

# Autism Diagnosis to ABA Team Checklist

## Autism Diagnosis from GP

- ☐ Contact ABA Support Network, Autism Society of BC or local Autism Chapter
- ☐ Contact British Columbia Autism Assessment Network (*BCAAN*) 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!
- ☐ Once AFU funding is approved, 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 (20% of Autism Funding can be used for materials)
- ☐ 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 your local MCFD office to initiate BC autism funding (\$22,000 under 6, \$6,000 under 18)
- ☐ 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 be 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
- ☐ Apply for property tax additional rebate

### **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
- ☐ Have at least \$100 in fitness receipts in order to claim \$600 on your tax return in order to claim for the Fitness Tax Credit
- ☐ Have at least \$100 in arts receipts in order to claim \$600 on your tax return for the Children's Arts Tax Credit
- ☐ 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 and indicate "Paid"
- ☐ Claim for the disability amount and transfer it to a parent