Agency	
Agency professional's name	
Professional's qualification	
Date of inquiry	

1. How many hours do you require per week?
   (Some places have required hours and some do not, if there is no flexibility, **red flag!**)

2. What percentage of supervision do you do? (A minimum of 10% is required by some funding sources)
   What does it look like? (Meetings? Direct observations? Training? Parent coaching?)

3. What does a session typically look like?
   (If it sounds like all work and no play, **red flag**!)

4. What is your intake process?
   (If there is little to no parent involvement, or information seeking, **red flag!** An intake process should include an assessment, a meeting to discuss your goals and a behaviour service plan meeting to review the plan before starting. An assessment shouldn't take more than 6-9 hours depending on the assessment being used.)

5. How do you incorporate family goals into programming?
   (They should ask about these goals from day 1 and include them in a behaviour service plan **before** starting services).

6. Does my BCBA work onsite, and will they be around during my child's sessions?
   (If no, **red flag!** Some consult from other places in the world. Other BCBAs can step in to assist, but best-case scenario is that they are onsite during session)

7. Can I take a tour of your facility?
   (Keep an eye out for the happiness-level of children and staff, ask to see work areas and play areas)

8. Am I ever able to watch sessions?
   (If no, **red flag!!**, it can be hard to run a session with families in the room because of what we call "reactivity" but we should be able to manage. You should be allowed.)

9. How do I know that programs will be run according to our goals? What kind of consent is required before a program gets run?
   (If no consent required, or no family input is asked, **red flag!**).

Other things to beware of:
- *Being inflexible in the approach to program or deliver services*
- *Lack of transparency and clarity*
- *If they communicate only using big, scientific words – they should be able to explain things in simple terms as well.*