

CBC Behavioral Times



Announcements and Reminders!

Timesheets are due Monday, September 1st by 10:00 AM.

Labor Day is Monday, 9/1! Please confirm any sessions scheduled for that day. If you don't hear back from a parent within a reasonable time, the session will be considered canceled. Remember to notify the office of any changes or cancellations on Monday.

Friendly reminder: Please include the client's initials when sending a text or email to the office.

Thank you so much!



Supervisor Shoutout!

We want to take a moment to recognize Amanda for being an incredible leader and an essential part of our team. She is truly a hard worker, a team player, and a natural leader who consistently goes above and beyond. Amanda brings a positive mindset to work every single day, uplifting those around her and creating a supportive, motivating environment. She's always looking for ways to improve systems, support her team, and deliver the best outcomes for our clients.

Thank you, Amanda, for your dedication, leadership, and the energy you bring to everything you do. We appreciate you! 🌟



All About HIPAA!

What is HIPAA?

Definition: Health Insurance Portability and Accountability Act (1996). A federal law that protects all patients' personal health information (PHI).

Purpose: To protect the privacy and security of individuals' health information.

What is PHI (Protected Health Information)?

PHI includes any information that can identify a client in connection with healthcare, such as:

- Name
- Date of birth
- Address
- Diagnosis
- Treatment plans
- Billing information
- Any other identifying information

Who must follow HIPAA?

- Covered entities (e.g., healthcare providers, insurance plans)
- Board Certified Behavior Analysts (BCBAs)
- Supervisors
- Behavior Instructors
- Registered Behavior Technicians (RBTs)
- **EVERYONE at CBC!**

How do we follow HIPAA regulations?

Privacy Rule

- Only access or share PHI if it is necessary for your job.
- Use the minimum amount of information needed.
- Do not discuss clients in public or with unauthorized individuals.

Security Rule

- Protect electronic PHI (e.g., data on tablets, emails).
- Use passwords, lock screens, and secure apps (e.g., Catalyst, NPA).
- Never take pictures of clients on personal devices.

Using Client Codes

- Each client is assigned a unique identifier.
- Format: First three letters of the first name + first three letters of the last name.
- Example:
 - Client Name: Chicken Salad
 - Client Code: ChiSal

Use the client code instead of full names on:

- Data sheets
- Notes
- Timesheets
- Emails
- Any other documentation

Transporting Client Information

- Any client PHI must be transported in a locked container (e.g., backpack with a luggage lock, or lockbox).

Storing and Disposing of Client Information

- Documents and files with PHI must be stored in a locked container (file cabinet, lockbox, etc.) or password-protected (laptop/phone).
- All PHI must be shredded before disposal to protect client information.



September
Birthdays!

Wishing
everyone a
wonderful, happy
birthday filled
with love and
laughter - and an
amazing year
ahead!

Edwin
Leslie
Adriano
Jennifer
Kayla
Viviana
Isabel





Fun Ideas!

The first day of Autumn is September 22nd! Here are some fun ideas to celebrate the beginning of the new season:

Scarecrow Freeze Dance: Play music - when it stops, freeze like a scarecrow! Great for imitation and motor control.

Paper Bag Owls: Use paper bags, googly eyes, and leaf cutouts for wings.

Scarecrow Faces: Paper plate scarecrows with yarn hair, buttons, or drawn features.

Thank you so much!

Joke of the Month!



**WHEN YOU FADE A PROMPT
AND THE CLIENT RESPONDS
INDEPENDENTLY**

Monthly Tip!

Showing your heart is never weakness - it's embracing who you are with courage. To be vulnerable, honest, and kind is to live with true strength and unshakable hope.

Thank you for all
of your hard work!