

DIDD Behavior Provider Applications & Credentialing Information

Application Information

Instructions for becoming a New DIDD Behavior Provider Agency

1. For information and copies of required documents listed below for becoming a DIDD Provider, visit: <https://www.tn.gov/didd/providers/provider---how-to.html>
2. Submit all the following to DIDDProvider.Application@tn.gov :
 - a. A Completed Provider Application for Clinical and Ancillary Services
 - b. W-9 Form
 - c. Disclosure Form for Provider Person or Entity
 - d. National Background Check to DIDD
3. Submit the following to DIDD Coordinator of Behavioral and Mental Health Services (michelle.bagby@tn.gov):
 - a. A Completed DIDD Behavior Services Credentialing Application [attached below] for each BA/BS within your Behavior Provider Agency

Instructions for expanding an Existing DIDD Provider Agency to include Behavior Services

1. Submit the following to DIDDProvider.Application@tn.gov :
 - a. A completed DIDD Clinical and Ancillary Services Expansion Request
2. Submit the following to the DIDD Coordinator of Behavioral and Mental Health Services (michelle.bagby@tn.gov):
 - a. A Completed DIDD Behavior Services Credentialing Application [attached below] for each BA/BS within your Provider Agency.

Instructions for Adding a BA/BS to an Existing DIDD Behavior Provider Agency

1. Submit the following to the DIDD Coordinator of Behavioral and Mental Health Services (michelle.bagby@tn.gov):
 - a. A Completed DIDD Behavior Services Credentialing Application [attached below] for each BA/BS you want to add

Please Note: Because BACB standards or Tennessee Applied Behavior Analyst licensure laws and regulations may change over time, supervisors and supervisees are responsible for being knowledgeable about current information from either source.

Please Note: Other human services professionals who are licensed, registered, or certified by the state; provided, such individuals are working within the scope of practice of their professions and the scope of their training and competence per Tennessee Licensure Law may apply to be a DIDD Approved Behavior Service Provider.

Credentialing Information:

A DIDD Approved Behavior Analyst is licensed as a behavior analyst or assistant behavior analyst and has been approved to provide behavior services through DIDD by the DIDD Coordinator of Behavioral and Mental Health Services after meeting all requirements of their provisional approval.

Licensed is defined as holding an active and valid license from the Tennessee Department of Health per Tennessee Code Annotated 63-11-301 through 63-11-311 and the Rules of Applied Behavior Analyst Licensing Committee Chapter 1180-05 (hereafter referred to as "Licensure Law").

Board certified is defined as holding an active certification as a BCBA® or BCaBA® from the Behavior Analysis Certification Board (BACB®).

A DIDD Provisionally Approved Behavior Analyst is a licensed behavior analyst or assistant behavior analyst who is approved by the DIDD Coordinator of Behavioral and Mental Health Services to provide behavior services through DIDD for an initial period (6 months) with provisional requirements including attending a DIDD Behavior Services Orientation, completing specified required trainings and demonstrating competency in the completion of work products in accordance with DIDD Behavior Services requirements.

DIDD Provisionally Approved Behavior Analysts may request an extension of their provisional approval, in writing, from the DIDD Coordinator of Behavioral and Mental Health Services if needed.

The following standards apply to DIDD Provisionally Approved Behavior Analysts:

1. DIDD Provisionally Approved Behavior Analysts may work as an employee of an existing DIDD approved behavior provider agency or obtain an independent behavior provider agency agreement.
2. Provisionally approved behavior analysts shall submit work products to the Regional Behavior Support Committee for review. A work product set is

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defined as a Behavior Services Assessment Report or Annual Update, a Behavior Support Plan, and a Clinical Service Quarterly Review. Submitted work products must meet criteria outlined in the Behavior Services Work Product Review tool. Behavior Services Workbooks containing templates for all work products and the Work Product Review tool are located on the DIDD website at the following location:

<https://www.tn.gov/didd/divisions/health-services/behavior-services.html>

3. Provisionally approved behavior analysts must achieve a Work Product Review tool score of 80% or better on each of 3 consecutive sets of work products to have their provisional status lifted (Full Approval Criterion).
4. The Regional Behavior Analysis Unit Director shall report that a person has achieved Full Approval Criterion to the DIDD Coordinator of Behavioral and Mental Health Services in order for the behavior analyst's provisional status to be lifted.
5. Provisionally approved behavior analysts who have not achieved the Full Approval Criterion after having submitted 5 work products may have their approval to provide services removed (Removal Criterion).
6. If the Removal Criterion is met, the Regional Office Behavior Analysis Unit Director will evaluate the overall trend in scores. After reviewing the scores, the Regional Office Behavior Analysis Unit Director will make a recommendation to the DIDD Coordinator of Behavioral and Mental Health Services regarding retention of the provisionally approved behavior analyst. The DIDD Coordinator of Behavioral and Mental Health Services shall make the final decision regarding whether to terminate the behavior analyst's approval or continue the provisional approval.
7. A provisionally approved behavior analyst who has met the Removal Criterion is subject to termination of approval at any time it is determined that improvement in the work products has not occurred.

Behavior Analyst Credentials

1. Currently holds an active license from the Tennessee Department of Health per Tennessee Licensure Law as a:
 - a. Licensed Behavior Analyst (LBA)

OR

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- b. Licensed Assistant Behavior Analyst (LABA) under the supervision and direction of a Licensed Behavior Analyst per Tennessee Code Annotated 63-11-308 and the Behavior Analyst Certification Board's "Standards for Supervision of BCaBAs®".

A DIDD Approved Behavior Specialist is a professional with a limited scope of practice who has been approved by the DIDD Coordinator of Behavioral and Mental Health Services to provide behavior services under the close, ongoing supervision of an LBA or LABA (see standards below). Behavior specialists are permitted to engage in activities in accordance with the applicable BACB's® standards and Tennessee Licensure Law.

DIDD Approved Behavior Specialists are approved to provide services through DIDD for a period of 12 months, at which time the individual may request an extension of their approval, in writing, from the DIDD Coordinator of Behavioral and Mental Health Services if needed. The extension request must include documentation to verify they have maintained certification as an RBT® **OR** documentation of their progress towards the completion of the experience requirements set forth by the BACB® "BCBA/BCaBA® Experience Standards".

The following standards apply to DIDD Approved Behavior Specialists:

1. DIDD Approved Behavior Specialists may only work as an employee of an existing DIDD approved behavior provider agency.
2. DIDD Approved Behavior Specialists may only work under the direction and supervision of a DIDD Fully Approved Behavior Analyst that holds an active license from the Tennessee Department of Health as a:
 - a. Licensed Behavior Analyst (LBA)

or

 - b. Licensed Assistant Behavior Analyst (LABA) who is supervised by a Licensed Behavior Analyst per Tennessee Code Annotated 63-11-308 and the Behavior Analyst Certification Board's "Standards for Supervision of BCaBAs®".
3. DIDD Approved Behavior Specialists must be supervised in accordance with Tennessee's Licensure Law and the BACB's® standards applicable to their current experience or certification:

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- a. For RBT's see the BACB® "RBT® Supervision and Supervisor Requirements"
- b. For those engaged in supervised independent fieldwork, see the BACB® "BCBA/BCaBA® Experience Standards."

Behavior Specialist Credentials

1. Meets experience requirements (including degree requirements) for either the BCBA® or BCaBA® supervised independent fieldwork as set forth by the BACB® "BCBA/BCaBA® Experience Standards" **and** is actively completing or has completed the experience requirements set forth by the BACB® "BCBA/BCaBA® Experience Standards"

OR

2. Holds an active certification as a Registered Behavior Technician (RBT®) by the Behavior Analyst Certification Board (BACB®)

Please be aware that failure to maintain minimal performance standards or failure to provide behavior services according to the DIDD Provider Manual, licensure laws, or BACB standards may result in relegation or removal of provided approval. The DIDD Coordinator of Behavioral and Mental Health Services shall make the final decision regarding action pertaining to a behavior provider's approval status.

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DIDD Behavior Services Credentialing Application

Date of Application: _____

Purpose of Application:

- New Behavior Provider Agency
- Add BA to Existing Behavior Provider Agency or Provider Agency
- Add BS to Existing Behavior Provider Agency or Provider Agency
- Expand Existing Provider Agency to include Behavior Services

Provider Agency Information:

- Name of Provider Agency: _____
- Name of Provider Agency Executive Director/Owner: _____

BA/BS Information:

- Name and Credentials: _____
- Address: _____
- Telephone Number(s): _____
- Email Address: _____
- Date of Birth: _____
- Social Security #: _____
- List any names used in past: _____
- Currently Held Credentials (select all that apply):

DIDD Approved Behavior Analyst

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- Licensed Behavior Analyst in Tennessee (# _____)
- Board Certified Behavior Analyst (# _____)
- Board Certified Assistant Behavior Analyst (# _____)
- Licensed Assistant Behavior Analyst in Tennessee (# _____)
- DIDD Approved Behavior Specialist
- Board Certified Registered Behavior Technician (# _____)
- Meets experience requirements for BCBA/BCaBA® supervised independent fieldwork

- If applicable*, list name of LBA (or LABA+LBA) supervisor(s): _____

*[*Required for assistant behavior analysts, behavior specialists and registered behavior technicians]*

- Identify the clinical and/or ancillary services you propose to provide:

- Behavior Analyst
- Behavior Specialist

- Identify the region of the state you propose to provide services in (select all that apply):

- East West Middle

Checklist of items that must be attached to this application:

- Documentation of required credentials (i.e. copy of current certificate, license or documentation of met experience requirements)
- For assistant behavior analysts, behavior specialists and registered behavior technicians: include a copy of signed supervision contract

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