**EI ABA & SI Session Policy for Providers**

**Every Session**

1. Greet the parent and adhere to cultural sensitivities respectfully. Remember we are a guest in their home.
2. Refrain from bringing food or eating in front of the child. If you are bringing a special treat for the child to work for clear it with the parents before giving it to them.
3. Maintain a professional relationship with the family at all times. Do not engage in any social media or outside events with anyone in the family. This is strictly a working relationship.
4. Under no circumstances are you to use your phone during sessions unless it is an absolute emergency. Therapists need to provide undivided attention to the child at all times. Avoid using your phone to engage the child as the priority is for the child to interact with you. Electronics should be left to the parent’s discretion on their time.
5. All children need to be serviced for the entire duration of the session. If the child receives 90 minute sessions you must work for 90 minutes. You may not leave early and bill for the entire session as this is fraud. You **MUST** write the exact time you began and completed services.
6. There is no overlapping of time with any providers. The child is never to have two providers on a session unless it specifically says Co-Session.
7. Incorporate the parent into the session. Always provide strategies to them that they can use in your absence.
8. Leave 5-10 minutes at the end to write the session note and review progress / strategies with the parent. Session notes need to be completed and signed by the parent each day.
9. Make ups in Long Island must be done within two weeks if the provider is absent. You are not obligated to make up child absences.
10. EI sessions can be scheduled seven days a week. Make a clear schedule with the parent and stick to it. The parent should always know when to expect you.