**Team Leader Checklist**

At initiation of each case be sure you have the following

* Received Lead Teacher roles and responsibilities
* Received a copy of IEP / IFSP
* Received family contact information
* Picked up ABA Program book from the office
* Review ABA manual with family on \_\_\_\_\_\_\_ (to be completed at the first

Date

session)

* Received a blank copy of the family interview (to be completed at the first session)
* Completed with family on \_\_\_\_\_\_\_\_

Date

* Received a copy of the current mand list (to be started during the first session and continue through the curation of the child’s program, if applicable)
* Received a copy of the Preference Assessment (to be completed by the end of the first week)
* Completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

* Received ABA Program Book
* Completed The Behavioral Language Assessment Form on \_\_\_\_\_\_\_\_\_\_\_\_\_

Date

(to be completed by the end of the second week)

* Completed the ABLLS-R grid \_\_\_\_\_\_\_\_\_\_\_\_\_ (to be completed by the end

Date

of first month)