



LOUISIANA BEHAVIOR ANALYST BOARD

*This presentation  
will be posted on  
the LBAB website  
soon!*



2017

**Gulf Coast ABA Conference**

October 6-7

**NEW ORLEANS**

*Le Meridien Hotel*

# Confidentiality

## \* **Reminder of Confidentiality:**

**Board members and staff are not at liberty to discuss application files, criminal background checks, or other matters that occur in Executive Session, with anyone other than the subject individual.**



# Board Members & Terms

## Member

<b>Alfred Tuminello, Jr., Chair</b> <i>(previously Vice-Chair)</i>	<b>7/2016 – 7/18/19</b>
<b>Scott Williamson, Vice-Chair</b>	<b>7/2016 – 7/18/19</b>
<b>Jennifer Longwell, Ph.D., Member</b> <i>(previously Chair)</i>	<b>7/2013 – 7/18/18</b>
<b>Renee G. Cole, Member</b>	<b>9/2017 - 7/18/20</b>
<b>Lloyd J. Boudloche, Ed. D., Member</b>	<b>9/2017 – 7/18/21</b>
<b>Jesse Lambert, Psy.D., (ex-officio LSBEP Member)</b>	<b>9/2017 – 7/18/18</b>



# LBAB Committees

- \* Finance Committee
  - \* Credentials Review Committee
  - \* Jurisprudence Committee
  - \* Legislative Oversight Committee
  - \* Complaints Committee
  - \* Continuing Education Committee
  - \* Policies & Procedures Committee
  - \* Supervision Oversight Committee
  - \* Long Range Planning Committee
- \* New Committee assignments will be determined at the next scheduled meeting, now that both of our new appointments for 2017 have been made.



# Contact Us

**Rhonda Boe, Executive Director**  
**[baadmin@la.gov](mailto:baadmin@la.gov)**

Office location: 8706 Jefferson Highway, Ste. B  
Baton Rouge, LA 70809  
Hours: M-F, 8am-4pm  
225-925-6523



# Website



LOUISIANA BEHAVIOR ANALYST BOARD

Contact us at (225) 925-6523  
Office Hours • Monday-Friday 8am-4pm

[AGENDA & MINUTES](#)   [FILE A COMPLAINT](#)   [FORMS](#)   [LAWS, RULES AND OPINIONS](#)   [RULE MAKING](#)   [DISCIPLINARY ACTIONS](#)



[ONLINE STORE RENEWALS & VERIFICATIONS ONLY](#)

## WELCOME

Act 351 of the 2013 Legislative Session created the Louisiana Behavior Analyst Board and the Behavior Analyst Practice Act. Act 351 provides for the licensure, certification and registration of individuals practicing ABA in the state of Louisiana.

[LBA LICENSURE LIST](#)



# Website



## AGENDA & MEETINGS

- \* Agendas are posted 24 hours before the meeting.
- \* Minutes are not posted until approval at the following board meeting.



# Website



## FILE A COMPLAINT

- \* Includes an FAQ and Forms related to filing complaints.





# Website



## FORMS

- \* **Initial Applications**
- \* **Renewal Forms**
- \* **Supervisory Change & Discontinuation**
- \* **Criminal Background Check Packets**



# Website

## LAWS, RULES & OPINIONS

- \* **Laws**
- \* **Rules**
- \* **Opinions**
- \* **Notices of Intent**



# Website - Disciplinary Actions

**One complaint opened in 2015 resulted in disciplinary action in 2016.**

**LBAB suspended/BACB revoked**

**A total of two complaints were opened in 2016**

**One closed**

**One possibly proceeding to Formal Hearing**

**A total of six complaints were opened in 2017 as of today**

**Two closed**

**One in investigation phase**

**Two in review phase**

**One in discovery phase**



# Policies on Questions to LBAB

- \* If you have any concerns regarding Board policies or procedures, you may submit them at anytime in writing via US mail to the Board office. Any concerns will be reviewed at the next scheduled Board meeting.
- \* Please note that in order to have something considered at a Board meeting, it needs to be received by no later than the deadline date posted on our website.



# Policies on Questions to LBAB

- \* Board meetings and deadline dates are noted on our website.
- \* All meetings are open to the public with the exception of Executive Session matters.
- \* A topic must be on the agenda for you to address the board. Please call if you plan to attend so that the topic may included on the agenda.



# LBAAs Through the Years

- \* **Total LBAAs Licensed, as of September 12, 2017**
  - \* **2014 – licenses #1-88 were issued**
  - \* **2015 – added #89-135** (47 new issued, a 53% increase, all renewed)
  - \* **2016 – added #136-181** (46 new issued, a 34% increase, 8 did not renew)
  - \* **1/1/17 - 9/12/2017 – added #182-235** (54 new issued, a 30% increase, 11 did not renew)
  - \* **Total Current Active: 216**



# SCaBAs Through the Years

- \* **SCaBAs, as of...**
  - \* 12/31/2014 – 5
  - \* 12/31/2015 – 2
  - \* 12/31/2016 – 6
  - \* 9/12/2017 – 8



# RLTs Through the Years

- \* **Total RLTs Registrations and 2<sup>nd</sup> Transfers/ RLT Numbers**
  - \* **2014 – R-#s 1 - 526**
  - \* **2015 – R-#s 527 - 1195**
  - \* **2016 – R-#s 1196 - 2068**
  - \* **9/12/2017 –to date, R-#s 2069 – 2876**
  - \* **2237 Closed / 1652 Open, including multiple Supervisors**
  - \* **RLT open registration numbers do not represent the number of Line Technicians. This represents the number of supervisor-RLT relationships, as one line tech can have multiple supervisors.**
  - \* **(Numbers change daily.)**





# New Application Processing

**Speed of processing new applications:**

**BAs** - approximately one to two months

**SCaBAs** – approximately one to two months

**RLTs** – typically within three days unless board review required

**For new applicants, please note that you do not have to have your license/certification/registration paperwork in hand to begin utilizing this person to provide services. However, if you choose to do this, you must call or email the LBAB offices directly for verification that a license/certification/R number has been issued.**



# Your Questions: Greatest Hits

Here are some of the topics which are most frequently featured in the questions/concerns that we receive from providers

1. Supervision
2. Continuing Education
3. Where's My Money??
4. RLT – Registration Denials/Previous Registrations/Dual Relationships



# Supervision

**This has been a continuous hot topic for discussion since the inception of the LBAB. This year, the Board members have engaged in significant discussion of our laws, rules, and regulations regarding Supervision of RLTs, as well as heard from our colleagues in the field, both through written communication and attendance at our meetings. Through this process, we can relay the following regarding supervision of RLTs:**



# Supervision

- \*It is not necessary for an RLT to be registered under more than one person.**
- \*Organizations may still choose to utilize this practice, but it is not mandatory.**



# Supervision

- \*You may utilize teams of supervisors to supervise and develop your RLTs, as needed. The following situations may occur, among others, where it can help to use a “team” approach, instead of a “single-supervisor” approach.
  - \*Emergency Situations, such as last year’s flooding or other natural disasters
  - \*Primary supervisors taking maternity leave, experiencing family emergencies, going on vacation, or otherwise taking leave.
  - \*The need to bring in consultants for uniquely challenging issues that the primary supervisor may not be well trained in.
  - \*A general “treatment-team” approach to an organization’s practice model.
  - \* Educational settings in which the experience, background, and other differences between supervisors can help ABA students grow.



# Supervision

**\*So how would this function? How does this relate to LBAB?**

**\*If an organization chooses to only register an RLT under a single LBA, but still utilize multiple supervisors, then the LBA whose license the RLT is registered under is solely responsible for making sure all of the following occur (any LBA/SCaBA can provide the supervision, but the individual is still responsible for monitoring to make sure that this occurs):**

**\*The RLT is supervised for at least 5% of the time in which they practice ABA each month.**

**\*The RLT is supervised for each client-therapist dyad that occurs within a two-month period (it does not matter if the client in the dyad is considered the client of the LBA whose license they are registered under, if they are considered the client of a different LBA within the organization, or if all clients within the organization are 'shared' in a 'treatment team' approach.) – unless the dyad is only utilized for 8 hours or less, and would qualify as a “substitute” dyad.**



# Supervision

## \*Benefits to this approach:

- \*Lower costs for agencies in regards to registration
- \*Utilize consultants as needed for sensitive issues such as extreme aggression or self-injury, feeding challenges, or other unique cases and their supervisor of record may not be well versed in (as long as the consultant is a Licensed Behavior Analyst or SCaBA, their supervision applies toward the requirements for the RLT).
- \*No need to utilize transfers (and pay associated fees) when primary supervisors are unavailable for emergencies or pre-planned events.



# Supervision

## **\*So, what does Multiple Registrations do?**

**\*Multiple registrations spread the responsibility for supervision between multiple LBAs.**

**\*If LBA1 and LBA2 each have a registered supervisor-RLT relationship established with the same RLT, then LBA1 is only responsible for supervising the 5% and dyads associated with “LBA1’s clients,” while they would not be responsible for the 5% and dyads, if LBA2 failed to perform their supervision duties.**

**\*This is always necessary if you have an RLT working for two (or more) different agencies.**





# Continuing Education

**\* Primary Question: How many hours of Continuing Education do I need and when do I need to report?**



# Continuing Education

- \* **The year you are Licensed:**
  - \* **No CE is required to be accrued during this period.**
  - \* **This applies to both licenses granted in January and licenses granted in December of a particular year.**
  - \* **So If you receive your new license at any time in 2017, you will only report CEs acquired between *Jan. 1, 2018 and Dec. 31, 2018* and that must meet a minimum of 16 total hours of CEs, with a minimum of 2 CEs in ethics.**



# Continuing Education

- \* **If you received your License on or before 12/31/16:**
  - \* **You are next required to submit a CE report with your renewal in 2018 (by the Dec. 31, 2018 deadline) and every two years thereafter. This will include a minimum of:**
    - \* **32 Hours of CEs**
      - \* **At least 4 of these CEs must be in Ethics**



# Continuing Education

**\* If someone is newly Licensed next year, in 2018, they are exempt from CE reporting during renewal in 2018. Those licensed in 2018 will have a full two-year reporting period for CEs acquired between January 1, 2019 and December 31, 2020.**

**\*This will include a minimum of:**

**\*32 Hours of CEs**

**\*At least 4 of these CEs must be in Ethics**



# Continuing Education - SCaBA

- \* **The year you are Certified:**
  - \* **No CE is required to be accrued during this period.**
  - \* **This applies to both licenses granted in January and licenses granted in December of a particular year.**
  - \* **So If you receive your new license at any time in 2017, you will only report CEs acquired between *Jan. 1, 2018 and Dec. 31, 2018* and that must meet a minimum of 10 total hours of CEs, with a minimum of 2 CEs in ethics.**



# Continuing Education - SCaBA

- \* **If you received your Certificate on or before 12/31/16:**
  - \* **You are next required to submit a CE report with your renewal in 2018 (by the Dec. 31, 2018 deadline) and every two years thereafter. This will include a minimum of:**
    - \* **20 Hours of CEs**
    - \* **At least 4 of these CEs must be in Ethics**



# Continuing Education - SCaBA

**\* If someone is newly Certified next year, in 2018, they are exempt from CE reporting during renewal in 2018. Those licensed in 2018 will have a full two-year reporting period for CEs acquired between January 1, 2019 and December 31, 2020.**

**\*This will include a minimum of:**

**\*20 Hours of CEs**

**\*At least 4 of these CEs must be in Ethics**



# Continuing Education

**\* “My BACB CE & LBAB CE reporting periods are different/My BACB Certification and Louisiana License dates are different”**





# Continuing Education

- \*Yes, it is true that there are only certain groups that have BACB renewals within close proximity to our LBAB CE reporting periods.**
- \*Neither the BACB or the LBAB are able to inaccurately represented when your cert/license is/was granted**
- \*We have dual licensed LPC & LBAs, as well as dual licensed Psychologists & LBAs in Louisiana.**
- \*We also have individuals applying for licenses at times other than immediately upon receiving BACB certification, some several years after.**



# Where's My Money?

- \* Per the Annual Fiscal Report (AFR) for 2017, the LBAB holds \$294, 963.19 in total current assets.
- \* This provides the LBAB with capital necessary to accomplish some future goals, including:
  - \* Our own independent office space and increased office personnel as will be needed with increasing numbers of LBAs, SCaBAs, RLTs. Hiring a complaints coordinator.
  - \* Establishing online portal systems for reporting and managing CEs as well as applying and paying for LBA/SCaBA/RLT renewals.



# Where's My Money?

- \*The LBAB bank balance helps us to fulfill the purpose of the Board, to engage in practices allowing us to act when needed to protect the public who are accessing Behavior Analytic services.**
- \*For reference, LSBEP had \$104,894.00 worth of legal expenditures in FY 16/17, and the FY 17/18 budget is listed as \$131,500.00 – LBAB had \$3403.82 of legal expenditures and \$5754.40 of investigative expenditures in FY 16/17. For FY 17/18 LBAB already has legal expenditures of \$5726.67 with more anticipated.**
- \*With increasing numbers of complaints, costs related to pursuing investigations and disciplinary actions, including legal fees, is something LBAB must keep in consideration.**



# Where's My Money?

## \*2017/2018 Budgeted Expenses:

### \*Salary Contribution (including all related State benefits):

\*\$97,693.00 (includes part-time help clerical help)

### \*Operating Expenses and Office Supplies:

\*\$36,746.00

### \*Professional/Contract Services:

\*\$56,800.00



# Where's My Money?

## **\*Online Management Systems for Continuing Education & Renewal Management:**

**\*We received quotes for these services that included one-time set-up fees between \$35,000-\$55,000.**

**\*We are investigating less expensive options right now, because we feel these costs are excessive. These costs did not include yearly hosting/maintenance fees and charges for transactions made.**



# Where's My Money?



LOUISIANA BEHAVIOR ANALYST BOARD

[AGENDA & MINUTES](#)

[FILE A COMPLAINT](#)

[FORMS](#)

[LAWS, RULES AND OPINION](#)

[ONLINE STORE RENEWALS & VERIFICATIONS ONLY](#)



# Where's My Money?

which you need the information sent (email or standard mail) and the appropriate email address to send verification as part of the process. The information will be processed within 1-3 business days.

[View Cart](#)

ITEM:	COST:	SELECT
-------	-------	--------

LBA RENEWAL (\$400.00)		
------------------------	--	--

\$406.00

\$406.00

Includes Convenience Fee (\$6.00)

LBA RENEWAL LATE FEE (\$50.00)		
--------------------------------	--	--

\$51.00

\$51.00

Includes Convenience Fee (\$1.00)



# Where's My Money?

- \*LBA Renewal
- \*SCaBA Renewal
- \*RLT Renewal
- \*License Verifications
- \*Late Fees associated with the above
  
- \*Send receipt to [Rhonda.Boe@la.gov](mailto:Rhonda.Boe@la.gov) for expedited processing





# If you use the online store, please note that:

- \*We do need to have the completed renewal forms with signatures, but if you pay online, you may submit your **receipt of payment and the individual renewal forms (as found on [www.lababoard.org](http://www.lababoard.org)) to [Rhonda.Boe@la.gov](mailto:Rhonda.Boe@la.gov)**
- \*You do not have to pay postage and submit the renewal forms by mail, but you must complete the forms with signatures and then email these forms in with your payment receipt to **[Rhonda.Boe@la.gov](mailto:Rhonda.Boe@la.gov)**



# RLT Registrations - Denials

- \*Some applicants applying for RLT status are denied each year.**
- \*Issues that lead to denial include, but are not limited to, criminal histories that involve incidents of aggressive actions and incidents of unlawful behavior involving minors/juveniles.**
- \*At times, LBAB has received letters of support from potential employers asking us to approve an RLT application despite applicants having histories that bring about concern of placing these people with vulnerable populations who often lack the ability to report victimization.**



# RLT– Previous Registration

- \*It is not uncommon for RLTs to work for different agencies over time.
- \*It is common for new employers to require newly hired RLTs to repeat the background check process, even when the older background check is still active (2 years).
  - \*Note: LBAB does receive updates when changes to a registrant/licensee's CBC occur.
- \*While employers may choose to do this, it is not necessary.
- \*You may contact our LBAB offices if you are unsure of the validity of an older background check.



# RLTs/Dual Relationships

- \*LBAB became aware of issues of Dual Relationships existing with some of our LBAs supervising siblings, children, or others in which they share more than a professional, Supervisor-RLT relationship.**
- \*We have notified these providers and the response to rectify the situation has been quick and thorough.**
- \*If you believe you may have unintentionally created a dual relationship with a Supervisor-RLT pairing, we recommend completing a transfer to place the RLT under a new licensee.**



# Legislative Audit

- \* LBAB was first subjected to a financial audit conducted for the time period of July 1, 2014 through June 30, 2016.

- \* Schedule of Findings

- \* For the Years Ended:

- \* June 30, 2015

- \* June 30, 2016

- \* Results:



# Legislative Audit

## Inadequate Segregation of Duties

\*The Louisiana Behavior Analyst Board (Board) did not establish policies requiring adequate segregation of duties over cash receipts and cash disbursements. In fiscal years 2015 and 2016, the same employee who collected receipts prepared and made deposits, and prepared, signed, and remitted checks for cash disbursements without anyone reviewing for appropriateness.

## Inadequate Control over Bank Reconciliations

The Board bank reconciliations for its operating bank account did not contain evidence of preparer's signature or management's review and approval for fiscal year 2015 or fiscal year 2016. Bank reconciliations provided to the auditor for the two fiscal years were all dated January 10, 2017.

## Inadequate Control over Debit Card and Travel Expenses

The Board did not maintain adequate supporting documentation including itemized receipts, documentation of the business purpose, and/or proper approval for debit card and travel expenses. The Board failed to establish policies and procedures regarding the use of debit cards and also failed to ensure compliance with state travel regulations.

# Legislative Audit

- \* LBAB automatically became subjected to a follow-up audit to be conducted for the next three years. The first follow-up audit was for the period of July 1, 2016 through June 30, 2017.

- \* **Schedule of Findings**

**For the Year Ended June 30, 2017**

- \* **Results:**

- \* **No exceptions were found as a result of applying the agreed-upon procedures**



# Upcoming Meetings

\* Our meeting schedule for the remainder of the year is as follows:

**October - Meeting Date: October 10, 2017**  
**Deadline for Materials: Passed**

**November - Meeting Date: November 14, 2017**  
**Deadline for Materials: November 7, 2017**

**December - Meeting Date: December 12, 2017**  
**Deadline for Materials: December 5, 2017**





# New Notes Following Your Feedback, 10/10/17:

1. Electronic Transcripts – We will now be able to accept transcripts that are emailed securely directly from the University ('e-transcripts') providing the transcripts. Paper copies will still be accepted. These transcripts must be sent securely and must be sent directly from the University.
2. Reference Letters – We will now begin to email reference letters out to your listed references. Next to your listed references, please note this preference on your application. At this time, we are unable to accept the reference letters being returned to the LBAB by email, and the reference letters must be signed and mailed back, but we are hopeful that this will reduce the length of time required to complete this portion of the LBAB/SCaBA application process.



# New Notes Following Your Feedback, 10/10/17:

1. *Do I Need My Bachelor's Transcripts?* – For a Licensed Behavior Analyst application, the LBAB will not require submission of transcripts related to a Bachelor's degree. Applicants will only be required to submit transcripts related to obtaining a minimum of a Master's Degree.
2. *Background Checks* – New background checks are only required by the LBAB whenever an RLT is completing an application under the license of a supervisor at a *new company* and only if the last background check was completed *over 2 years ago*. If you remain with the same company for more than 2 years, you will not have to complete a new background check.



# QUESTIONS



*This presentation  
will be posted on  
the LBAB website  
soon!*