysis (ABA) therapy. This handbook outlines what you can expect from our services and how we can best work together.



Company Mission & Vision

Mission: To empower neurodivergent children and their families with culturally competent, play-based ABA services that foster independence, connection, and confidence.

Vision: To redefine the ABA experience with compassionate care that uplifts the whole family.



What Is ABA?

Applied Behavior Analysis (ABA) is a science-backed therapy that uses positive reinforcement and evidence-based strategies to teach meaningful skills and reduce challenging behaviors. ABA may include:

- **Communication and language skills**
- **Daily living skills (e.g., brushing teeth, tying shoes)**
- **Social skills and peer interactions**
- **Reducing dangerous or disruptive behaviors**

Our approach is always child-centered, trauma-informed, and rooted in collaboration.



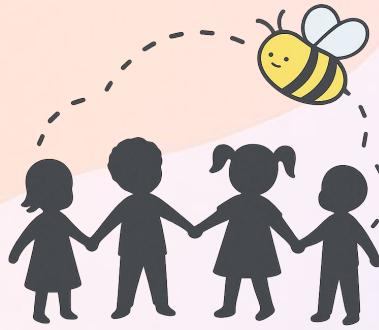
Communication

**Open communication is essential.
You'll be updated regularly by
your child's RBT (Registered
Behavior Technician) and BCBA
(Board Certified Behavior Analyst).**

Contact Us

**info@littleagentsaba.com
(404)-238-7265**

Response Time: 1-2 business days



Scheduling & Session Policies

- **Sessions occur in-home, in-school, in-community, or virtually depending on your child's needs.**
- **You'll receive a set schedule based on availability and clinical recommendations.**
- **Please provide 24 hours' notice for cancellations. Frequent or late cancellations may affect insurance authorization or treatment outcomes.**



Attendance & Cancellations

- **Sessions canceled with less than 24 hours' notice are not billable and are not guaranteed to be rescheduled.**
- **Emergency cancellations are accepted with documentation.**
- **Three or more no-shows may result in a pause in services or re-evaluation of fit.**



Insurance & Billing

Little Agents ABA accepts select private and Medicaid insurance plans.

Families are responsible for:

- **Co-pays or deductibles**
- **Providing accurate, updated insurance information**
- **Responding to any billing inquiries**

Billing cycles: Monthly or biweekly depending on your plan.

For questions: billing@littleagentsaba.com

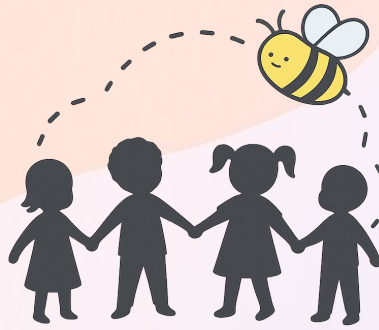


Scope of Services

Little Agents ABA provides behavioral therapy services only.

We do not diagnose or treat medical or psychiatric conditions.

For evaluations, diagnoses, or medication management, we can refer you to appropriate providers in your area.



Supervision & Team Roles

- **RBTs: Deliver 1:1 therapy and data collection under BCBA supervision**
- **BCBAs: Oversee treatment, conduct assessments, supervise RBTs, and provide caregiver training**
 - **Admin Team: Handles scheduling, billing, intake paperwork, and support**



Parent Involvement Expectations

ABA is most successful when caregivers are actively involved. You may be expected to:

- **Participate in monthly parent training**
- **Implement strategies between sessions**
- **Share feedback on goals and concerns**



Progress & Documentation

- **Treatment plans are reviewed every 6 months or more often as required by insurance.**
 - **Families receive progress updates quarterly (or more often upon request).**
 - **All clinical documentation is HIPAA-compliant and securely stored.**



Confidentiality & Privacy

We strictly adhere to HIPAA and FERPA regulations. All team members sign NDAs and complete annual confidentiality training. Your child's information is only shared:

- With your permission (signed ROI form)**
- With insurance providers or medical professionals as required for service coordination**
- When legally required (e.g., risk of harm or child abuse/neglect)**

For more on privacy, see our Notice of Privacy Practices available on our website or by request.

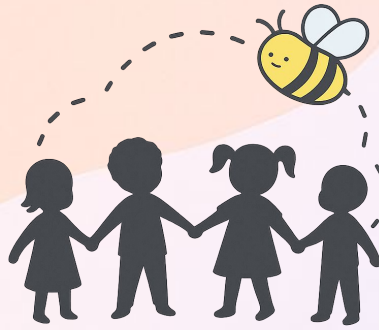


Photo & Video Policy

We may use video or photo recordings for:

- **Clinical data**
- **Team training**
- **Marketing, only with written consent**

Your child will never be recorded or photographed for public use without your signed Photo & Video Release Form.



In-Home & In-Community Services

Please ensure a clean, safe, and distraction-free environment during therapy. For safety:

- **A caregiver or approved adult must remain onsite unless otherwise arranged**
- **Parents/guardians are responsible for transportation to community-based sessions**
 - **Our staff may decline unsafe working environments (aggressive animals, weapons, etc.)**



Emergency & Crisis Protocols

In the event of an emergency:

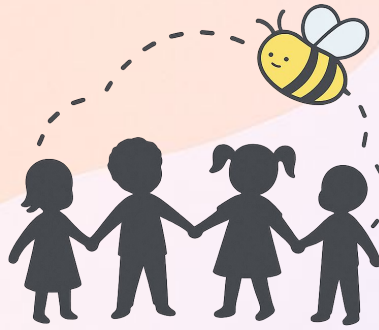
- **Call 911 immediately for urgent safety concerns**
- **Notify your child's BCBA and the admin team**
- **An Incident Report will be filed for any injury, aggression, elopement, or medical issue**

For non-911 behavioral crises, your BCBA will initiate clinical protocols, notify caregivers, and update the treatment plan as needed.



Mandated Reporting

All staff are mandated reporters and legally required to report suspected abuse, neglect, or exploitation of a child or vulnerable adult. These reports are confidential and made in accordance with Georgia state law.



How to File a Complaint

If you ever feel dissatisfied with your services, please reach out to your child's BCBA or our admin team. You can submit a written complaint via email to:

info@littleagentsaba.com

All complaints will be addressed within 7 business days, and families will not face retaliation for voicing concerns.



Client Rights

You have the right to:

- **Be treated with dignity and cultural respect**
 - **Participate in treatment decisions and goal setting**
- **Request changes to your child's services**
- **Discontinue services at any time**
 - **File a complaint without fear of retaliation**



Discontinuation of Services

Services may be paused or terminated due to:

- **Repeated no-shows or last-minute cancellations**
- **Aggressive or unsafe behavior in the therapy setting**
- **Lack of participation or refusal of parent training (if clinically necessary)**

Before discontinuing services, we will attempt to resolve the issue through collaboration and support.



Handbook Acknowledgment

Families are required to sign a Handbook Acknowledgment Form confirming they have read, understood, and agree to the policies outlined.



Little Agents ABA

Thank You

Thank you for choosing Little Agents ABA. We look forward to walking alongside your family on this journey. If you have questions, reach out anytime — we're here to help.