

# Treatment Plan Checklist

- Send out vineland and necessary assessments to caregiver prior to the in-person assessment date.
- Review all client's history: IEP, diagnostic evals, etc
- Develop BIPs
- Develop goals to meet hours prescribed (25 hours = 25 goals) based on indirect and direct assessments. These goals should reflect skill deficits pertinent to BIP.
- Make sure all goals are active with data collection and cumulative pages
- Update each goal with baseline, mastery criteria and program info
- Develop caregiver goals: develop at least three goals
- Fill out background information skeleton
- Input info into treatment plan template
- Review treatment before sending to QA
- Make necessary revisions based on QA feedback
- Have summary meeting with caregivers to review treatment plan with them. Get signature of approval from them.
- Complete insurance applications
- Email QA when ready to submit

## \*\*\*Additional Tasks

1. Make session and add goals
2. Make instruction notes for goals
3. Make pairing protocol
4. Make tentative schedule