Autism Funding Guidelines



Preschool Autism Funding Guidelines

2nd Edition – May 2021

For more information, please contact: Preschool Autism Funding Administrator Department of Education and Lifelong Learning 250 Water Street, Suite 101 Summerside PE, C1N 1B6

Telephone: 902-438-4854 Toll Free: 1-833-335-0546 Fax: 902-438-4874

Email: <u>earlyyearsautism@edu.pe.ca</u>

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Preschool Autism Funding Guidelines

For purposes of these guidelines, the following terms are used:

Parent: Parent or legal guardian, as applicable

Employer: Parent, legal guardian or early learning and child care centre who hires an Autism Assistant (AA) to provide intensive behavioural intervention (IBI) services for a child with Autism

Spectrum disorder (ASD)

Preschool Autism Funding is provided for parents or licensed early learning and child care centres to help with the employment of an Autism Assistant for preschool children with ASD who receive Intensive Behavioural Intervention (IBI) through the Early Years Autism Service.

Eligibility

- 1. Preschool children residing in PEI must have a diagnosed Autism Spectrum disorder and be enrolled in the Early Years Autism Service to be eligible for funding. For referrals to this service, contact the Early Years Autism Manager at (902)368-4472.
- 2. Documentation of the diagnosis of an Autism Spectrum disorder from the diagnosing professional (i.e., registered physician, psychologist or physiatrist) must be provided by the parent to the Department. A provisional diagnosis is not accepted for these funding purposes.
- 3. Diagnosis must be made using formal assessment tools, including but not limited to the Autism Diagnostic Observation Schedule -2^{nd} Edition (ADOS-2) and the Autism diagnostic Interview Revised (ADI-R)
- 4. In order to best serve the child, written parent consent is required to enable communication among all team members involved in the provision of services for the child. Team members include but are not limited to parents, Department staff, and professionals in other departments or employed privately.
- 5. The parent or early childhood centre who employs the Autism Assistant is required to enter into a Funding Agreement with the Department. The Funding Agreement will outline roles and responsibilities for accessing the funding.

Key Components

- An Autism Assistant is employed by the parent or by a licensed early childhood centre to provide the approved number of hours of intensive behavioural intervention (IBI).
- Autism Assistants may not be members of the child's immediate family (parent, sibling or anyone living
 in the child's home) and must be at least 18 years of age. A current criminal record check and vulnerable
 sector check is recommended.
- In most cases, children will receive 20 hours of intervention per week. This number can vary from 10 to 25 hours per week, depending on the child's needs. The number of hours of IBI instruction per child up to the maximum defined in this document is recommended by the Early Years Autism Specialist before intervention starts, and is based on assessments completed at entry into the Early Years Autism Service.
- Funding to help offset Autism Assistant wages and benefits is provided by the Department to the employer at a maximum of \$16.04 per hour of service, for up to 25 hours per week. This includes 12.56% of the funded amount to cover mandatory employer related costs of Canada Pension, Employment Insurance, Worker's Compensation and Vacation Pay (allowing an hourly wage of \$14.25)
- The intervention is coordinated by an Early years Autism Specialist and the Early Years Autism Manager. This ensures adherence to evidence-based practices and allows monitoring for effectiveness of the intervention for each child.
- Intervention takes place in the child's home or in a licensed early learning and child care centre. The parent decided on the location prior to beginning intervention. If instruction is provided in the home the presence of a parent or parent-designated adult (at least 18 years of age) aside from the autism assistant is required during hours of intervention. Regardless of location for service, a safe, quite, low-distraction area will be a necessary component for a portion of the instruction.
- The parent or early learning and child care centre who receives Preschool Autism Funding must ensure
 that the recommended number of hours occurs as scheduled. Autism Assistants employed by them just
 work directly with the child with ASD as per the approved number of hours, and must not perform other
 duties during funded IBI hours.
- For some children, the number of IBI hours may increase or decrease over time based on the child's
 assessed progress and clinical judgment of the Early Years Autism Specialist and Early Years Autism
 Manager. The Early Years Autism Team, including the parents as well as other involved professionals, will
 consider any changes thoughtfully and will provide careful planning and notice of anticipated changes.
- Over time, the context/environment of the IBI program may vary between one-to-one instructions in a
 quite location to small group instruction with peers to full inclusion in a preschool classroom. The Autism
 Assistant is responsible for providing direct instruction and support for the child with ASD during funded
 hours regardless of context/environment.

- Funding is based on employer-submitted Time Tracking Logs, documenting hours of IBI provided (See Appendix A). To enable monitoring of program effectiveness, hours of IBI must be tracked on a daily basis.
 When the recommended number of hours is not able to be provided for any reason, the Early Years Autism Specialist or Early Years Autism Manager must be notified by the employer of the Autism Assistant.
- The teaching materials needed for the IBI program are based on individual child needs. Teaching materials
 recommended by the Early Years Autism Specialist will be provided and must be returned when the child
 no longer required them. Parents are responsible for providing edible items used for reinforcement, if
 applicable.
- Requests made for services or materials deemed ineligible in this guide will not be reimbursed.

IBI Funding is provided for:	IBI Funding is NOT provided for:
Effective evidence-based interventions (See	Non evidence-based interventions (See
Appendix G)	Appendix G)
Instruction in the agreed-upon location	Instruction or outings in any other locations,
specified during planning (early learning and	unless related to specific IBI programming, as
child care centre, home, or a combination)	identified by the Early Years Autism Specialist
	with parent consent
Applicable employer costs based on the	Additional employer costs
maximum rate of \$16.04 per hour of service	
as detailed above (Mandatory Employer	
Related Costs, Canada Pension, Employment	
Insurance, Worker's Compensation and	
Vacation Pay)	

For more detail on roles and responsibilities, please see: A Guide to early Years Autism Services, 2nd Edition, located at

https://www.princeedwardisland.ca/en/information/education-and-lifelong-learning/autism-services-children-and-youth

Steps for Preschool (IBI) Funding Payments

- Following completion of the child's assessment y the Early Years Autism Specialist, a decision is made by
 the Early Years Autism Specialist and the parents about the number of hours of intervention and the
 location for the child's IBI. The parent and designated employer, along with the Early Years Autism
 Specialist, complete the Application for Preschool Autism Funding, indicating the intended start date for
 services as well as the name of the hired Autism Assistant.
- 2. Once the Application for Preschool Autism Funding is received and approved, the Autism Funding Agreement is sent to the designated employer. The designated employer reviews, completes and returns the Autism Funding Agreement and services can begin.
- 3. When IBI hours have been implemented by the Autism Assistant, the employer (parent or early learning and child care centre) submits Time Tracking Logs to the Department to receive payment (See Appendices ? and?). Logs must specify the actual number of hours worked on a daily basis and be signed by both the employer and the Autism Assistant.
- 4. The Department issues payments to the designated employer of the Autism Assistant according to a regular payment processing schedule (See Appendix F?). Direct deposit by the Department to the employers' bank in required. Time Tracking Logs submitted after the scheduled deadline will be processed in the next payment period.
- 5. Autism Assistants are paid by their employer (parent or licensed early learning and child care centre).
- 6. Autism Assistants who attend required training arranged by the Early Years Autism Manager record these hours on an Autism Assistant Training Hours Summary (see Appendix C) and submit them to the Department for payment.
- 7. When a substitute is required for an Autism Assistant who is unable to work on a given day, the wages for the substitute may be submitted by the employer to the Autism Funding Administrator for reimbursement, using the time Tracking Log.
- 8. When a child is not available for intervention hours (e.g. due to illness, the Autism Assistant may continue with supplementary IBI asks and duties as outlined by the Early Years Autism Specialist, and the employer may submit those hours as usual on the time Tracking Log. If however, the Autism Assistant and employer agree that no IBI duties will be performed in the child's absence (e.g. the Autism Assistant is assigned to other duties within a centre, or remains at home and does not work), then those hours many not be submitted to the Time Tracking Log.

PLEASE NOTE:

If there is a *change in Autism Assistant*, the new contact information must be provided by the employer to the Department's Preschool Autism Funding Administrator before payment is made. (See Appendix E: Notification of Change)

If there is a *change in employer* (for example, form parent to an early childhood centre), a new Funding Agreement with the Department is required. (See Appendix E: Notification of Change)

Time Tracking Logs can be mailed, emailed, or faxed on or before the scheduled remittance deadlines to:

Attention: Preschool Autism Funding Administrator Department of Education and Lifelong Learning 250 Water Street, Suite 101

Fax: 902-438-4874

Summerside, PE C1N 1R5

Email: earlyyearsautism@edu.pe.ca

Resources

Please note: The Department is not able to provide advice or answer questions with regard to employer responsibilities or taxation. Resources for assistance in determining obligations as an employer and tax information are listed below.

Canada Revenue Agency

(Information specific to employment obligations) 1-800-959-5525 http://www.cra-arc.gc.ca/E/pub/tg/rc4110/README.html

Employment Insurance Information for Employers

http://www.servicecananada.gc.ca

The workers compensation Board of PEI 14 Weymouth Street / P.O. Box 757, Charlottetown, PEI. C1A 7L7 1-866-460-3074 http://www.wcb.pe.ca/index/php3

Employment Standards Branch, Department of Justice and Public Safety Tel: (902) 368-5550, Toll free: 1(800) 333-436

http://www.peiemploymentstandards.ca

Community Legal Information Association

Royalty Centre Room 111 / 40 Enman Crescent, Charlottetown, PE, C1A 7K4 Tel: (902) 892-0853 http://www.cliapei.ca

Lawyer Referral Service

Royalty Centre Room 111 / 40 Enman Crescent, Charlottetown, PE, C1A 7K4 (902) 892-0853

http://www.cliapei.ca/content/page/programs Ins



APPENDIX A: Time Tracking Log

Autism Funding Time Tracking Log

Name of Child: _____

	- 1	- 1
	Employer	Employee
Name:		
Address:		
Telephone:		
Description of Service	☐ Preschool☐ Home Based	Autism Assistant (IBI)
]	
Period from to Date:	Hours Worked (e.g. 4:00 – 6:00 pm)	Comment (For preschoolers, please note IBI did NOT occur due to absence, illness vacation, etc.)
Total Hours	@ Hourly rate	Total Cost
yer Signature:		Date:
		Date:

Funding

Department of Education and Lifelong Learning

250 Water Street, Suite

Summerside, PEI C1N 1B6 Tel: (902) 438-4854 Toll Free: 1-833-335-0546

Fax: (902) 438-4874 Or scan to: Email: earlyyearsautism@edupe.ca

APPENDIX B: Time Tracking Log (Sample)



Autism Funding Time Tracking Log

Name of	f Child:	
Name oj	Child:	

	Employer	Employee	
Name:	John Smith	Jane Doe	
Address:	123 Water Street, Summerside	555 Main Ave, Summerside	
Telephone:	902-555-1234	902-555-5678	
Description of Service	☐ Preschool ☐ Home Based	Autism Assistant (IBI)	
Period from <u>May 3, 2021</u> to <u>May 14, 2021</u> Date:	Hours Worked (e.g. 4:00 – 6:00 pm)	Comment (For preschoolers, please note IBI did NOT occur due to absence, illness, vacation, etc.)	
May3	4 hours		
May 4	4 hours		
May 5	4 hours		
May 6	4 hours		
May 7	4 hours		
May 10	4 hours		
May 11	4 hours		
May 12	4 hours		
May 13	4 hours		
May 14	4 hours		
Total Hours 40		Total Cost641.60	
		Total Cost641.60	
yer Signature:	enault. – C	Pate: May 20, 2021	

Please return this form by mail or fax to: Attn: Early Years Autism

unding

101

Department of Education and Lifelong Learning

250 Water Street, Suite

Summerside, PEI C1N 1B6 Tel: (902) 438-4854 Toll Free: 1-833-335-0546 Fax: (902) 438-4874

Or scan to: Email: earlyyearsautism@edupeca

APPENDIX C: Autism Assistant Training Hours Summary



Early Years Autism Service Autism Assistant Training – Hours Summary

Please fill out the following information. This form will be used as a record of the hours worked for the Department of Education and Lifelong Learning's online Autism Assistant Training through Relias Learning. When you've completed your training, return this form to the Department of Education and Lifelong Learning

	Name:		
	Address:		
Background Information	Phone Number:	:	
	Email Address:		
	Employer:		
	Dat		Number of training hours worked
_	Dat	е	Number of training flours worked
_			
Hours Summary			
[*Note: completing the training will entitle you to 21h worth of			
compensation even if it took you fewer hours to complete]			
		Total hours:	
Autism Assistant Signature:			Date:
Employer Signature:			Date:
After you have completed t Education and Lifelong Lear	= -	e return this form	n to for submission to the department of
For internal use:			
DEELC approval signature:			Date:

APPENDIX D: Autism Assistant Training Hours Summary (Sample)



Early Years Autism Service Autism Assistant Training – Hours Summary (SAMPLE)

Please fill out the following information. This form will be used as a record of the hours worked for the Department of Education and Lifelong Learning's online Autism Assistant Training through Relias Learning. When you've completed your training, return this form to the Department of Education and Lifelong Learning.

	Name:	April Do	ucette	
	Address:	789 Jone	s Blvd	
Background Information	Phone Numbe	er: 902-555 -	0011	
	Email Address	: aprildou	cette@yahoooo.com	
	Employer:	Dynasty	Daycare Centre	
		<u> </u>		
	Da	ate	Number of training hours worked	
	Mai	rch 1	5	
Hours Summary	March 2		4	
[*Note: completing the training	March 3		5	
will entitle you to 21h worth of compensation even if it took you	March 4		4	
fewer hours to complete]	March 5		3	
		Total hours:	21 hours	
Autism Assistant Signature:	<u>April Doucel</u>	<u>lle</u>	Date: <u>March 10, 2021</u>	
Employer Signature: <u>Joa</u> After you have completed to			Date:March 10, 2021 m to for submission to the department of	
Education and Lifelong Lear	rning			
For internal use:				
DEFI C annroval signature:			Nate:	

APPENDIX E: Notification of Change



Name of Child:

AUTISM FUNDING - NOTIFICATION OF CHANGE

The following information should be completed by the parent or guardian requesting a change in Autism Funding for a child with a diagnosis of Autism Spectrum Disorder. Please see Autism Funding Guidelines for eligibility criteria

Date of Birth (MM/DD/YYYY)

I, the undersigned, am requesting either a change in employee or a change in employer with regards to preschool autism funding for my child. Details are outlined below.

Name of Parent /Guardian (PLEASE PRINT)		Phone #: Email:		
Signature of Parent /Guardian		Date Signed (YYYY/MM/DD)		
CHANGE IN EMPLOYEE If there is a change in Autism Assistant, the Department Autism Funding Administrator		ition must be provided within 14 days by the employer to the nade.		
Autism Assistant Name:				
Address (City/Town/Postal Code):				
Phone # ()	Email			
Not an immediate family membAt least 18 years of age	er (parent, sibling	or living in the home with the child)		
O Vulnerable Persons Check comp O Criminal Record Check complete	•	•		
Start date: (YYYY/MM/DD)	End date: (YYYY,	/MM/DD) (if known)		

CHANGE IN EMPLOYER

Please note that the change in Employer, whether to the parent or to a child care centre, requires that a new Funding Agreement (contract) be signed before funding can be provided. Fourteen days' notice is required to end the previous Funding Agreement. Completing this section of this Funding Change Form serves as a request for a new Funding Agreement.

New Employer:	
O Child Care Centre	O Parent or Guardian
	\square contact info same as above
	□ contact info different (see below)
Parent/Centre Name:	
Centre Administrator:	
Mailing Address	
Phone # ()	Email:
Direct Deposit Option:	O Yes, I would like direct deposit as the employer (a payee form will be sent out)
Start Date: (YYYY/MM/DD)	End Date: (YYYY/MM/DD) (if known)
	will be sent out)

Please note: Completed Time Tracking Logs are required prior to payment. Please retain a copy of this application for your records. **Mail, email, fax or bring this original application to:**

Attention: Autism Funding Administrator Department of

Education and Lifelong Learning

Holman Centre, 250 Water Street, Suite 101 Summerside, PE C1N

1B6

Telephone: (902) 438-4854 Fax: (902) 438-4874

Email: earlyyearsautism@edu.pe.ca

Personal information on this form is collected under section 31 of the Freedom of information and Protection of Privacy Act

R.S.P.E.I. 1988, c.F-15.01, as it relates directly to and is necessary for access to Autism Funding and Services. If you have any questions about this collection of personal information, you may contact the Early Years Autism Managerat (902)368-4472.

Internal Use		
Date of receipt:	Change approved:	Number of Hours / week
·	Yes O No O	
Date:	DEELC Signature:	

APPENDIX F: Payment

April 2021

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July 2021

October 2021

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January 2022

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29	30	31				
		Nove	mber	2021		
S	М	Т	W	Т	F	S
	1	2	3	4	5	6
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13	14	15	16	17	18	19

Processing Schedule

June 2021						
s	М	Т	w	Т	F	s
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		Sept	ember 20	021		
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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		Dece	ember 20	21		
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		Ma	arch 2022	2		
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2021/22

Holiday

Deadline for Submitting logs for Payment

Payment Issued

Autism Funding
Payment Processing
Schedule
Fiscal 2021/22

A reminder that all time tracking logs for 2020/2021 Fiscal must be submitted by April 16, 2021



Lifelong Learning

Appendix G: Information on Evidence-Based Practice

New treatments are often widely publicized as effective for children with ASD. However, not all treatments have evidence of effectiveness through quality research. When families look to professionals for information and guidance, there is a responsibility to share what is currently known about the proven effectiveness of different approaches, including potential risks and side effects. Currently, practices that have the most reliable support are those based in Applied Behavior Analysis. As new research becomes available, intervention practices may change. Current best practice is based on the information available at this time.

Key Terms

Evidence-based Intervention – treatments or intervention strategies that have been proven effective with a specific population and documented in peer reviewed publications; studies must provide convincing support for the effectiveness of the intervention through carefully designed studies. Evidence for or against a specific intervention may change over time as new research is completed.

Many factors contribute to a treatment being considered evidence-based. The studies that involve individuals with autism spectrum disorders are the studies that guide us. Relevant research studies must be published in peer-reviewed journals with clear and convincing results in favor of the treatment. Research studies that have found conflicting results must also be considered. The method used to identify the effectiveness of the treatment must be carefully designed, described and controlled in order to have confidence in the results.

Before considering any treatment, parents are encouraged to ask the following questions:

- What specific behaviour or skill will this treatment address?
- What peer-reviewed research has been done to demonstrate the effectiveness of the approach?
- Was appropriate methodology used?
- Does the theory behind the proposed treatment make sense, given what is known about autism spectrum disorder?
- Is the treatment individualized, based on assessment?
- Is it monitored for effectiveness (based on data) and changes in dosage or intensity?
- What training and supervision are needed to administer the treatment?
- How much does it cost?
- What are the potential side effects or risks and what is this information based on?
- Are there other treatment options for which there is more evidence of effectiveness?

(Adapted from Perry & Condillac, 2004)

Established Evidence-Based Practices for Individuals with ASD

The following table identifies some of the currently accepted evidence-based and non-evidence based practices. Some additional interventions may be rated as "emerging" indicating that more research is needed before these should be considered effective. Our commitment to families and children is to prioritize interventions that have been validated as effective for young children with autism spectrum disorder. The Early Years Autism Service will only provide funding to carry out interventions that use evidence based practices.

Comprehensive Behavioural Treatment for

Young Children

Computer-Aided Instruction

Differential Reinforcement

Discrete Trial Instruction

Errorless Learning

Extinction

Functional Behaviour Assessment

Functional Communication Training

Generalization Training

Joint Attention Intervention

Mand Training

Modeling

Naturalistic interventions

Peer-Mediated Instruction & Intervention

Pivotal Response Treatment

Prompting and Prompt Fading

Reinforcement

Response Interruption/Redirection

Schedules

Social Narratives

Story Based Intervention

Self-management

Shaping

Stimulus Control

Structured Work Systems

Task Analysis
Time Delay

Verbal Behaviour Video Modeling

Visual Supports

VOCA/Speech Generating Device

Non- Evidence Based Practices for Individuals with ASD

Anat Baniel Method

Animal Therapy

Antifungal, Anti-Yeast Medication

Art Therapy

Auditory Integration Training

Chelation

Cranio-Sacral Therapy

Developmentally Based Individual Difference

Relationship Based intervention (DIR)

Diets (Gluten-free/casein-free)

Facilitated Communication

Hyperbaric Oxygen Therapy

Kaufman Method

Magnet Therapy

Patterning

Play Therapy

PROMPT Therapy

Relationship Development Intervention (RDI)

Secretin

Sensory Integration

Snoezelan Therapy

Vision Therapy

Vitamin and Supplement Therapy

Reliable Web Resources

Autism-Focused Intervention Resources & Modules (AFIRM Modules)

- Online modules designed to provide families with information about the use of evidence based practices in working with individuals with ASD
- https://afirm.fpg.unc.edu/afirm-modules

A Parent's Guide to Autism and Evidence-based Practice, National Standards Project Report. National Autism Center. (2015)

- Comprehensive manual for families with criteria for selecting evidence-based services and programs that have been proven effective
- Free download at https://www.nationalautismcenter.org/resources/for-families/

Association for Science in Autism Treatment

- Shares accurate, scientifically sound information about ASD and treatments for ASD
- https://asatonline.org/

Autism Internet Modules (Ohio Center for Autism and Low Incidence)

- Free online modules on a variety of topics related to ASD and evidence-based intervention
- https://autisminternetmodules.org/

Autism: A Closer Look (the National Autism Centre at May Institute)

- A series of expert columns on topics relevant to families of individuals with ASD, such as how to manage screen time and how to prepare for Halloween
- https://www.nationalautismcenter.org/resources/autism-a-closer-look/