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

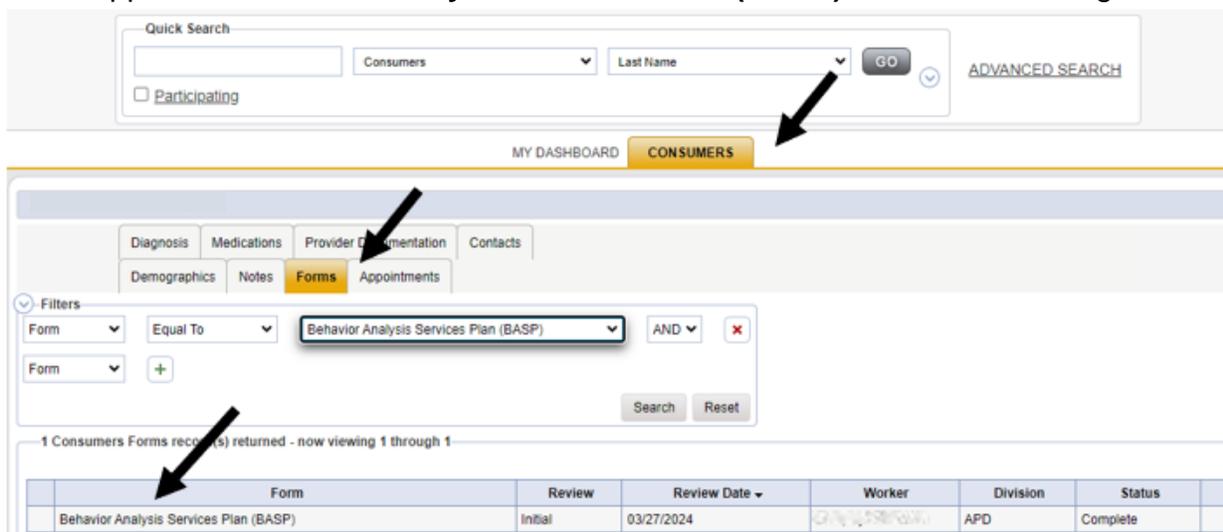**Note Subtype =** Decision – Approved

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**.

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.

3. Go to **File** > **Print** to print a PDF of the form. Save the form onto your device.
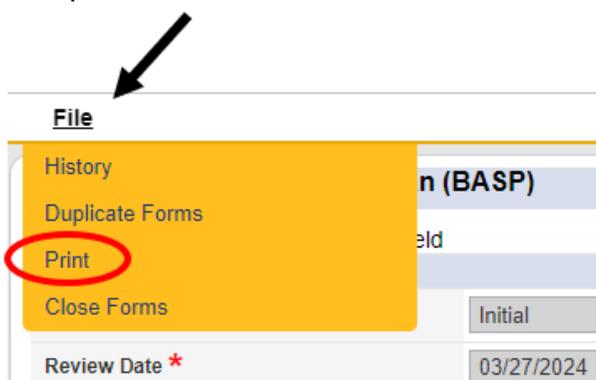
4. Once downloaded onto your device, navigate to the **Notes** tab in the Consumer Record > **File** menu, select **Add Note**.

   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)

apd iConnect

File   Tools

Field	Value
Note By *	I
Note Date *	03/28/2024
Program/Provider *	Provider - Details
Note Type *	Behavioral Services
Note Sub-Type	BASP
Description	Provider Copy - BASP

Note

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>
> Notes as needed.

Field	Value
Status *	Complete
Date Completed	03/28/2024

Attachments

Add Attachment

Attachments Grid

Document	Description	Category	Action
BASP Form			Remove

Note Recipients

Add Note Recipient: Lookup Clear

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.
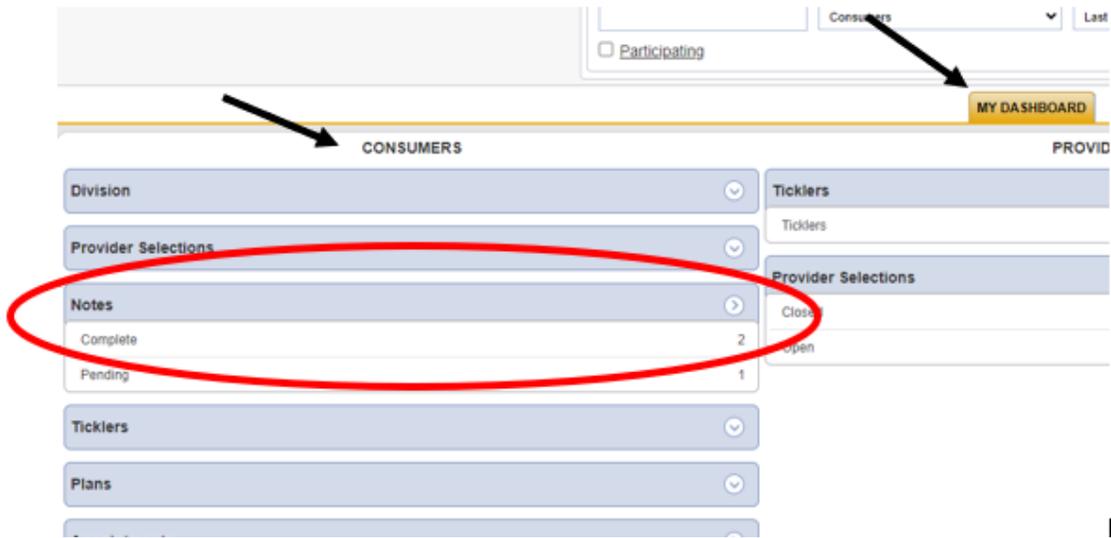
iConnect ID	Consumer ▲	Note Type	Note Sub Type	Note Date	Subject	Author	Status	☐
209730		Behavioral Services	BASP	03/28/2024	Provider Copy - BASP		Complete	☐

7. 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.