



Instructions for use of the Annual Report Form

- 1) Purpose of this report: NYSABA developed this form to help ABA providers in New York submit the annually required ABA report to the prescriber. Prescribers may have limited knowledge or experience with ABA, so this is a great opportunity to disseminate information about ABA to other professionals. All behavior analysts should view this report as an introduction to ABA to other professionals.
 - a) Note: We suggest behavior analysts use colloquial language and refrain from jargon to promote dissemination for those who may have limited understanding of the science.
- 2) Applicable law: <https://www.counsel.nysed.gov/rules/indices-fulltext/2023/02>
“§ 29.20. Special provisions for the applied behavior analysis professions
In accordance with section 8801(1) of the Education Law, for licensed behavior analysts providing services pursuant to a prescription or order, unprofessional conduct shall also include failing to provide a report at least annually regarding the status of the individual served to the licensed person who prescribed or ordered such service, or more frequently, if needed, in order to report significant changes in the condition of the individual.”
- 3) Submitting the report:
 - a) The ABA provider should reach out to the prescriber’s office to ask them how they would like to receive the report. Do not just send in the report, as you cannot be sure that they will receive it if you do not confirm the preferred method for submission.
 - b) Make sure to ensure confidentiality: Behavior analysts should ensure confidentiality by ensuring proper submission of the report.
 - c) As noted above, do not use jargon: Many prescribers are not familiar with ABA. Therefore, it is extremely important to avoid using jargon and write in terms that any person would understand. Also, most prescribers will not need to see graphs, the one-page report will be sufficient.
 - d) Suggestion: When responding to each of the questions on this form, narrow down the goals and only report on the 3-4 most important goals.