

## Sending Behavioral Forms and Assessments to Direct Service Providers

### Introduction

Upon an approval of the Behavior Analysis Services Plan (BASP) from the Local Review Committee (LRC), the behavior analysis provider will send the BASP to the necessary direct care service providers that need the information from the BASP to support the client. Direct care service providers only have access to the client's forms in iConnect that they have completed; therefore, they will need that information sent to them via iConnect.

The direct care provider will use this Job Aid to understand how to obtain and retain the information from the BASP form in iConnect.

The behavior analysis provider will use the [APD iConnect Behavioral Services Training Guide](#), to complete the necessary tasks in completing the BASP.

Once the behavior analysis service provider receives the following Note from the LRC Chair in iConnect informing the behavior analysis service provider that the BASP has been fully approved, the behavior analysis service provider will utilize this job aid.

**Note Type = LRC Review**

**Note Subtype = Decision – Approved**

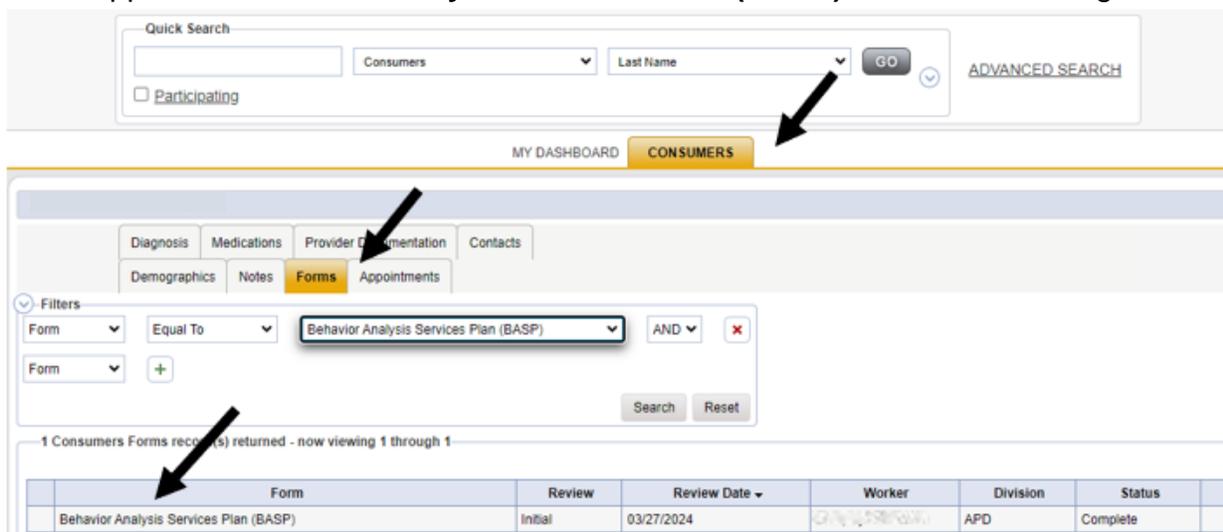
The behavior analysis service provider will then complete the following tasks to ensure that the direct care service providers have the necessary information to support their client.

### Downloading/Printing Approved BASP

1. To begin, log into iConnect and set Role = **Service Provider** or **Service Provider Worker**. Click **Go**.

The screenshot shows the iConnect user interface. At the top left is the 'apod iConnect' logo. The top navigation bar includes 'Welcome, Caroline [Name]', the date '11/30/2022 1:02 PM', 'My Dashboard', and 'Sign Out'. On the right, there is a 'Role' dropdown menu currently set to 'Service Provider', with a 'GO' button next to it circled in red and an arrow pointing to it. Below the navigation bar, there are tabs for 'File' and 'Reports'. A 'Quick Search' section contains a search input field, a 'Consumers' dropdown, a 'Last Name' dropdown, a 'GO' button, and a 'Participating' checkbox. An 'ADVANCED SEARCH' link is also visible. At the bottom, there are tabs for 'MY DASHBOARD', 'CONSUMERS', and 'PROVIDERS'.

2. Navigate to the Consumer Record and go to the **Forms** tab and open the approved **Behavior Analysis Services Plan (BASP)** form listed in the grid view.



Quick Search

Consumers Last Name GO ADVANCED SEARCH

MY DASHBOARD CONSUMERS

Diagnosis Medications Provider Documentation Contacts

Demographics Notes **Forms** Appointments

Filters

Form Equal To Behavior Analysis Services Plan (BASP) AND

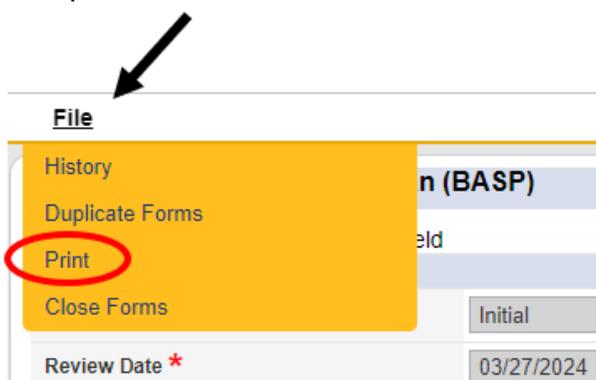
Form +

Search Reset

1 Consumers Forms record(s) returned - now viewing 1 through 1

Form	Review	Review Date	Worker	Division	Status
Behavior Analysis Services Plan (BASP)	Initial	03/27/2024		APD	Complete

3. Go to **File > Print** to print a PDF of the form. Save the form onto your device.



**File**

- History
- Duplicate Forms
- Print**
- Close Forms

Behavior Analysis Services Plan (BASP)

Initial

Review Date \* 03/27/2024

4. Once downloaded onto your device, navigate to the **Notes** tab in the Consumer Record > **File** menu, select **Add Note**.
  - a. Note By = User's Name
  - b. Note Date = Today's Date
  - c. Program/Provider = the name of the Behavior Analysis provider's agency
  - d. Note Type = Behavioral Services
  - e. Note Subtype = BASP
  - f. Description = Provider Copy - BASP
  - g. Note = additional details if needed
  - h. Status = Complete
  - i. Attachment = search for and select the document saved on your device.
  - j. Add Note Recipient = direct care service provider(s)


Notes

3/28/2024 10:10 AM

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File
Tools

<b>Note By *</b>	<input type="text" value="I"/>
<b>Note Date *</b>	<input type="text" value="03/28/2024"/>
<b>Program/Provider *</b>	<input type="text" value="Provider -"/> <a href="#">Details</a>
<b>Note Type *</b>	<input type="text" value="Behavioral Services"/>
<b>Note Sub-Type</b>	<input type="text" value="BASP"/>
<b>Description</b>	<input type="text" value="Provider Copy - BASP"/>
<b>Note</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span><b>B</b></span> <span><b>I</b></span> <span><b>U</b></span> <span>10pt</span> <span><b>A</b></span> </div> <p>Notes as needed </p> </div>
<b>Status *</b>	<input type="text" value="Complete"/>
<b>Date Completed</b>	<input type="text" value="03/28/2024"/>

**Attachments**

[Add Attachment](#)

**Attachments Grid**

Document	Description	Category	Action
<a href="#">BASP Form</a>			<a href="#">Remove</a>

**Note Recipients**

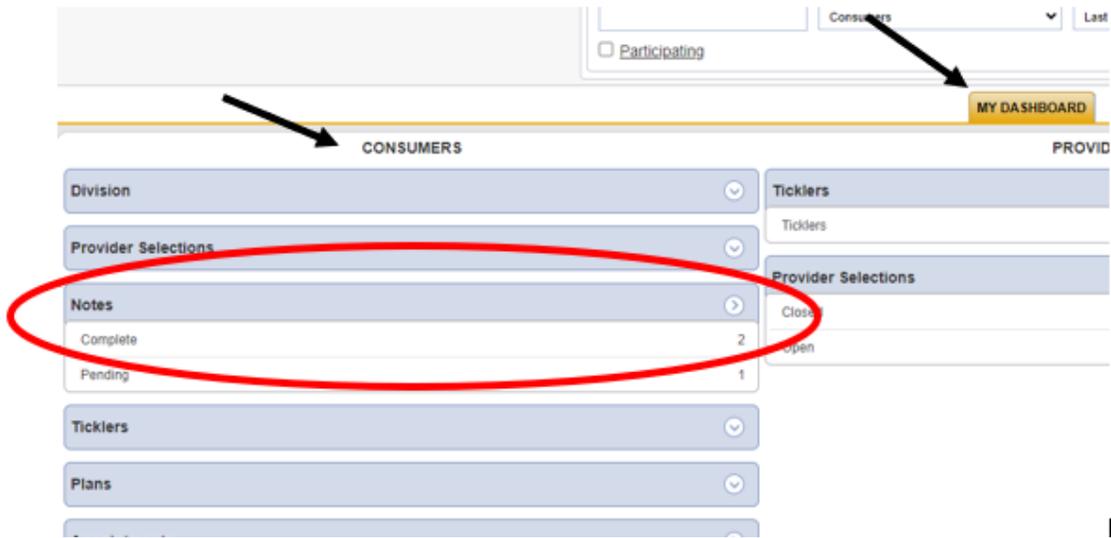
Add Note Recipient:

**Note Recipients Grid**

Name	Date Sent	Date Read	Status	Date Signed
worker	3/28/2024		Unread	

5. From the **File** menu, select **Save and Close Notes**.

6. The direct care service provider will receive the Note on their **My Dashboard** under **Consumers > Notes > Complete**. The direct care service provider can view the Note via their My Dashboard.



iConnect ID	Consumer	Note Type	Note Sub Type	Note Date	Subject	Author	Status	
209730		Behavioral Services	BASP	03/28/2024	Provider Copy - BASP		Complete	<input type="checkbox"/>

- The direct care service provider will open the **Note** and save the information from the BASP from attached to the **Note**. Once the Note is marked as *Read*, the direct care service provider will **NOT** have access to that Note. The direct care service provider will **NOT** see that Note in the Consumer’s record.

