

## **Intensive Behaviour Intervention from your local agency**

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Dear Parent:

- Please read this important information about the Intensive Behavioural Intervention (IBI) program provided by your local agency. This program is only available for children who have completed an assessment and whose parents or caregivers have been told that their child is eligible for IBI.
- When we meet with you, we can discuss this information and you can ask any questions you may have.
- If you choose to have your child receive IBI from your local agency we will ask you to sign a Service Agreement. Then we can begin providing IBI for your child.
- The services we provide follow the guidelines set by the Ministry of Children and Youth Services. To read the guidelines go to [www.children.gov.on.ca](http://www.children.gov.on.ca) and enter "Autism Intervention Program Guidelines" in the search box. If you don't have access to a computer, please let us know if you would like a copy of the guidelines.

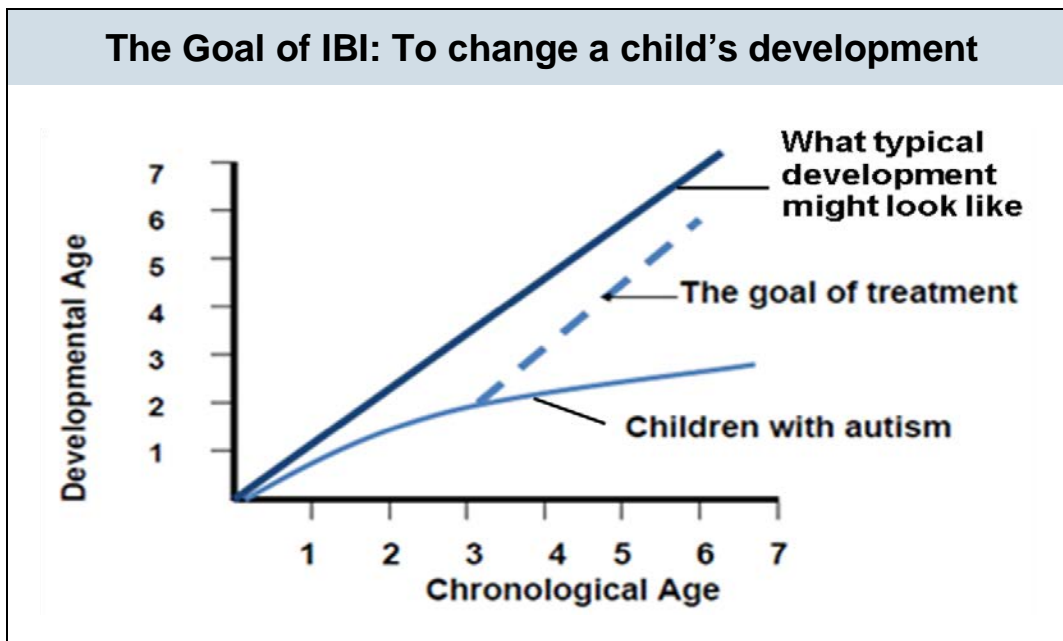


## Inside this package

| Topic  | Page |
|--|------|
| What is IBI?   | 3    |
| Who will work with my child?   | 4    |
| What am I responsible for?   | 6    |
| What do I need to sign?  | 7    |
| Will our personal information be kept private?                                     | 8    |
| What should I know about my child's IBI program?                                   | 9    |
| <ul style="list-style-type: none"> <li>• Hours</li> </ul>                          | 9    |
| <ul style="list-style-type: none"> <li>• Assessments</li> </ul>                    | 9    |
| <ul style="list-style-type: none"> <li>• Behaviour</li> </ul>                      | 10   |
| <ul style="list-style-type: none"> <li>• Learning how to teach my child</li> </ul> | 11   |
| <ul style="list-style-type: none"> <li>• Videotaping IBI sessions</li> </ul>       | 11   |
| How long will my child be in IBI?  | 12   |
| What if I don't agree with the discharge decision?                                 | 13   |
| What can I expect in the first 6 months in IBI?                                    | 14   |
| What if I have questions or concerns?  | 15   |
| How do I contact the Regional Program and Local agency?                            | 15   |
| Notes  | 16   |

## What is IBI?

- Intensive Behavioural Intervention or IBI is a treatment program for children with autism spectrum disorder (ASD). It is based on the science of changing behaviour called Applied Behaviour Analysis.
- IBI is an intensive way of teaching your child new skills in all areas of development. Your child will receive IBI for a minimum of 20 hours a week.
- IBI can be provided in our clinical setting, in your home or in the community. Most children begin their IBI in our clinical setting.
- It takes a team of people to provide IBI. You are an important member of this team.
- The goal of IBI is to significantly improve your child's level of development. IBI may help your child catch up with his or her peers. However, we know that IBI is not helpful for every child. We will measure your child's progress to see if IBI is changing your child's development.



## Who will work with my child?



### The **Senior Therapist (ST)**:

- Is your contact person while your child is involved in IBI.
- Assesses your child's learning needs when he/she is ready to start in IBI and again every three months.
- Sets goals with you and develops your child's IBI program.
- Develops an Individual Program Plan that will outline what IBI programs will be worked on with your child.
- Supervises the therapists who will be working with your child.

### The **Instructor Therapist (IT)**

- Therapists who work with your child in our centre, in your home or in the community.
  - Your child's IBI will be provided by two or more ITs. There may be changes to who works with your child over the time they are involved in IBI.
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### The **Clinical Coordinator**

- Works closely with the Senior Therapist and is responsible for supervising your child's IBI program.
- Reviews your child's progress every six months. Writes reports that explain how your child is responding to IBI.
- Is a Board Certified Behaviour Analyst and an employee of McMaster Children's Hospital.

### The **Psychologist:**

- Is responsible for your child's IBI.
- Reviews your child's progress every six months and decides whether IBI will continue or end.
- Is a member of the College of Psychologists of Ontario and an employee of McMaster Children's Hospital.

### **Your role on the team**

- You will learn how to use the strategies that the therapists use to teach your child. By using these strategies at home, your child will learn to use new skills outside of IBI time.
  - Your Senior Therapist will speak with you about your involvement with your child's IBI right from the beginning.
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## What am I responsible for?

You will meet with members of your child's team to:

- talk about goals for your child,
- review your child's progress, and
- plan for the next steps in your child's programming.

You will be responsible for making sure your child is available and on time for his or her IBI treatment sessions. When you drop your child off at our clinical setting for an IBI session, you are responsible for picking up your child at the end of the session. Please be on time.

When your child's IBI is being done in your home, you or another responsible adult (over 18 years old), must be in your home when the Instructor Therapist is there. Please do not interrupt your child's IBI session in your home. Your ST or Instructor Therapist will let you know when they want you to participate or when your other children may participate.

If your child is sick, or has an illness that could spread to other children or staff, do not bring him/her to IBI in our clinical setting.

We will give you a copy of our policy that explains when you should keep your child home. Please try to give us 24 hours notice, or as much as you can, if you need to cancel your child's IBI session.



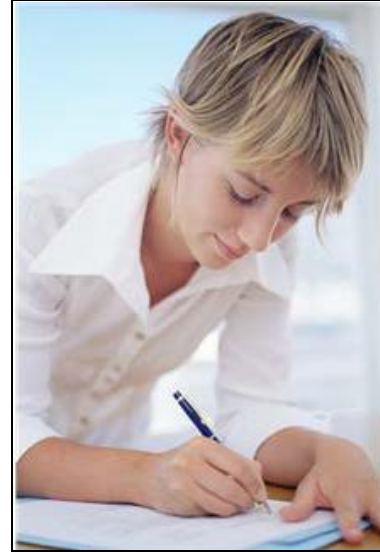
Please call in advance to let us know if you, your child or another person in your home is sick. IBI will not be provided in your home when someone is sick.

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## What do I need to sign?

### Service Agreement

- Signing the Service Agreement gives us your permission to provide IBI for your child.
- The agreement covers 6 months of service.
- After the first 6 months, if your child is going to continue in IBI we will ask you to sign another 6 month agreement.



### Weekly Time Sheets

- Each week, you need to sign a time sheet that confirms the number hours of IBI your child has received.

### Consent Forms

- We will ask you to sign a consent form if you want us to send a copy of our reports to community professionals involved with your child.
- You can make copies of the report we give you (it will have a stamp that says 'Parent Copy') to share with others.

### Withdrawal from Service Form

- You can ask us to stop providing your child's IBI at any time.
- If you want your child's IBI to end, please let us know. We will ask you to sign a 'Withdrawal from Service' form for our records.

## **Will our personal information be kept private?**

Yes, we keep the information we gather about you and your child confidential.

As part of your child's IBI, we will want to speak with other professionals that are involved with your child, like daycare workers or school staff. Signing the Service Agreement allow us to talk with these other professionals. Please let us know if you don't want us to speak with them, or you want us to limit the information we share.

Your written permission is needed to share information about your child with anyone who is not involved with your child's care. However, the law requires us to make some exceptions. We have a duty to report:

- any suspected child abuse or neglect
- a possibility of harm to yourself or others
- information as requested by the Court

### **If you have questions about our information practices:**

- Go to [www.hamiltonhealthsciences.ca](http://www.hamiltonhealthsciences.ca) and click on 'Patient Privacy' at the bottom of the page, or
  - Contact the Privacy Office at [privacy@hhsc.ca](mailto:privacy@hhsc.ca) or 905-521-2100, ext. 75122.
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## What should I know about my child's IBI program?

**Your child's IBI program will be based on your child's strengths and needs.**

### Hours

- Your child will be in IBI for 20 or more hours each week.
- We will decide where IBI should begin and when IBI should be provided in new places. IBI may be provided in our treatment rooms, your home or in community locations.
- We will discuss your child's IBI schedule. We schedule your child's IBI sessions based on the availability of the staff and the locations.
- If staff are sick, we try to find another staff to fill in but sometimes this is not possible. We cannot make up IBI sessions missed due to illness or program closures.
- We close the program for one or two weeks during the summer, and again during the winter holidays. We will send you more information about these dates.



### Assessments

- Your ST and Clinical Coordinator will assess your child's strengths and needs every 3 months. This information helps us monitor your child's progress and make changes to his/her IBI program.
- Our Psychometrist will assess your child and ask you to fill out assessment forms every 12 months. The results of the Psychometrist's assessments are kept in a database used only by our Program Psychologists.



- We will make an appointment with you to discuss the results of the assessments and make plans for next steps. **Your attendance at this appointment is required.**
  - Please note: If you do not attend this appointment or attend a rescheduled appointment within one week of the original appointment, your child's IBI will be stopped 20 business days from the original appointment date.

## Behaviour

- IBI might involve some risks. Some children's behaviour gets worse during IBI or outside of IBI therapy hours. Some children get upset when therapists put demands on them or try to teach them new skills, like sitting in a chair.
- The ITs use positive teaching strategies. They will reward your child when he/she learns something new or uses appropriate behaviours. Praise, food, a favourite activity, a "high five" or a hug might be used to reward your child.
- If your child is using inappropriate behaviours, the ITs will use different strategies, such as:
  - redirecting your child to a task,
  - ignoring inappropriate behaviour,
  - using physical guidance to help your child respond, or
  - rewarding attempts at appropriate behaviours.
- Your ST will talk with you about the strategies the ITs will use with your child. If these strategies do not change your child's inappropriate behaviour, the ST and the Clinical Coordinator will speak with you about developing a more detailed plan that might include other direct teaching or ways to manage the behaviour.



## Learning how to teach my child

- You are an important part of your child's IBI team. The ST will talk with you about watching your child in IBI and your involvement in his/her IBI sessions. We will provide you with training and guidance about what you can do or say to help your child learn.
- We will discuss the behaviours and skills that we will be teaching and expecting your child to learn during his/her IBI.

## Videotaping IBI sessions

- Some of your child's IBI treatment sessions may be videotaped.
- Videotapes help the team assess your child and identify any changes that might need to be made to your child's IBI program.
- The videotapes are only used by your child's IBI team for training and supervision and will not become part of your child's treatment record. They are erased after your child's team has viewed them.



## How long will my child be in IBI?

**We want your child to learn new skills during 6 months in IBI.**

### Deciding to continue IBI

We may recommend continuing IBI for another 6 months if your child is learning new skills, and assessments show that his/her development is changing.

### Deciding to end IBI

1. It is best to end IBI if the IBI teaching approach is not needed to help your child learn new skills.
  - We will talk with you about ending IBI if your child has learned many new skills, is learning from other more typical strategies, and IBI is not needed to help your child catch up to his/her peers.
2. It is best to end IBI if IBI is not helping your child learn new skills or helping to change your child's development.
  - We will talk with you about ending IBI if your child has not reached the goals set.

**If you would like to know how we review a child's progress in IBI, ask for our parent handouts: "How Decisions are Made" and "Discharge and Transfer Policy".**

When the decision to end IBI is made, we will develop a discharge plan with you and set a final date for your child's IBI. The final IBI date may be 2 to 6 months away. We will speak with you about the changes to your child's IBI treatment schedule and plan for your child's full time attendance at school.

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You may choose one of these options for your child's discharge phase of IBI:

- Continue your child's IBI at the regular number of hours, for 8 to 12 weeks.

**OR**

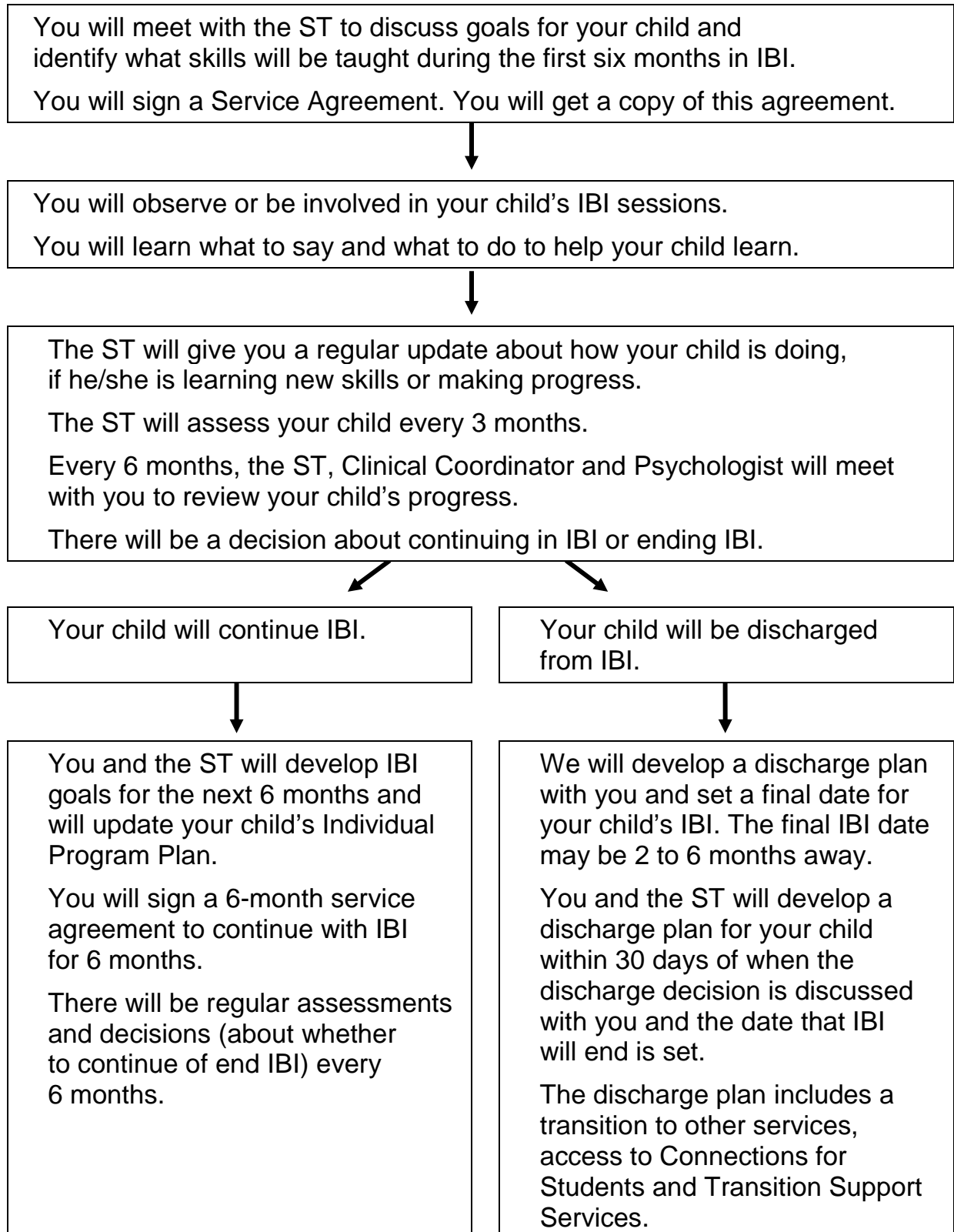
- Receive up to 12 hours a week of Intensive Applied Behavioural Analysis (ABA) programming for you and your child, for up to 6 months. We call this option the "ABA Step-down" phase of IBI. You will learn ABA teaching methods to use with your child at home and in the community.

During the discharge time you will hear about other services that are available once IBI is finished: Connections for Students and Transition Support Services. Your ST will give you more information about these services.

### **What if I don't agree with the discharge decision?**

- If you don't agree with the discharge decision, you can ask for a review of the decision. You have 20 days from when you are told about the discharge decision to ask for a review.
- Please ask your ST or Clinical Coordinator for a brochure about the "Independent Review Mechanism". More information about this mechanism is available on the Ministry of Children and Youth Services website and on the H-NRAIP website.

## What can I expect in the first 6 months in IBI?



## What if I have questions or concerns?

- If you have questions or wish to give a compliment or discuss a concern, call the Regional Program at 905-521-2100, ext. 77315.
- If you would like help with a concern, your local agency Manager or the Patient Relations Department at Hamilton Health Sciences can assist you. Call Patient Relations at 905-521-2100, ext. 75240 or e-mail [patientrelations@hhsc.ca](mailto:patientrelations@hhsc.ca)

## How do I contact the Regional Program?



Hamilton-Niagara Regional Autism Intervention Program  
Chedoke site, Empire Building  
McMaster Children’s Hospital  
Box 2000  
Hamilton ON  
L8N 3Z5



HNRAIP Clinical Leader  
905-521-2100, ext. 77315



[www.mcmasterchildrenshospital.ca/HNRAIP](http://www.mcmasterchildrenshospital.ca/HNRAIP)

### How to contact your local agency:



