

## Autism Diagnosis to ABA Team Checklist

### **Autism Diagnosis from GP**

- Contact FEAT, ASBC or local Autism Chapter
- Contact BCANN and determine wait times for assessment
- Decide on private vs. public assessment
- If you go private, you need assessments from a pediatrician, an SLP and a psychologist

### **While waiting for assessment**

- Start investigating treatment options
- Determine which Behaviour Consultants operate in your local area
- Put yourself on as many waitlists as possible. Do not delay this process
- Get recommendations from local parents
- Advertise for ABA therapists
- Interview therapists
- Follow up on therapist references
- Consider hiring a lead therapist (experienced in ABA) to get your team going
- Decide if you want to be an employer or have self-employed therapists
- Visit your local Child Development Centre. Get on their waitlist for everything.

### **Start the administration**

- Set up a filing system. You will need it!
- Purchase receipt books, file folders and tabs
- Set up your folders to organize payroll, reports, assessments, tax, funding etc.
- Keep all receipts for office supplies. Claim these from the BC government
- Know your administration system before you start hiring therapists

### **Once you have a diagnosis**

- Ensure you have the BCANN Clinical Outcome form (also known as the Panter) or the Non-BCANN (Private) Diagnosis of Autism Spectrum Disorder
- Contact CLBC to initiate BC autism funding (\$20,000 under 6, \$6,000 under 18)
- Decide on invoice vs. direct funding
- If you elect for direct funding, you will need a separate bank account
- Apply for respite funding at the same time

### **When you have a team and consultant working**

- Register with Worksafe BC
- Submit T2201 to CRA. Ensure it reads “badly” enough. Request the DTC is back dated to birth
- Ensure you have already applied for the CCTB
- Push for maximum SCDP and respite funds
- Consider how you will claim attendant costs, medical costs, administration expenses and child care expenses. Ensure your receipts and invoices reflect your desired purposes
- Open an RDSP

- Consider opening an RESP
- Apply for property tax additional rebate
- Have at least \$100 in fitness receipts in order to claim \$600 on your tax return

**Tax Time**

- Ensure T2201 is filed
- First claim for child care costs if single parent or two income family
- If you employ domestic helper, claim for attendant care costs if unable to use receipts as a child care deduction
- Don't claim for material costs
- All receipts for "ABA tutoring" should be dated, signed, have therapists SIN, description of work and applicable time period
- Claim for the disability amount and transfer it to a parent
- Claim for the fitness tax credit. Add \$500 if you have claimed at least \$100