



Section	ABA
Policy Number	0007
Policy Name	Placing ABA Services on Hold
Effective Date	--
Revision Date	10/25/21

Placing ABA Services on Hold

I. Policy Statements

1. The purpose of this policy is to serve as a guideline for temporarily placing client services on hold due to various extenuating circumstances. This does not include suspension of services based on violation of policies.
2. Eligibility for services being placed on hold requires families to follow cancellation and timeliness policies and to communicate with Client Coordinator requesting hold.
3. Alternative forms of therapy will be explored and ruled out by the client's treatment team before determining if placing services on hold is considered the best option. Alternative forms include:
 - a. Home-based services
 - b. Telehealth services (based on funding)
4. Services may be placed on hold for the following reasons
 - a. Client unable to attend scheduled ABA sessions for a substantial time period.
 - b. Client's funding source does not cover any available modality of therapy.
 - c. Alternative therapy modalities not appropriate for client's needs.
 - d. Client's maladaptive behaviors not appropriate for in-clinic service and other modalities not available.
 - e. Illness or death in family.
 - f. Any other reason deemed appropriate for putting services on hold by family or Meaningful Day Services.

II. Procedures

1. If all modalities of therapy are deemed unsuitable, the client's BCBA will fill out the Services Placed on Hold form.
2. The Hold form will be sent to the client/guardian and all applicable team members will be notified of the hold on services.
 - a. Duration will be determined before the hold on services begins and length will be decided at the discretion of Meaningful Day Services.



3. The form will include:
 - a. Date hold begins
 - b. Date hold ends
 - c. Services being placed on hold
 - d. Client status at last contact
 - e. Reason(s) for placing hold on services
 - f. Brief description of additional support/recommendations given to family during hold on services
4. Family will contact MDS if circumstances change.
5. Services being placed on hold is a temporary status and absences will not be counted against families during the time the hold is active.
6. Parents/guardians will still be responsible for maintaining communication deemed essential with MDS while services are placed on hold, unless otherwise specified.
5. Prior to services being placed on hold, or anytime during the hold, your child's behavior analyst will be available for parent guidance and support.

III. Additional Forms

- a. Placing Services on Hold form (see below)



Meaningful Day Services Inc.

Placing Services on Hold

Client Name: _____ **Date:** _____

Staff Member completing the form: _____

Date Hold Begins: _____ **Date Hold Ends:** _____

Services on Hold: _____

Presenting Condition: _____

Client Status at Last Contact: _____

Reason(s) for Placing Hold on Services (*check all that apply*):

- Client is unable to attend ABA sessions for a substantial period of time
- Client's funding source does not cover any available modality of therapy
- Alternative therapy modalities are not appropriate for client's needs
- Client's maladaptive behaviors are not appropriate for in-clinic services
- Family illness or death
- Other (please explain)

Additional Support/Recommendations Given during Hold:

