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|  | Health & Independence Services  **RFA HHS0015302 – Grant for HHSC Children’s Autism Program** |

**Form D – Key Personnel**

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| **KEY PERSONNEL** | |
| **Title** | **Name** |
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***Examples of Key Personnel: Job Titles, Minimum Qualifications, and Services Performed***

Job Title – Program Manager: Minimum Qualifications:

* Must have a master’s or doctoral degree from an accredited institution of higher education in psychology, behavior analysis, or a related field;
* Must have documented graduate-level coursework in behavioral assessment and intervention, selecting outcomes and strategies, behavior change procedures, experimental methods, and measuring and interpreting behavioral data;
* Must have at least one year of experience in providing services to children 3 through 15 years of age with diagnosis on the autism spectrum;
* Must have knowledge of typical child development for children 3 through 15 years of age; and
* Must have a BCBA or BCBA-D certification.

Services to be performed under this contract may include:

* Ensuring the overall quality of day-to-day service delivery
* Providing clinical consultation to staff
* Participating in decisions regarding the admission and/or discharging of individual children to and from the program
* Clinical review of all behavioral intervention procedures
* Developing staff and parent training curricula
* Conducting staff training
* Conducting parent training
* Developing, implementing and supervising evidence-based services
* Summarizing and reviewing child outcome data to direct future program development
* Providing feedback on child’s progress to family
* Complying with all notice and reporting requirements under contract
* Performing administrative and other management duties consistent with this job title that are in direct supervision of the program

Job Title – Behavior Analyst II – Minimum Qualifications:

* A master’s degree from an accredited institution of higher education in psychology, behavior analysis, or related field
* Documented graduate level coursework in behavioral assessment and intervention, selecting outcomes and strategies, behavior change procedures, experimental methods, and measuring and interpreting behavioral data
* Minimum of one year of experience providing services to children on the autism spectrum

Services to be performed under this contract may include:

* Conducting initial skill and behavioral assessments
* Developing and implementing individual treatment programs
* Making treatment plan adjustments
* Providing clinical consultation to staff
* Making case assignments
* Conducting functional analyses
* Monitoring correct implementation of programming and data collection
* Monitoring appropriate staff to child interactions
* Maintaining written records of treatment interventions and responses
* Performing data analysis and reporting
* Selecting intervention outcomes and strategies
* Conducting staff training
* Conducting parent training
* Performing other duties consistent with this job title that are in direct support of the program

***Examples of Non-Key Personnel: Job Titles, Minimum Qualifications, and Services Performed***

Job Title – Behavioral Analyst I – Minimum Qualifications:

* A Bachelor’s degree from an accredited institution of higher education in psychology, behavior analysis, education, or related field
* Minimum of six months of experience in providing services to children on the autism spectrum

Services to be performed under this contract may include:

* Assisting the Behavior Analyst II or the Program Manager in supervising the direct delivery of services
* Monitoring the implementation of services
* Performing data analysis and reporting
* Performing other duties consistent with this job title that are in direct support of the program
* Performing services listed under Autism Tech below

Job Title – Autism Tech – Minimum Qualifications:

All staff members who provide direct services to children must at a minimum:

* have a high school diploma, and:
* be 18 years of age.

Services to be performed under this contract may include:

* Implementing individualized treatment programs
* Collecting and summarizing data related to the child’s progress
* Performing pre/post treatment sessions activities
* Conducting preference assessments
* Participating in training and staff development activities
* Ensuring the child’s safety and care
* Modeling correct behavioral and skill training interventions for parents
* Maintaining and creating training materials
* Providing feedback on child’s progress to Behavior Analysts
* Communicating daily session information with child’s caretaker
* Performing other duties consistent with this job title that are in direct support of the program