

# *S<sup>D</sup> Associates LLC*

**Behavioral Services Assessment, Consultation, Training and Direct Service**  
**PO Box 4169, White River Junction VT 05001 [www.sdplus.org](http://www.sdplus.org) referrals: (802) 235-9322**

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November 27, 2017

Dear S<sup>D</sup> Families,

Happy Holidays! I can't believe it is almost 2018. Our yearly mailing is lengthy this year. Please take the time to read this and let me know if you have any questions.

With the winter here, we'd like to let you know how we will be dealing with the potential impact of inclement weather and illness that typically accompany this wonderful time of the year!

In regards to school services, we are unable to provide school services if the school is closed. In regards, to home services funded by Medicaid waivers (Transition ii/Aris) and/or private insurance, if road conditions are safe and staff can safely make it to the work site we will do our best to provide services as outlined in the included flowcharts if you choose to. There is a form attached for you to make your choice as to whether you would like us to provide services or not in the event of a weather-related school cancellation, delay, or early closing. Please return this form by 12.8.17 by mail to the S<sup>D</sup> address listed on the form; or scan and email to: [sdscheduler@sdplus.org](mailto:sdscheduler@sdplus.org).

If you choose to have us attempt to provide services, staff will not be able to drive clients if there are potential or hazardous conditions. If this is the case, families will be asked to transport clients to the program site where services will be provided as available. In order to keep staff, clients, and families safe and off the roads during busy commute times for the day program times will be adjusted as outlined in the included flowcharts under the specified conditions. You should sign up for email/text notifications from the school district in which you live to receive the most updated notifications. You will receive an email in the morning by 7:00 AM from [sdalerts@sdplus.org](mailto:sdalerts@sdplus.org) telling you the open/closed/delayed status of the SD office. This status will determine what services are available during closings or delays. If there is an early school or office closing time and program will be ended early, you will receive an email from [sdalerts@sdplus.org](mailto:sdalerts@sdplus.org) by 11:00 a.m.

Other considerations as regards to driving: staff will transport to and from company activities. This is not typically an ABA service for most cases so we need to be thoughtful of how these trips are being conducted. Staff cannot, for liability responses,

drive siblings or friends in their vehicles unless it is to meet a therapeutic goal and is not a daily/regularly scheduled event. If this is to occur it must be preapproved.

In regards to sickness, it is S<sup>D</sup> Associates priority that we provide consistent programming. Therefore, if a staffer is to call out for home services we will do our best to provide a trained sub that can implement student specific programming. However, this is not guaranteed.

If your child is ill and cannot attend school, we will still provide home services if your child can still engage in programming. The level of participation can be altered to address client energy level, but participation in programming is necessary to warrant our services. If your child has been deemed contagious by a physician or other medical provider and/or has had a temperature of 100 degrees or higher, we will not provide services. Once your child is able to participate in programming, is not contagious, and has been fever free for four hours, services can resume.

S<sup>D</sup> Associates is committed to being as family centered as possible and will accommodate schedules as much as we are able to. We have included a scheduling guidelines letter in this packet for your reference.

We always appreciate your feedback, so please let us know if there are any other ways we can support your child and family.

As the season of giving thanks and giving gifts is upon us, I would also like to share with you some information about our culture at S<sup>D</sup> Associates and the professional and ethical code that guides our work. As always, we have embraced a culture of gratitude and appreciation for all people we are in relationship with in this work. In the past, we have immensely enjoyed sending letters, notes, and cards between one another to express our gratitude and appreciation.

Since S<sup>D</sup> Associates supports our employees in developing their career in the field of Applied Behavioral Analysis, we take our role in their ongoing education very seriously by following the code of ethics outlined by the Behavior Analysts Certification Board (BACB). To see the professional and ethical code, you can access the webpage at **[bacb.com/ethics-code/](http://bacb.com/ethics-code/)**. There are stringent limitations to the exchange of gifts between families and service providers.

Thank you in advance for your understanding and cooperation. If you have any questions, comments, or concerns, please do not hesitate to contact me at [lesha.rasco@sdplus.org](mailto:lesha.rasco@sdplus.org). We wish you all the best in the coming year!

Sincerely,

Lesha Rasco  
Operations Director

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In the event of a weather-related school closure, delay, or early close in the school district you live, the S<sup>D</sup> office may still be open. If the services you receive are funded by insurance or a Medicaid Waiver (Transition ii or Aris), you have the option to cancel services or have us attempt to provide services based on road conditions and staff availability. The decision you make at this time will apply to all school closures for the 2017-2018 school year. School programs will be cancelled in the event of school closure or follow the delay or early closing times determined by the district.

Client Name: \_\_\_\_\_

Would you like us to attempt to provide the insurance-funded portion of your child's services in the event of school closure, delay or early close?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please refer to the flow charts for further information.

Please return this form to us by 12/08/2017 to:

S<sup>D</sup> Associates  
37 Talcott Rd., Suite #114  
Williston, VT 05495

OR

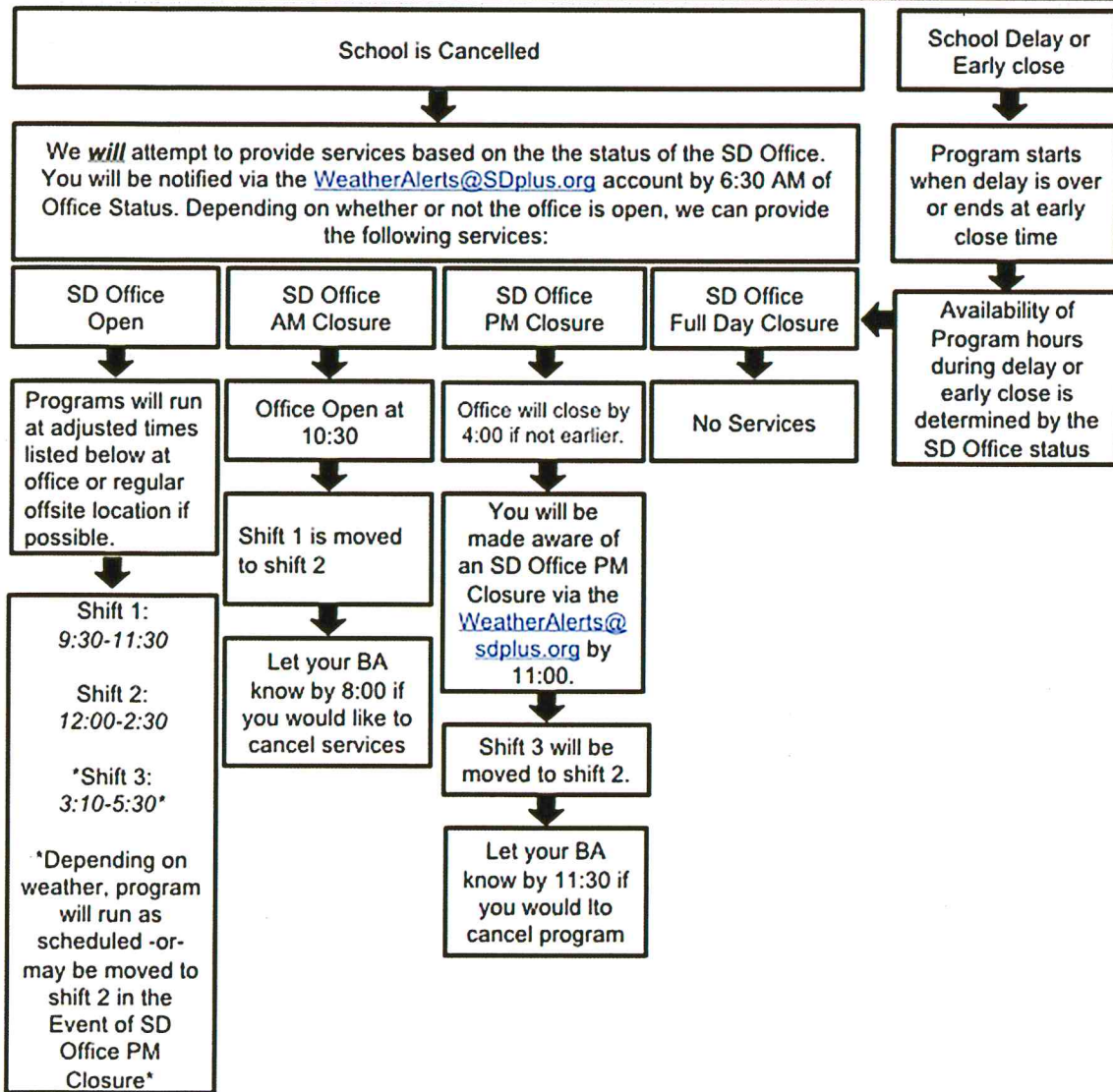
Scan and email to [sdscheduler@sdplus.org](mailto:sdscheduler@sdplus.org)



# Insurance Program

If you have chosen YES to receiving services in the event of a weather related school closing or delay in the district you live to determine the services available.

**Sign up for notifications from the school District to stay up to date on latest developments.**



# Medicaid waivers (Transition ii/Aris)

If you have chosen YES to receiving services in the event of a weather related school closing or delay in the district you live to determine the services available.

**Sign up for notifications from the school District to stay up to date on latest developments.**

