



**POLICIES AND PROCEDURES
(Employee Handbook)**

Beyond the Individual, LLC

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Please read this Employee Handbook carefully to ensure thorough understanding.

Introduction

The following policies and procedures are the standards by which Beyond the Individual, LLC, Inc. is structured and operated. As an employee of Beyond the Individual, LLC it is your responsibility to understand what is expected of you and your clients. Please note that there may be exceptions made on a case-by-case basis in regard to these policies and procedures. If you find that you are unable to abide by the standards within the handbook, please speak with your superior.

Vision

To identify and address service gaps for individuals with specialized behavioral and mental health needs.

Mission

Our philosophy encompasses the understanding that behavioral health services provided in the natural environment using evidence-based frameworks leads to lasting and effective change. We work with teams, families, and individuals to meet this goal with office-based, telehealth, and home-and-community based intervention.

Services Provided

Individual & Family Therapy

Staff provide services in a clinic-based setting, the natural environment, and via telehealth with the goal of immediate generalization of treatment gains to real-world settings and situations. We specialize in working with clients with externalizing behavioral issues, developmental disabilities, obsessive-compulsive and anxiety disorders, and those who have struggled to access or improve with services in more traditional psychological office settings using a tiered-service model to help constrain costs incurred by individuals and families.

Behavioral Therapy Groups

Therapy groups are offered based on current demand for specific topics in the areas of parenting, social skills, and improving daily living skills. Groups are provided either in-person or online after completion of a training on maintaining group member confidentiality.

Consultation

Staff work with schools, agencies, families, and other providers to assist with individualized solutions to specific needs including consultation on individual cases or systems change. This can be a great solution for schools or agencies who need support but are not in a position to fund a full position or those in need of expert guidance on specific cases.

Continuing Education

Beyond the Individual designs and provides continuing education opportunities for psychologists, behavior analysts, and educators in the areas of supporting individuals with developmental disabilities or mental illness, positive behavior supports, distance-based education and training, and effective consultation. Beyond the Individual is an Authorized Continuing Education (ACE) Provider with the Behavior Analyst Certification Board.

Psychological Assessment

Psychological assessment is useful in understanding possible underlying mechanisms affecting learning and behavior, determining diagnoses, or qualifying for additional resources or services. Staff at Beyond the Individual, LLC specialize in the assessment and differential diagnosis of developmental disabilities, behavioral and anxiety disorders, and intellectual disabilities.

FBA & BIP

Staff work with families, schools, and facilities to conduct functional behavior assessments (FBA) with or without functional analysis (FA) of problem behaviors to inform the development of an individualized behavioral intervention plan (BIP). This may be followed by training for natural supports including caregivers, educators, and staff to help decrease problem behaviors while teaching appropriate alternative behaviors.

Individualized ABA Services

Staff design and implement targeted or comprehensive behavioral programming to address individualized learning goals under the supervision of a Board Certified Behavior Analyst (BCBA). Goals are addressed across settings as appropriate including home, school, community, and clinic-based settings.

Structure, Employment, and Responsibilities

Organization and Roles

Beyond the Individual, LLC is a small company with less than 20 staff. As such, management of staff and responsibilities is often individualized and many of the day-to-day functions are managed by the owner and CEO, Dr. Ostmeyer, and an office manager. With a small staff, it is believed that conflicts can be addressed easily and quickly through open communication and clear policies.

Chief Executive Officer

As founding member and sole owner of Beyond the Individual, LLC, Dr. Ostmeyer takes on the responsibilities of ensuring day-to-day functions at Beyond the Individual, LLC are met. She started the company as a way to privately provide interventions in a home and community-based setting and increase services in an effort to fill the service gaps she continued to see in private practice. In addition to providing direction for the mission and vision of the company, she also works as a provider out of the main office.

Human Resources

Given their small business status, Beyond the Individual works with an outside contractor, HR Rethought, to help ensure compliance with hiring and employment regulations, provide consultation and insight into creating a positive and effective workplace culture, support hiring, and provide an unbiased staff member to address any concerns brought forth by staff members employed by Beyond the Individual, LLC. Currently, Chelsea Bosak and Hannah Brandon provide services to Beyond the Individual as part of this contract and can be contacted via email at hr@beyondtheindividual.com for any concerns or questions.

Operations Manager

The Operations Manager is responsible for daily operations under the supervision of the CEO and Program Directors. This staff member(s) assists with the client intake process, employee onboarding, provider enrollment with our outside credentialing specialists, billing, authorizations, and assisting with day-to-day functions. If you have questions or concerns, this is often the person you should ask first and they will direct you to Dr. Ostmeyer as needed.

Office Assistant

The Office Assistant is responsible for assisting the Operations Manager with daily administrative tasks as assigned. Primarily the office assistant supports the daily

operations of the clinic by answering the phones, acting as the main point of contact for new clients, and helping coordinate schedules for the Leadership Team.

ABA Program Director

The ABA Program Director is responsible for ensuring quality and consistency in ABA programming across the entire company. This person is responsible for working with Clinic Directors to help manage waitlists, ensure a consistent and positive onboarding process for new clients, manage BCBA and RBT staff, and ensure implementation of quality control measures. Brittany Mitchelson currently serves as the ABA Program Director.

Clinic Directors

Currently, Beyond the Individual, LLC provides services through two regional clinics. Dr. Ostmeyer serves as the Clinic Director for the psychological services clinic in the Kansas City area, Brittany Mitchelson serves as the ABA Program Director in the Kansas City area and oversees all ABA programming provided through the Overland Park clinic, and Ali Wilbert serves as the Clinic Director for the SEK program and oversees all services provided through the Coffeyville clinic.

Clinical Staff

BTI employs a small clinical staff to help provide services at Beyond the Individual, LLC. These staff include licensed mental health professionals, licensed behavior analysts, behavioral and mental health technicians, and trainees/students. All clinical staff must pass background checks, complete minimum competencies according to their position (i.e. training, certification, and/or licensure) and additional training in company policies and procedures to fidelity prior to working with clients.

Voluntary At-Will Employment

Unless an employee has a written employment agreement with Beyond the Individual, LLC, which provides differently, all employment at Beyond the Individual, LLC is “at-will.” That means that employees may be terminated from employment with Beyond the Individual, LLC with or without cause, and employees are free to leave the employment of Beyond the Individual, LLC with or without cause. Any representation by any Beyond the Individual, LLC officer or employee contrary to this policy is not binding; however, clinical staff are asked to give sufficient notice (as outlined in their individual employment contract) to allow for continuation of care for clients.

Equal Employment Opportunity

Beyond the Individual, LLC shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, Beyond the Individual, LLC will not discriminate against any employee or

applicant in a manner that violates the law. Beyond the Individual, LLC is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identify or expression, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

Each person is evaluated on the basis of personal skill and merit. Beyond the Individual, LLC does not make decisions about job assignments or promotions based on an employee's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability or genetic information. Beyond the Individual, LLC's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. Dr. Ostmeyer shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy with the support of Human Resources staff.

Beyond the Individual, LLC will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Beyond the Individual, LLC may have violated the Equal Employment Opportunity Policy should report the possible violation to Human Resources via email at hr@beyondtheindividual.com immediately.

If Beyond the Individual, LLC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Beyond the Individual, LLC will inform the employee who made the complaint of the results of the investigation.

Beyond the Individual, LLC is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Beyond the Individual, LLC for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified employees with disabilities and applicants, upon request, so long as the potential accommodation does not create an undue hardship on Beyond the Individual, LLC. Employees who believe that they may require an accommodation should discuss these needs with Human Resources.

If you have any questions regarding this policy, please contact Human Resources directly.

Policy Against Workplace Harassment

Beyond the Individual, LLC is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Beyond the Individual, LLC's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Beyond the Individual, LLC has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Beyond the Individual, LLC's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Beyond the Individual, LLC's policy against harassment covers employees and other individuals who have a relationship with Beyond the Individual, LLC which enables Beyond the Individual, LLC to exercise some control over the individual's conduct in places and activities that relate to Beyond the Individual, LLC's work.

Prohibition of Sexual Harassment

Beyond the Individual, LLC's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or for promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an

individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Beyond the Individual, LLC policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment

It is also against Beyond the Individual, LLC's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Beyond the Individual, LLC's premises such as on an employee's desk or workspace or on Beyond the Individual, LLC's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Beyond the Individual, LLC's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Beyond the Individual, LLC, you should report the incident immediately to Human Resources by email at

hr@beyondtheindividual.com. Possible harassment by others with whom Beyond the Individual, LLC has a business relationship, including clients and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Beyond the Individual, LLC will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Beyond the Individual, LLC's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Beyond the Individual, LLC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Beyond the Individual, LLC will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with Human Resources. In the case where the allegation of harassment is against Dr. Ostmeyer, please notify the human resources directly at hr@beyondtheindividual.com.

WhistleBlower Protection

Beyond the Individual, LLC requires directors, supervisors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Beyond the Individual, LLC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Beyond the Individual, LLC can address and correct inappropriate conduct and actions. It is the responsibility of all directors, officers, supervisors, employees and volunteers to report concerns about violations of Beyond the Individual, LLC's code of ethics or suspected violations of law or regulations that govern Beyond the Individual, LLC's operations.

No Retaliation

It is contrary to the values of Beyond the Individual, LLC for anyone to retaliate against any director, officer, supervisor, employee or volunteer who in good faith

reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Beyond the Individual, LLC. A director, supervisor, employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment and/or will be prohibited from volunteering.

Reporting Procedure

Beyond the Individual, LLC has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Dr. Ostmeyer or Human Resources. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to Beyond the Individual, LLC's Compliance Officer, Dr. Ostmeyer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, Human Resources, or to Dr. Ostmeyer. Beyond the Individual, LLC's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually on compliance activity relating to accounting or alleged financial improprieties.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

Beyond the Individual, LLC's Compliance Officer or Human Resources will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer

Dr. Ostmeyer serves as Beyond the Individual, LLC's Compliance Officer with the support of Human Resources.

Hours of Operation

Office

The main office is open by appointment only and is only occupied when a staff member is currently working in the office. The Administrative Assistant works out of the Overland Park office on a variable schedule. All staff members who need to access the main office to provide services or access requisite supplies will be provided with a key for access. All employees are asked to help maintain the space by completing cleaning checklists, ensuring the doors remain locked when not in use, and alerting the administrative assistant of any needed repairs or supply shortages. All employees are asked to ensure that HIPAA/FERPA privacy and ethical guidelines are followed for the storage of sensitive data and testing records.

Scheduling and Overtime

Professional staff at Beyond the Individual, LLC maintain their own schedules and may choose to take time off as they desire as long as client needs are being met and they are completing documentation in line with ethical and funder standards within the week of services. As such, professional staff may choose to work more some weeks than others; however, hourly staff MAY NOT bill more than 40 hours in a work week (Saturday to Sunday) without prior authorization from Dr. Ostmeyer in order to ensure compliance with overtime laws. If overtime is approved, professional staff will be paid at 1½ their base pay prior to billing bonuses as outlined in their individual contracts. Payment of overtime will be paid in the same pay period as regularly scheduled hours. If office space is needed to render a service, professional staff are asked to reserve a room using the clinic calendar to prevent double booking and help ensure provider safety.

Tiered services staff including psychological technicians, Registered Behavior Technicians (RBTs), and trainees/students will be scheduled by professional staff based on staff availability and client needs. Staff may be asked to work in both the office-based or home and community-based settings. All requests for overtime must be approved by Dr. Ostmeyer in advance. If overtime is approved, tiered services staff will be paid at 1½ their base pay. Any staff who are scheduled 6+ consecutive hours in a day will be provided a paid 30-min meal break (time to be determined at discretion of scheduling staff).

Beyond the Individual strives to provide regular schedules on a tri-annual basis (i.e. spring, summer, and fall schedules) with accommodations for major holidays. During times of client transition, schedules may be made on a monthly basis. If client needs change, schedules may need to be adjusted; however, all staff will be consulted prior

to changing predetermined schedules. Schedules for direct staff are accessed via the scheduling application in the electronic medical record (EMR). Any requests for vacation or time off should be made in writing with at least two weeks notice. Any changes to ongoing availability should be communicated with the local Program Director as soon as possible to ensure they are able to meet client needs.

Workplace Culture and Concerns

Diversity, Equity, and Inclusion

Beyond the Individual focuses on the individual needs of all who work with us and their environment recognizing that every person's beliefs, learning history, and background are different and unique to that person and setting. We focus on building environments that are inclusive, understanding, and take into consideration and embrace different backgrounds and experiences including differences in culture, race, background, religion, national origin, gender identity, marital status, sexual orientation, disability status, political affiliation, personal appearance, and family responsibilities. Beyond the Individual, LLC is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's service to our clients.

All employees of Beyond the Individual, LLC have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. We welcome providers who work across multiple agencies and disciplines and the ideas they bring to Beyond the Individual, LLC.

Beyond the Individual, LLC's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful, transparent communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

Beyond the Individual is committed to ongoing learning, growth, and development. We work to continually educate ourselves and our staff on building an inclusive and diverse workplace for our clients and coworkers, and are committed to identifying and providing ongoing training opportunities. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Instances involving conflict, compliance or diversity will result in Beyond the Individual taking action in the following manner:

1. Operationally define the problem
2. Determine what evidence supports the operationally defined problem
3. Determine what evidence opposes the defined problem
4. Analyze the data and personal biases
 - a. Analyze in what way the parties involved own personal biases or experiences influence the analysis of the conflict
 - b. Analyze in what way unconscious biases influence the analysis of the conflict
5. Choose the best solution based on evidence and bias
 - a. Objectively state our reasoning for choosing the solution based on evidence
 - b. Objectively state our reasoning for choosing the solution based on bias
6. Implement the solution
 - a. Will present a step by step process for enacting the solution within a defined timeframe
7. Continue to refine the solution

Reporting Concerns

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity, equity and inclusion policy and initiatives should contact Human Resources. We encourage employees to bring forth their concerns without fear of reprisal. Beyond the Individual, LLC does not retaliate

against any employee for communicating activities that are against our Diversity, Equity and Inclusion policy.

Ethics and Ethics Committee

Beyond the Individual employees and associates will maintain the highest ethical standards in the conduct of Beyond the Individual LLC's affairs. This policy applies to everyone we employ or have business relations with. Intent of this policy is that each associate will conduct the Company's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. Our code of ethics serves as a guide to acceptable business conduct for all employees. We expect everyone who works for us to demonstrate exemplary standards of ethics and integrity. This policy aims to give our employees guidelines on our business ethics. We trust you to use your better judgment, but we want to provide you with a guide during uncertain circumstances.

As a business predicated on fairness and positivity, we believe an effective workplace can only exist when employees are fully committed to treating one another with respect. Furthermore, as an equal opportunity employer, we are compelled to provide a workplace devoid of discrimination and/or abusive, offensive or harassing conduct. Any employee who experiences harassment or discrimination should report the matter to their direct supervisor or to Human Resources. Employees provide professional assistance to persons without discrimination.

Employees must consider applicable law and regulations when making decisions and comply with applicable laws regarding the reporting of alleged unethical conduct.

Employees of Beyond the Individual are aware of their influential positions with respect to clients, and they avoid exploiting the trust and dependency of such persons. Employees, therefore, make every effort to avoid conditions and multiple relationships with clients that could impair professional judgment or increase the risk of exploitation. Such relationships include, but are not limited to, business or close personal relationships with a client or the client's immediate family. Employees do not abuse their power in client relationships.

Employees should represent services in a clear way in communication; this includes the avoidance of false, misleading and deceptive promotion. Employees must not promise certain outcomes from services provided that are not guaranteed. Employee's must be honest in their dealings with clients

Employees disclose to clients and other interested parties at the outset of services the nature of confidentiality and possible limitations of the clients' right to confidentiality. We review with clients the circumstances where confidential

information may be requested and where disclosure of confidential information may be legally required. Circumstances may necessitate repeated disclosure.

Employees are prohibited from disclosing client confidences except by written authorization or waiver, or where mandated or permitted by law. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law. When providing services, employees should not disclose information outside the treatment context without a written authorization from each individual competent to execute a waiver. In the context of treatment that involves multiple individuals, employees may not reveal any individual's confidences to others in the client unit without the prior written permission of that individual.

Employees store, safeguard, and dispose of client sensitive records in ways that maintain confidentiality and in accord with applicable laws and professional standards. We have an obligation to secure our clients confidential information and records. We are not to discuss any client with anyone outside the client's treatment team, unless mandated by law. Employees must take accurate and honest records of their dealings. Writing or verbally giving false information about a client does not align with our ethical standards.

Employees will be provided with appropriate consultation and training to ensure adequate knowledge of and adherence to applicable laws, ethics, and professional standards. Employees should not advise on problems outside the recognized boundaries of their competencies and must seek guidance and pursue training to handle such situations. Employees must not provide services that create a conflict of interest that may impair work performance or clinical judgment. If an employee is unsure if a conflict of interest exists, they should speak with their direct supervisor or Dr. Ostmeyer prior to providing services.

In general, employees should not accept gifts from clients; however, cultural norms should also be considered and discussed with supervisors when clients offer gifts or refreshments. For example, it is considered rude in many cultures to not offer something to eat or drink when another person is in the home. Alternatively, it may be considered insulting to deny these refreshments. Employees should consider the potential effects that receiving gifts may have on clients and on the integrity and efficacy of the working relationship. Per BACB guidelines, staff cannot accept gifts with a value of greater than \$10 and gifts should be infrequent. Employees are prohibited from giving clients gifts.

Employees may be in violation of this code if they (a) are convicted of any felony; (b) are convicted of a misdemeanor related to their qualifications or functions; (c) engage in conduct which could lead to conviction of a felony, or a misdemeanor related to their qualifications or functions; (d) are expelled from or disciplined by other

professional organizations; (e) have their licenses or certificates suspended or revoked or are otherwise disciplined by regulatory bodies; (f) continue to practice counseling while no longer competent to do so because they are impaired by physical or mental causes or the abuse of alcohol or other substances; or (g) fail to cooperate at any point from the inception of an ethical complaint through the completion of all proceedings regarding that complaint.

We encourage any employee to report violations of this policy to Dr. Ostmeyer (Chief Compliance Officer), an employee's supervisor, or to Human Resources. Beyond the Individual will not tolerate retaliation against anyone who, in good faith, reports a concern or participates in an investigation, even if the allegation ultimately is not substantiated. Anyone, regardless of position or tenure, found to have engaged in retaliatory conduct against someone who has raised an ethics or compliance concern will be subject to disciplinary action, and possibly termination. Beyond the Individual encourages supervisors and employees to self-report violations and, depending on the specific circumstances, may treat self-reporting as a mitigating factor when assessing any disciplinary measures.

We will promptly investigate reports of non-compliance with this policy and take appropriate actions to mitigate and correct the violation, which may lead to disciplinary and up to termination of those found to be non-compliant.

Our ethics committee consists of Human Resources, Dr. Ostmeyer, Brittany Mitchelson, and Alexandria Wilbert. Our ethics committee is devoted to ensuring employee adherence to our ethical code of conduct, and carrying out investigations of alleged violations. Our committee promotes a culture of integrity by fostering awareness of ethics laws and obligations and serves as a resource on ethics questions, in addition to monitoring ethics-related matters, including new laws, regulations, policies, and advisory opinions. Our ethics committee also examines the stated values, mission, and goals of an organization and determines whether or not the organization's behavior actually supports these statements. If you need to make an ethics complaint, you may do so through the Staff Portal on the company website (www.beyondtheindividual.com). These complaints go directly to Dr. Ostmeyer. Should you have a complaint about Dr. Ostmeyer, you may choose to make a complaint by emailing hr@beyondtheindividual.com with information regarding the complaint, how you have attempted to mitigate the concern, and any other pertinent information. You will receive a reply within 2 weeks with information about how the concern has been mitigated.

If you believe that staff at Beyond the Individual, LLC have failed to appropriately mitigate and remediate ethical concerns, staff reserve the right to file a complaint or report concerns to the BACB, Kansas Behavioral Sciences Regulatory Board (KBSRB), and/or the BHCOE.

Employment Policies and Practices

Definition of Terms

Employer. Beyond the Individual, LLC is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Beyond the Individual, LLC.

Full-Time Employee. A Full Time Employee regularly works at least 35 hours per week

Part-Time Employee. A Part Time Employee regularly works less than 35 hours per week but no less than 17 ½ hours per week.

Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”). At this time, Beyond the Individual, LLC does not employ exempt employees.

Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”). For Non- Exempt Employees, an accurate record of hours worked must be maintained. Beyond the Individual, LLC will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the Beyond the Individual, LLC Employee Handbook.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

Health Benefits

Beyond the Individual offers its full-time employees health benefits, provided to employees when they become eligible according to the plan provisions. This will be reviewed with all new hires during onboarding. Beyond the Individual may change, add or delete their benefits at their discretion.

Separation

Either Beyond the Individual, LLC or the employee may initiate separation. Beyond the Individual, LLC encourages employees to provide at least thirty days (30 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by Dr. Ostmeyer or her designee. Dr. Ostmeyer has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

- Resignation. Employees are encouraged to give at least 30 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
- Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary.

Dr. Ostmeyer has authority to discharge an employee from Beyond the Individual, LLC. As stated above, all employment at Beyond the Individual, LLC is “at-will.” That means that employees may be terminated from employment with Beyond the Individual, LLC with or without cause, and employees are free to leave the employment of Beyond the Individual, LLC with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Beyond the Individual, LLC’s decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to Beyond the Individual, LLC or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records
- Insubordination;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including Beyond the Individual, LLC’s property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such

information that damages the interests of Beyond the Individual, LLC or its clients or vendors;

- Placing oneself in a position in which personal interests and those of Beyond the Individual, LLC are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using Beyond the Individual, LLC property or services for personal gain or taking, removing or disposing of Beyond the Individual, LLC material, supplies or equipment without proper authority;
- Gambling in any form on Beyond the Individual, LLC property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Beyond the Individual, LLC premises at any time in violation of Beyond the Individual, LLC's policies.
- Carrying or possessing firearms or weapons on Beyond the Individual, LLC property; Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of Dr. Ostmeier, the employee may be asked to leave immediately or be given a period of notice.

Return of Property

Employees are responsible for Beyond the Individual, LLC equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, tablets, login information and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by Dr. Ostmeier or her designee, Employees must return all Beyond the Individual, LLC property that is in their possession or control. Where permitted by applicable law(s), Beyond the Individual, LLC may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when

required. Beyond the Individual, LLC also may take any action deemed appropriate to recover or protect its property.

Computer and Information Security

This section sets forth some important rules relating to the use of Beyond the Individual, LLC's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Beyond the Individual, LLC's telephone, voice mail and electronic mail systems.

Beyond the Individual, LLC has provided these systems to support its mission. Although limited personal use of Beyond the Individual, LLC's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Beyond the Individual, LLC's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Beyond the Individual, LLC's computer and communication systems (including documents, other electronic files, e-mail and recorded voicemail messages) are the property of Beyond the Individual, LLC. Beyond the Individual, LLC may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Beyond the Individual, LLC's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Beyond the Individual, LLC. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Beyond the Individual, LLC's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Beyond the Individual, LLC's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Beyond the Individual, LLC's host computer system, networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.

- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or Dr. Ostmeyer.
- Additions to or modifications of the standard software configuration provided on Beyond the Individual, LLC's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or Dr. Ostmeyer.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or Dr. Ostmeyer.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company on to company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- Beyond the Individual, LLC's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on Beyond the Individual, LLC's PCs or tablets
- Unlicensed software should not be loaded or executed on Beyond the Individual, LLC's PCs or tablets.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.

- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from external hard drives before copying documents on such drives for delivery outside Beyond the Individual, LLC.
- Only back-up information on company owned and approved, HIPAA compliant systems

Should you have any questions about any of the above policy guidelines, please contact Dr. Ostmeier.

Data Backup Policy

The purpose of this backup and recovery policy is to provide for the continuity, restoration and recovery of PHI, critical data and systems in the event of an equipment failure, intentional destruction of data, or disaster. Beyond the Individual maintains a BAA with EMR for all information included in the client medical record to help ensure compliance with HIPAA regulations. All client data that is not part of the clinical record (e.g. working documents, client homework not included in the record) is saved on the company cloud storage (e.g., Google Drive). Beyond the Individual maintains a BAA with Google to ensure all data is backed up while ensuring compliance with HIPAA regulations. Under no circumstances should any client data or information be saved or shared outside of these systems.

Dr. Ostmeier is responsible for the security and HIPAA privacy.

Internet Acceptable Use Policy

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Beyond the Individual, LLC has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Beyond the Individual, LLC, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Beyond the Individual, LLC may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Beyond the Individual, LLC may restrict access to certain sites that it deems are not necessary for business purposes.

Beyond the Individual, LLC's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, 23 epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or Dr. Ostmeyer
- Without prior approval of Clinical Directors, software should not be downloaded from the Internet as the download could introduce a computer virus onto Beyond the Individual, LLC's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Beyond the Individual, LLC.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or newsgroups.
- Employees should not download personal e-mail or Instant Messaging software to Beyond the Individual, LLC computers or tablets
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

Employee Privacy

PRIVACY STATEMENT

Beyond the Individual respects their employee's right to privacy and makes every effort to protect their privacy in home and clinic settings. Please read the below to understand employee's rights to privacy when working with Beyond the Individual.

Personal Belongings

Employees have the right to bring items from home for their comfort and use in the office. Employees are asked to keep their personal belongings in the file room when in the office to ensure protection of their items and privacy. Items will not be touched or moved without asking the provider. When working in the home, parents are asked to provide a safe location for provider items (i.e. coat, keys, purse, etc.); however, employees are encouraged to keep personal belongings not needed for session in their vehicle.

Personal Records

Beyond the Individual maintains an employee record for each staff member who works with the organization. Only administrative staff and the employee themselves have access to this record for the purposes of payroll, benefit administration, and insurance billing. Some personal information may be shared with 3rd party contractors who manage human resources, credentialing, and billing for Beyond the Individual. Supervising staff may also have access to components of the record including NPI numbers, certification information, and contact information (i.e. personal phone and address) for the purposes of communication and estimating drive times to clients. You will be asked for permission before sharing any personal contact information with coworkers who do not have a supervisory role. Beyond the Individual does not share any personal record information with clients and has a policy that clients may only communicate with staff through Beyond the Individual owned systems to ensure client confidentiality, staff privacy and ethical boundaries, and ensure compliance with HIPAA and FERPA laws and regulation. Except when required by law, no medical information regarding providers is shared with others outside of the administrative team for the purposes of benefits administration; however, client's may be informed if a provider is sick and needs to cancel a session.

Communication

Employee's are asked to recognize that while information electronically (chat, email, social media, etc.) is private if shared on a private device and using a private account (dependent on privacy settings), BTI does reserve the right to review any information shared or stored on company owned electronic devices and using company owned systems such as email and drives. Beyond the Individual encourages employees to utilize company electronics and systems for business use only to protect their privacy

as well as be mindful about communications with others using electronic means. Employees are asked to maintain a copy of all client communications as this is part of the client's medical record. Staff are not required to maintain a record of employee-employee communications; however, it is recommended that they do so. Employees are asked to be mindful of communications in clinic areas and in client homes to ensure their privacy is maintained.

Social Media Policy

We welcome and encourage open discussion on Beyond the Individual LLC's and employee's personal social media sites and look forward to any comments, stories and experiences you want to share. We use social media to post practice information, news, inspirational quotes and affirmations and event updates with other social media users.

That said, we do make reasonable efforts to monitor participation to ensure that you stay on topic, are courteous, and avoid making offensive comments. Please remember that information posted on any of Beyond the Individual, LLC's or your personal social media platforms should not be considered medical or behavioral health advice and should not replace a consultation with a qualified healthcare or behavioral health professional. Social media platforms should not be used to exchange messages with patients.

Employees are not permitted to accept "friend" requests from current or former clients on their personal social networking sites (Facebook, Twitter, LinkedIn, etc.). Adding clients as "friends" on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our patient and therapeutic relationship.

We believe casual viewing of clients' online content outside of the therapy hour can create confusion in regard to whether it's being done as a part of your treatment or to satisfy curiosity. If there are things from a client's online life that they wish to share with our employees, clients may bring them into the sessions where those things can be viewed and explored during scheduled sessions.

Please be aware that once you post something online, there's the potential for thousands (or hundreds of thousands) of people to read your words, even years from now. As a result, we ask that you do not disclose personal identifiable information like your location, medical record or social security numbers, financial information, etc. Clinical employees are not permitted to create or share media with identifying information about current or past clients and supervisees.

Full Social Media Legal Disclaimer:

The opinions and or views expressed on Beyond the Individual's social media platforms or employee's personal social media platforms, represent the thoughts of individuals and online communities, and not necessarily those of Beyond the Individual, LLC or any of its affiliates, or any of their respective directors, officers or employees. The opinions and views expressed on these pages do not in any way reflect the views of the site they are posted on, other sites affiliated with the site, the staff involved with maintaining the site or any members of the site.

While Beyond the Individual, LLC makes reasonable efforts to monitor and/or moderate content posted on its social media platforms, we do not moderate all comments and cannot always respond in a timely manner to online requests for information. Employee's of Beyond the Individual, LLC should not respond to reviews or inquiries on social media platforms. Beyond the Individual, LLC does not solicit testimonials, and does not endorse the posting of them, either.

Beyond the Individual, LLC reserves the sole right to review, edit and/or delete any comments it deems are inappropriate. Comments including but not limited to the following are prohibited and may be deleted or edited by the moderators:

- Abusive or hurtful comments about any individual
- Comments that violate the privacy of our clients and their families-employees should never post anything related to clients
- Off-topic and redundant comments (this includes promotion of events, groups, pages, websites, organizations and programs not related to or affiliated with Beyond the Individual, LLC)
- Comments that use foul language or "hate speech" (for example, including but not limited to racial, ethnic or gender bashing language)
- Personal attacks or defamatory statements or comments (i.e., making negative personal or untrue comments about a participant), instead of just criticizing his/her posting, opinion or comments
- Solicitations of Testimonials

Should you have any questions or concerns about social media use, please contact the ABA Program Director or the Clinic Director in your area.

Non Solicitation Policy

For safety and privacy reasons, staff are prohibited from soliciting for any outside activity or organization during work time unless the solicitation is approved by Dr.

Ostmeyer and is in accordance with the requirements and restrictions of this policy. Beyond the Individual defines solicitation as including verbal or written communication, raffle tickets, for-sale merchandise, e-mail distributions, circulars, handbills, or other kinds of literature.

Furthermore, staff should not use Beyond the Individual's computer and communication systems and materials - including inter-department mail, e-mail, telephone, supplies, or other related workplace equipment for any purposes not directly related to workplace business and/or activities without the expressed approval of a supervisor. Posting or distribution of non-work related materials should be limited to non-work areas during non-work times. Non-work times include break periods, meal times, or other specified periods during the workday when staff are not expected to be performing their work tasks

Policies and Procedures for Staff

Professional Behavior

Dress and Behavior

Appropriate dress is expected at all times. Since you will be working with children it is recommended to wear comfortable clothing and shoes. Good options for pants include jeans, finger-tip length or longer shorts, or capris. Good options for tops include t-shirts, polo shirts, and loose-fitting blouses. If you are in a role that is primarily office-based and does not require significant movement in the environment, it is expected that you dress in business casual attire. Remember, some of the children we work with do pull on clothes, so keep this in mind when dressing. Button down shirts can be pulled open, so wear an undershirt or tank top underneath.

It is important to remember to dress for the activities you'll be engaged in during the session. If you will be working in the home, wear something you can move around in.

If you will be working at an outdoor camp, wear something cool and comfortable you can run around in. Some of the children we work with are learning to swim and how to tolerate water. If you will be working with a child at a swimming pool, providers are requested to wear a one-piece swimsuit or trunks and a shirt.

Due to the fact that family members are often present during our sessions, a professional appearance must be maintained at all times. For safety reasons, we also need to ensure that nothing can be caught or pulled when working with some populations. For these reasons, consider your schedule for the day prior to wearing:

- High heel shoes
- Jewelry
- Sunglasses
- Open-toed shoes (except at the pool)
- Dirty attire

- Expensive clothing

Exemptions to this policy include:

- Attire worn in accordance with religious practice and cultural dress such as a Sari, hijab or yarmulke.
- Attire worn to accommodate a disability

Professional behavior is also expected to be exemplary:

- Arriving on time
- Being prepared for sessions
- No eating during therapy
- No personal calls during therapy
- No smoking
- No sleeping on the job

Always keep in mind that you are the face of Beyond the Individual, LLC and you must conduct yourself accordingly. Part of your conduct is awareness of the borders between being a professional and becoming “part of the family” and not crossing those boundaries. We do not involve the families in our personal problems, financial issues, or personal beliefs and do not allow ourselves to become involved in theirs.

Confidentiality

Confidentiality is to be maintained at all times. Due to the sensitive nature of the populations we work with along with both legal and ethical confidentiality requirements. It is required that new providers sign a generalized non-disclosure agreement upon employment. (*see* Attachment 1)

Never discuss a child or the child’s family with anyone other than the family, the Supervising Professional Staff or other team members.

- *Example:* Team members are at the grocery store. It is not appropriate to discuss the child or family in that setting.

Never leave documentation out in the open or unattended, especially those showing the family and/or child’s name.

- *Example:* You need to catch up on documentation and decide to do it at school while on break. Never have the documentation (or leave the documentation) where someone else will have access to it or be able to read it. This includes having your computer open with documentation on the screen when someone can read over your shoulder.
- *Example:* You let your roommate borrow your laptop and you have your username and passwords saved for EMR and Cloud storage (e.g., Google Drive.)

- *Example:* You login to cloud storage at a computer at the library to double check a program and you forget to log off.

Never identify yourself as a “therapist,” especially in public situations when you have your client with you. If anyone asks, you may tell them that you are the child’s friend or babysitter. If they ask about the child, never tell them the child has autism or a disability. Tell them, “I’m not comfortable talking about other people’s children. You can ask the child’s parents if you like.”

If you run across an acquaintance while you are out with your consumer, it is inappropriate to tell them, “This is the child I work with.” Again, if you must tell them something, tell them you’re babysitting. Once in private, you may not disclose the child’s information either.

DO NOT take pictures or videos of clients UNLESS a photo release form signed by the guardian is on file with approval for photo and/or video. If you are unsure if the client has a photo release form on file, please check with your direct supervisor. If guardians have given permission via the photo release form, photos and videos may ONLY be taken using company owned devices and saved via HIPAA compliant methods. Staff may not maintain pictures of clients on personal devices or outside of the clinic setting.

Confidentiality must also be maintained between providers. It is Beyond the Individual, LLC ’s policy that providers are not to discuss their families, sessions, or other sensitive information with other providers or clients. Doing so may result in disciplinary action and, ultimately, termination.

Professionalism in the Home Setting

Some of Beyond the Individual, LLC’s services are conducted in the home and community setting. As such, you will be expected to enter into a family’s home and will be privy to their daily lives. This means that you may experience family conflicts, sibling behaviors, and meet their friends and extended family. Several rules must be followed to ensure a professional relationship while helping families feel at ease in their own home.

Family Rules: Many families have rules in their home that you may not know. These may include an expectation that you remove your shoes prior to entering the home, certain areas of the home being off-limits, or that certain allergens (such as peanuts) are not allowed in the home. Prior to starting with a family, the behavioral Supervising Professional Staff should give you information regarding any established rules.

Good rules to follow include:

- Stay in the designated therapy area except when specifically authorized
- Stay out of the bedrooms of family members. This includes the child’s bedroom if it is not the designated therapy area.

- Ask a parent if you should remove your shoes prior to entering the home if you are unsure.
- Close the toilet seat after utilizing the bathroom.
- Ask permission before putting anything in the fridge, such as your lunch for later in the day.

Multiple relationships: Beyond the Individual, LLC staff are expected to keep a professional relationship with the families with whom they work. This means that you refrain from talking about your personal life with families and only engage in professional activities. When working several hours a week in someone's home, it is easy to feel like part of the family. This is a sentiment often shared by families as well. The following help to maintain professional boundaries between providers and families.

- *Visiting:* Providers should not visit families outside of planned therapy sessions. Some examples of unplanned sessions that would be unacceptable may include:
 - Attending birthday parties and get-togethers with the family in the absence of therapeutic goals or observation
 - Staying for dinner with the family after your therapy session (Note: you may eat your own food when with a family if you are working on goals with a child during meal times as long as you are able to complete your duties as a provider.)
 - Visiting the family to “hang out” or chat outside of planned therapy sessions
 - Babysitting for the child or siblings
- *Conversations:* Conversations with families should be polite or about the child you are working with. For example, you may discuss how the session went, how the child slept the night before, or upcoming goals. Polite conversations such as talking about the weather, upcoming local events, or a general, “How are you doing?” are appropriate. The following conversational topics are inappropriate and should not be broached with families:
 - Personal relationships, family, or personal events
 - Other providers or your opinion about others on the team or their actions
 - Personal information about other providers
 - Your pay with Beyond the Individual, LLC or any other position
 - Any issues you have regarding Beyond the Individual, LLC
 - Other families that you work with
 - Political or religious views
- *Social media:* It is Beyond the Individual, LLC 's policy that providers do not enter into relationships on social media with the families with whom they work. Families and providers are welcome to add Beyond the Individual, LLC as a social media contact on Facebook or Twitter. Providers are welcome to be

friends on social media with other providers. Providers should NEVER post photos or commentary about clients of Beyond the Individual or those related to the individual even if information is de-identified.

- *Managing Multiple Relationships:* At times, a multiple-relationship exists, especially when working in small rural communities. When this occurs, the Ethics Committee will convene to discuss solutions to ensure access to services while limiting and monitoring the effects of dual-relationships. In some cases, this may result in changes in provider placement or referral to other agencies as available and appropriate. If you have a known dual-relationship, please contact your supervisor immediately so this can be addressed.

Conflicts of Interest

Beyond the Individual expects all employees to conduct themselves and company business in a professional manner that reflects the highest standards of ethical conduct and in accordance with applicable regulations. This includes avoiding real and potential conflicts of interest.

Beyond the Individual recognizes and respects the individual's employees right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss with a supervisor or Human Resources for advice and guidance on how to proceed. Various policies through this handbook address appropriate behavior in dealing with clients, such as our Confidentiality and Code of Ethics policies. Other examples of a conflict of interest include but are not limited to:

- Carrying on services to a client or with another business that is a close relative of the employee or has substantial ownership or interest without first discussing and disclosing to Beyond the Individual
- Holding a substantial interest in or participating in the management of a firm to which the company profits from
- Borrowing money from clients
- Accepting gifts or entertainment from outside vendors or clients
- Participating in professional organizations or other groups in a manner that divulges confidential company information
- Misusing privileged information or revealing confidential data

- Using one's position in the company or knowledge of its clients for personal gains
- When a dual relationship exists between employee and client. Employees must disclose this relationship to their direct supervisor to be referred to the ethics committee.

Violation of this policy may result in disciplinary action, up to and including termination.

Employment of Relatives

Beyond the Individual uses the term “relatives” to refer to any person who has a relation by blood or marriage within the third degree with our employee. We also include people who live together in a domestic partnership or children who were adopted. This includes: parents, step-parents, grandparents, in-laws, spouses or domestic partners, children, step-children, adoptive children, grandchildren, siblings, uncles, aunts, nieces and nephews.

We aim to keep our hiring process free of discrimination. We may hire a person who is related to one of our current employees if we consider that person the best fit for a position. We may also accept referrals from employees.

- Employees who are related must not be involved in a supervisory/reporting relationship with one another.
- Employees cannot be transferred, promoted, or hired inside a reporting relationship with a relative.
- Employees cannot be part of a hiring committee when a relative is considered for the position.

Please report any relationship with a relative to Human Resources, if you find yourself in a reporting relationship with that relative or in a hiring committee that considers that relative for employment. If you don't, you may face disciplinary action.

If two employees who are in a reporting relationship become relatives in the course of their employment, one of the two must be transferred. We may give our employees time to discuss and choose which of them will be transferred, before management makes a final decision. Transfers will be discrimination-free. We ask you to act professionally when working with a relative and seek counsel from your manager or Human Resources if there are any problems.

Program Expectations

Data Recording

Complete and accurate data recording is mandatory. Complete, consistent and accurate data recording is of the highest importance and must be collected in real-time. If data is not recorded at the time it occurs or a time specified by instructional program guides it will be considered false data. Failure to comply with data management protocols will result in disciplinary action.

Employee Accessibility

Our office building and office space are accessible for persons with disabilities. Training is available with both auditory and visual content. We will work with staff on an individual basis who need additional accommodations as appropriate and necessary.

Program Direction and Execution

Program direction and execution are determined by Professional Staff. All therapy programs are to be delivered during therapy as outlined in the instructional program guides. No changes or deviations are to be made **without prior approval from the supervisory professional staff.** Any changes to programs suggested by parents or family members need to be directed to the overseeing Professional Staff. If a family asks for your opinion about programming, their child's progress, or about another provider, say, "Let me relay your question to the Supervising Professional Staff. It's outside my role to provide that kind of opinion."

Travel

Mileage reimbursement is provided for staff travel between client homes and the assigned office AND between client homes. Staff will not be provided mileage for traveling home prior to their first session of the day or after the last session of the day UNLESS the client is greater than 45 miles from the provider's home or their home office – whichever is closer. Mileage is paid at the federal rate and staff will be required to report mileage using company provided forms on a monthly basis. Staff ARE NOT allowed to transport clients as this results in a dual relationship and is not covered by Beyond the Individual LLC's liability insurance.

Reimbursements

Some consumers have "outings" programmed into their treatment schedules. In these cases, the family is expected to provide payment for any purchases required during the session. **Providers are expected to provide receipts AND change to parents equal to the amount provided.**

Providers often assist with the development of program materials and printing of documentation. Beyond the Individual, LLC asks that these activities be conducted in the office using company resources. If additional materials are required, providers must *obtain approval for purchases prior to purchase* from the Clinic Director. If approved, all receipts must be turned in to Beyond the Individual, LLC with a copy of the reimbursement form for payment to be made.

Any purchases outside the scope of a behavior plan or purchases made without pre-approval are not reimbursable and should be maintained by the provider and taken off their year-end taxes as a business expense.

Training

All newly-hired providers are required to undergo Beyond the Individual, LLC provided training prior to beginning work with clients. Beyond the Individual, LLC offers provider training several times a quarter for the convenience of its new employees. Exceptions to this requirement are evaluated on a case-by-case basis.

This training will consist of online modules and competency-based checklists. All providers will be required to pass a competency check when beginning work with a new client.

All direct service providers are required to complete the Registered Behavioral Technician (RBT) certification prior to employment. Beyond the Individual, LLC will provide the 40-hour training and supervision for RBT staff free of charge. Employees will not be reimbursed for the 40 hours of training required for the credential nor will they cover the cost of the examination or application for initial certification. Beyond the Individual, LLC will cover the costs for annual renewal of the RBT certification for staff in good standing.

RBT's will receive ongoing training and supervision in accordance with the guidelines set forth by the BACB. Beyond the Individual will provide a system for RBTs to track their supervision hours and will be expected to complete this tracking form on a weekly basis during their assigned office hours. Supervising BCBA's will audit these tracking forms at least monthly to ensure compliance and ensure that the minimum supervision requirements are being met.

RBTs are responsible for maintaining their credential; therefore, they are expected to forward any information received from the BACB to all supervising BCBA's.

Beyond the Individual, LLC will cover the costs for annual renewal of the BCBA certification and state licensure for staff in good standing.

In addition to Beyond the Individual, LLC training, all providers are required to participate in a safety training course once a quarter. After attending the meeting, providers will be required to sign an affidavit affirming their attendance. *Failure to*

attend safety training can result in suspension until the provider has fulfilled this obligation.

Performance Evaluations and Compensation

All employees will receive quarterly performance reviews. We value constructive feedback and open communication between supervisors and team members.

During the performance reviews, both the supervisor and employee should feel free to discuss any concerns they have and feel heard and respected. We have built our performance management reviews to:

- Ensure employees understand their job responsibilities and discuss goals and expectations to meet
- Provide employees with actionable and timely work feedback
- Invest in development and training opportunities that help employees grow professionally
- Recognize employee's work
- Address performance concerns and areas of improvement

Employee's performance will be evaluated on the following:

- Our minimum Competency Checklist
- Meeting personalized goals
- Completing job duties as expected utilizing employee job descriptions as the guideline
- Willingness to learn and develop
- Adherence to company policies, processes, and procedures
- Having a good attitude

Employee's compensation will be reviewed at least annually and employee compensation changes will be based on merit. An employee is considered to be in good standing if they score an 80% or higher on their most recent performance review, are implementing programming with at least 80% fidelity on fidelity checklists completed during supervision, and are in compliance with ethical and legal rules and regulations.

Employees not meeting expectations will be subject to performance coaching and disciplinary action, up to and including termination. Specifically, providers will be given a verbal warning, written warning with a performance improvement plan (PIP), and if not resolved, may result in a follow-up PIP or termination. Beyond the Individual reserves the right to immediately terminate employment for repeated or significant discretions.

Alternative Work Site

Working from home is allowed in certain circumstances, e.g., it is advantageous to the company or doing so would be cost effective for both the employee and the company.

If you intend to work from home (for any reason) the request must be submitted in writing and approved prior to the day you wish to work from home. No day-of, call-in requests will be approved and, consequently, no work done from home that day will be paid.

All requests must be in writing and include the reason you wish to work from home as well as the number of hours you intend to work that day. **No work at home will be approved if it puts the employee in an overtime status.**

Upon the employee's return to work (the next business day) proof of work accomplished must be presented to verify what was accomplished is what was originally submitted.

All requests are evaluated on a case-by-case basis.

Time Tracking & Session Documentation

Payroll is completed on a monthly basis. Hours worked from the 1st of the month through the last day of the month are paid on the 8th of the following month. All timesheets and session documentation are completed through EMR and each employee will be provided with a personalized login and password at the commencement of employment. Data will be collected during sessions using the EMR system as well to allow for consistency in data collection, reporting, and documentation. All staff are required to complete an orientation training to learn how to use EMR prior to commencing work with clients. Session documentation should ideally be completed immediately after sessions, but should be completed no later than 3 days after the session has been completed. Providers will only be paid for time that is accurately documented within EMR including final session notes with parent signatures. Documentation templates will be provided based on the client needs, service provided, and funding source.

Unbillable Time

Providers will be paid for all mandatory training based on their hourly rate. This includes initial job training prior to working independently with clients and quarterly safety training. These will be scheduled and documented within the EMR system. Additional unbillable time must be approved on a case-by-case basis.

Accurate Completion of Documentation

All documentation must be completed with accurate information. Submitting documentation that inaccurately represents time spent with clients that was not provided will be grounds for immediate termination.

In addition, false completion of timecards is fraud against the company and depending on the program, could also be insurance or Medicaid fraud. Representatives of our agency are all mandated reporters and, as such, are required by law if we suspect a person of fiduciary abuse to file a report with Social and Rehabilitative Services and/or the Kansas Medicaid Program.

Responsiveness

It is the provider's responsibility to monitor and reply to all correspondence (phone calls, email and snail mail) from the Beyond the Individual, LLC office in a timely manner (i.e. within 24 hours). When deadlines are given, the provider shall perform the necessary action and reply to the main office no later than the given deadline. Being responsive to the administrative office ensures accurate and timely billing and paychecks for providers.

Continued unresponsiveness may result in disciplinary actions.

All communication will be directed through Beyond the Individual, LLC approved sources including EMR and assigned email. Phone communication may be utilized with the employee's personal number for office to provider communication only. Only the main phone system will be used for phone and text communication with families. Employees will be asked to regularly monitor communication systems that may include a company email, phone/text services, video chat, and messaging through EMR. ALWAYS ensure that all communications sent electronically are through encrypted or closed, HIPAA compliant systems.

Electronic Documentation and HIPAA Compliance

Beyond the Individual, LLC follows the guidelines and requirements for electronic documentation submission as outlined in the General Benefits Manual and the Kansas Medical Assistance Program (KMAP) Providers Manual for the Developmentally Disabled. Copies of current documents are maintained in the Beyond the Individual, LLC main office.

All of Beyond the Individual, LLC's client and staff records are kept electronically. As such, you may receive access to personal health information (PHI) for clients that can be accessed via the home and community setting. Protected health information (PHI) is any information in the medical record or designated record set that can be used to identify an individual and that was created, used, or disclosed in the course of providing a health care service such as diagnosis or treatment. **EXTREME CARE MUST BE TAKEN TO ENSURE THAT ALL PHI IS PROTECTED AT ALL TIMES.** This means:

- When logging into your Beyond the Individual, LLC system (email, drive, or EMR), you should log out unless you are on your personal computer that is used by NO ONE else and is password protected.

- If you allow others to use your computer or share a computer with others, you must log out every time you access the Beyond the Individual, LLC systems.
- If you save your passwords and login information on your personal computer, you must use a password protected login.

NEVER access PHI when others can see what you are doing. This means that you should only work on documentation and data analysis in private settings such as your home, office, or client home. Do not review this information in public spaces such as coffee shops or the public library unless in a private room. Employees should only access PHI when working with that particular client and have a legitimate need to access the PHI.

If you print anything containing PHI, ensure that you always have it in your hand OR under double lock. This means that the information is in a locked cabinet or box in a locked room. When you are done reviewing information with PHI, it should be returned to the office or shredded.

PHI will be maintained up until the age of 18 and a minimum of seven years from date of last appointment.

The release of PHI, intentional or not, is a HIPAA violation and you can be fined or even criminally prosecuted. HIPAA violations will result in, at minimum, a warning for the involved parties or, at maximum, termination. Breach or suspected breaches of HIPAA should be immediately reported to Dr. Ostmeyer or your supervisor. Common HIPAA violations are listed below:

- Printing team meeting notes and leaving them around your apartment.
- Writing information about the child down in a notebook and leaving it on the seat of your car.
- Reviewing PHI in a public spot such as on campus or in a coffee shop.
- Completing digital documentation in your apartment with your roommates in the room.
- Accessing digital documentation on a shared or public computer and forgetting to logout of your email or the documentation system.

A breach is, generally, an impermissible use or disclosure under the Privacy Rule that compromises the security or privacy of the protected health information. An impermissible use or disclosure of protected health information is presumed to be a breach unless the covered entity or business associate, as applicable, demonstrates that there is a low probability that the protected health information has been compromised based on a risk assessment of the following factors:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification.
- The unauthorized person who used the protected health information or to whom the disclosure was made;

- Whether the protected health information was actually acquired or viewed; and
- The extent to which the risk to the protected health information has been mitigated.

IF AT ANYTIME YOU LOSE ANY DOCUMENTATION OR A DEVICE WITH CLIENT PHI IS COMPROMISED, CONTACT THE MAIN OFFICE IMMEDIATELY! Even with taking precautions, we understand that human error can occur resulting in a breach of confidentiality or HIPAA compliance. We ask you to alert us immediately so we can investigate the circumstances, help you take corrective action and minimize damage. The risk of documentation loss or unauthorized access should be low if you ensure that you access the information only within EMR when possible and you refrain from saving passwords within a device when managing PHI.

In the event of a PHI breach, Beyond the Individual, LLC will promptly notify the affected individuals. If the breach affects 500 or more individuals, Beyond the Individual, LLC will contact required media outlets and the HHS no later than 60 days following the discovery of the breach. If the breach affects less than 500 individuals, Beyond the Individual, LLC will notify HHS on an annual basis. If a breach of unsecured protected health information occurs at or by a business associate, the business associate must notify the covered entity following the discovery of the breach. A business associate must provide notice to the covered entity without unreasonable delay and no later than 60 days from the discovery of the breach. To the extent possible, the business associate should provide the covered entity with the identification of each individual affected by the breach as well as any other available information required to be provided by the covered entity in its notification to affected individuals.

Dr. Ostmeyer serves as Beyond the Individual LLC's HIPAA privacy officer.

Payroll and Direct Deposit

Beyond the Individual, LLC offers direct deposit and you may request for your paycheck to be provided either in a paper check or via direct deposit from the main office at any time. Your first paycheck will be issued as a paper check which will be mailed to you. If you have any issues with your direct deposit, please contact Dr. Ostmeyer directly.

Employees are paid monthly, paid on the 8th of each month. If an employee has questions or concerns regarding their paycheck or feels there is an error, they should immediately contact Dr. Ostmeyer.

Absenteeism, Late Policies, Time Off

Illness

In case of illness, no more than three days absence in a one month period will be tolerated without a doctor's excuse. Sick days do occasionally occur, so the following procedures are to be followed, **no exceptions**.

In the event you are ill, upon waking contact the main office immediately via text (913-213-0676) and email direct supervisors. This will allow for coverage of, cancellation, or rescheduling of sessions. We also ask that you email clients (using your BTI email account) to let them know of the illness or emergency and the main office will contact them as soon as possible to reschedule or provide information to cover the session.

Employees must notify the main office each day they have an illness. If an employee does not show to work on their scheduled date or call in, this is considered a no call/no show. After three days of no call/ no show, you will be considered to have voluntarily resigned.

Time Off

All time off must be approved in advance, in writing. Email requests/approval are acceptable. Requests must be forwarded to your supervising staff no later than 2 (two) business days prior to the day requested. You must copy the Beyond the Individual, LLC office on your request for personnel tracking purposes. If no request is submitted, no time off will be approved. *Failure to comply with this policy, or abuse thereof, will result in disciplinary action.*

Holidays

Full-time staff (i.e. hourly employees averaging 30+ hours/week and full-time salaried staff) will receive holiday pay for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and one day before or after)
- Christmas Eve
- Christmas Day

Full-time hourly clinical staff will receive 8 paid hours while full-time salaried clinical staff will receive credit for 20% of their weekly billing minimum for each holiday.

Appropriate Family Behavior

While visiting with a family for whatever reason (meeting, signed timesheets, etc.), if one or more family members is dressed inappropriately or acting in a manner that makes you uncomfortable, just leave. Your safety is a primary concern, and we will not penalize you if you are placed in an awkward situation due to inappropriate family attire/behavior. DO NOT meet with a family in the community or office without a scheduled appointment. This ensures that we have a record to share with others should an emergency occur. If you leave a family's residence or end a community session due to client or family behavior, call Dr. Ostmeyer immediately for documentation and to initiate a remediation plan. If at any time you feel unsafe or the safety of your client or a family member are in question, call 911. NEVER leave a minor unattended. If you feel unsafe and are left alone with a minor, call 911 and the main office. Please note that it is Beyond the Individual's policy that a guardian or caregiver be in the home at all times when providing home and community-based services.

Employment Prerequisites

Employment Application

When filling out a new-employee packet it is required that a new hire completes a form detailing every job they have had for the previous ten (10) years as well as every place they have lived for the previous ten (10) years. This information is required for several state programs and is needed for background checks. A great deal of paperwork and documentation is required to work with our funders. If you find the paperwork to be overly complicated or confusing, please contact our administrative office for help. Our goal is to make the process as easy as possible for our providers while still meeting the requirements of our funders. Providers will not be allowed to begin (paid or unpaid) time until all paperwork has been received.

After you complete all required paperwork, it can still take several weeks to months to obtain the credentialing required to work with many of our funding mechanisms. For this reason, Beyond the Individual, LLC administrative staff will place deadlines on paperwork completion for different parts of the application. If you cannot meet a deadline due to a circumstance outside of your hands, contact the office and let them know ASAP. All other documentation will be expected to be returned on time; however, exceptions can be made on a case-by-case basis. Failure to meet paperwork deadlines will result in Beyond the Individual, LLC terminating your application process.

A new hire must complete all paperwork and submit it to the Beyond the Individual, LLC office prior to beginning any work, paid or unpaid, with a family.

CPR Certification

All providers are required to obtain and maintain current CPR certification that meets the criteria set forth by our funders. This includes a CPR certification that is life and includes performance of CPR on a mannequin. Providers must obtain certification before beginning any paid time with families. Allowing CPR certification to lapse will result in your removal from the schedule until you are recertified.

Beyond the Individual, LLC periodically offers CPR certification classes. If a provider does not want to take the Beyond the Individual, LLC -provided class, they must obtain certification on their own.

Background Checks

State and Federal background checks are required for all newly-hired clinical employees and will be updated on an annual basis. Beyond the Individual, LLC will incur the cost for these checks, which include but are not limited to:

1. Kansas Bureau of Investigation
2. Adult Protective Services
3. Child Protective Services
4. Motor Vehicle Registration

In order to maintain updated background checks, providers will be asked to sign documentation allowing administrative staff to request these checks. *Failure to provide signed documentation by the deadline requested will result in the immediate removal from the schedule.*

Drug Testing and Substance Abuse

It is the company policy not to employ persons who use illegal drugs or abuse alcohol. Accordingly, the Company shall have the right to require an employee to submit to testing for drug and/or alcohol use as a continuing condition of employment as the Company deems necessary to the safe and efficient operation of the program. An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge.

Credentialing Guidelines

Credentialing is the process in which you apply for and get accepted to bill with individual insurance companies. Each insurance company and MCO requires different documentation and training.

We will use the following documents to verify and credential based upon the type of credentialing needed. These may vary by position.

- Adult Protective Services
- Child Protective Services

- College Transcript of diploma
- Resume
- Nurse Aide Registry
- License
- Proof of highest degree
- completed
- KBI Background check
- Motor Vehicle Screen
- Certificates

Credentialing decisions are based upon completion of the above. All documents are maintained and secured within the EMR system. All decisions are based upon the education and training needed and done in a non-discriminatory manner.

All documents needed are accepted during the hiring process. Any new certifications that may change a credentialing status after employment, will need to be sent to the Beyond the Individual, LLC admin office within 30 days so re-credentialing under the new certification can be completed. If any new documentation is required, you will be notified via email and will have 30 days to respond. *Failure to do so may result in being unable to bill as a certified provider.*

Hierarchy of Communication

All programming, personnel, or policy concerns should be directed to the supervising Professional staff or Dr. Ostmeier. This is true for both providers and guardians. If a provider has a concern about the programming or another staff member on the team, they are directed to go to their direct supervisor rather than the family. This helps to alleviate misunderstandings or confusion that may arise and ensures a single, consistent message is communicated between the client and Beyond the Individual, LLC staff.

Direct line staff do not have the training or supervision necessary to develop programming, provide feedback about diagnosis or prognosis, or manage staff. If you have questions about Beyond the Individual, LLC policy, or pay, your Supervising Professional Staff may direct you to the administrative offices. Please communicate with your Supervising Professional Staff first so they can help facilitate communication.

Any discussion of programming, policy, or personnel outside of this process may result in disciplinary action. Doing so leads to confusion, miscommunications, and the relay of inaccurate information.

Health and Safety

Beyond the Individual, LLC makes every effort to prevent the spread of communicable disease among staff and children. Toys, materials, and surfaces need to be washed and disinfected frequently. Beyond the Individual, LLC follows the KS Department of Health requirements for toileting, washing hands and surfaces.

Child Illness and Injury

Beyond the Individual, LLC follows the Kansas Department of Health guidelines to reduce communicable disease transmission. This requires that clients cancel sessions when they show any of the following symptoms:

- A fever of 101 degrees or higher (or 100 under arm)
- Severe diarrhea (i.e. 2 or more episodes within 24 hours)
- Vomiting or upset stomach
- Eyes that are red or have discharge
- Contagious illness such as chicken pox
- Unexplained rash or sores
- Lice, nits, or scabies

If the child has a fever of 101 degrees or above, they must be fever free for at least 24 hours without fever reducing medication (Tylenol) in order to return to therapy. The family should contact you if the child or a family member is ill. You will notify the team lead or Supervising Professional Staff who will work with you to make up hours. It is up to the provider's discretion as to whether or not to fill the session(s). If the child shows the symptoms of a communicable disease during session, the provider may choose to cancel the session. This helps keep our providers well so that they can fill future sessions with all our clients in addition to limiting the transmission of disease.

The exception to this policy is when a child is exhibiting symptoms due to a non-communicable illness with documentation (i.e. a doctor's note). For example, if a child has a fever due to ear infection, diarrhea due to medication or a GI disorder, or a doctor's note stating that the symptoms are not due to a communicable illness.

If, despite our precautions, you are exposed to a communicable disease, we will notify you immediately. You will be informed about early symptoms to watch for and the length of the incubation period.

We are dedicated to the prevention of bloodborne infections by eliminating or minimizing occupational exposure to human blood, human blood products, and other potentially infectious materials (OPIM) through strict adherence to the OSHA Bloodborne Pathogen Standard. Employee's should immediately wash thoroughly and notify their supervisor of the exposure.

In the event that a client experiences a serious illness or injury while with Beyond the Individual, LLC staff, contact the parent or guardian immediately. If an injury occurs, a report will be written regarding the nature and treatment of the injury. If you are faced with an emergency situation, call 911 immediately. Examples of emergency situations include broken bones or when a child is unconscious or disoriented. If a child is injured and it is a

non-emergent situation, attempt to contact the parent and administer first aid. A Beyond the Individual, LLC staff member must accompany the child at all times until the parent or guardian arrives. Each child has a signed emergency card that will authorize emergency medical treatment for the child. An Incident Report Form within EMR must be completed during or immediately after the session and saved to the client record.

PLEASE NOTE THAT THESE POLICIES MAY BE TEMPORARILY CHANGED TO ENSURE SAFETY IN LINE WITH CURRENT EVENTS SUCH AS A PANDEMIC.

Medication

Prescription Medication. Beyond the Individual, LLC staff will give client prescription medicine according to the prescription label *and* parents' written consent. The child's medication must be brought and stored in its original container. The prescription label must include the child's name and the doctor's directions for administering the medicine. We will not give higher doses than recommended by the physician.

Non-prescription Medication. If a child is to be given non-prescription medicine, the Beyond the Individual, LLC staff must have a signed statement that includes the child's name, the name of the medicine, the exact dose and times it is to be given, and any precautions or special directions.

Special Health Care Needs

If a child has special health needs or if you are concerned about a particular aspect of the child's health, growth, or development, please inform the child's Supervising Professional Staff. Any condition that requires the administration of emergency medication (i.e. severe allergies, seizure disorder), requires a plan to be on file at the main office AND is an accessible location in the home. Additionally, all staff working with the child will need to be trained to administer the emergency medication and/or follow the emergency plan to fidelity. If you learn about a child's condition that necessitates emergency medical treatment, please notify the Supervising Professional Staff immediately so steps can be taken to ensure the child is able to access emergency services as necessary.

Injury to Beyond the Individual, LLC Employee

In the event that an employee is seriously injured working with a child, the provider should seek medical attention immediately. All employees will communicate with the family and office staff regarding the incident. An Antecedent/Behavior/Consequence data sheet should be completed in order to analyze the incident as well as an Incident Report Form (*see* Attachment 10). Beyond the Individual, LLC carries a Workman's Comp policy to help cover the costs of medical treatment. In order to access this benefit, you must contact the administrative office ***immediately***. You will be asked to supply additional documentation

and information regarding your medical treatment. Timely provision of documentation is necessary to ensure this benefit.

Transporting Clients

Beyond the Individual LLC's employees do not provide transportation to clients. In the event of an emergency situation and medical attention is necessary, supervising staff will contact emergency services as necessary and transportation will be provided by the responding emergency service.

Damage to Property

In the event that a family's property is damaged or destroyed an Antecedent/Behavior/Consequence data sheet should be completed in order to analyze the incident. Beyond the Individual, LLC staff must tell parents about any property damage as soon as possible while refraining from reinforcing inappropriate behavior. At minimum, before the end of the session. Neither Beyond the Individual, LLC or Beyond the Individual, LLC staff are responsible for damage to family property as a result of child behavior in session.

While Beyond the Individual, LLC staff are covered by Workman's Compensation Insurance and Beyond the Individual, LLC maintains professional liability insurance, property destruction as a result of a child's behavior is the responsibility of the parent. This includes any property belonging to a provider.

Providers are directed to keep unnecessary personal belongings (i.e. car keys, phones, personal tablets, wallet) either in their car or in a secure, agreed upon place in the home during the session. However, providers may keep their phone on their person while in the community (for emergency communication). Providers should take care to keep personal belongings out of reach of the child when engaged in these activities. ***Beyond the Individual, LLC and clients will not be held responsible for personal belongings that are damaged if a provider fails to follow policy.***

Parents will be asked to cover the cost of replacing provider personal belongings (i.e. glasses, clothing) that are damaged as a result of child behavior. All reimbursements will be coordinated through the Beyond the Individual, LLC main office. An Antecedent/Behavior/Consequence data sheet should be completed in order to analyze the incident in addition to an Incident Report Form. Parents will be provided with this documentation when the incident is reported.

Mandated Reporting of Child Abuse or Neglect

Immediately following arrival, children should be given a brief health check. During the health check, signs of illness or injury will be documented.

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, an individual living in the child's home or working with or around children. The mistreatment causes injury or puts the child at risk of physical injury. Child abuse can be physical, sexual, or emotional.

Neglect occurs when a parent or caretaker fails to provide adequate supervision, food, clothing, shelter or other basic needs for a child.

State law mandates that behavioral health providers must report reasonable cause to suspect *abuse* or *neglect*. Mandated reporters that make a report have immunity from liability under the law. A mandated reporter's failure to report suspected instances of child abuse and neglect constitutes a Class A misdemeanor.

If you have concerns of abuse and neglect, **contact the Supervising Professional Staff immediately**. Consultant staff will communicate with the administration to obtain guidance and direction in reporting suspected abuse and neglect. Beyond the Individual, LLC asks providers to work with the treatment team in determining whether something needs to be reported and to make reports. If senior Beyond the Individual, LLC staff decide that it is not a reportable offence and you disagree, you are required to report based on current law. If you plan to make a report, **providers must notify the Supervising Professional Staff immediately**. This allows Supervising Professional Staff to help facilitate a report that minimizes damage to the therapeutic relationship, ensure that you are protected, and inform the family.

Mandated Reporting training will be conducted annually and all employees are required to attend.

Policy for Abuse

Prior to providing services in the home setting, we evaluate the safety and risk for the client, family, and providers. Concerns regarding client or family behavior, appropriate storage and control of dangerous items and substances such as medications and firearms, and past histories of abuse and/or neglect are considered when determining safety. All employees will be provided with annual training regarding safety procedures and mandated reporting.

Change in Information

Current information is required to ensure timely and accurate pay and communication with providers. Any changes in personal information, including but not limited to:

1. Address
2. Phone number
3. Name change

must be communicated to the Beyond the Individual, LLC Supervising Professional Staff AND the main office ASAP. Failure to communicate changes in personal information may

result in delays in your paycheck or your removal from the schedule due to a lapse in documentation.

Handbook Acknowledgement and Receipt

I have received my copy of the Employee Handbook. The employee handbook describes important information about Beyond the Individual, LLC and I understand that I should consult Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Beyond the Individual, LLC, voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Beyond the Individual, LLC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand and agree that, other than the Owner of Beyond the Individual, LLC or designated representative of the company, no manager, supervisor, or representative of Beyond the Individual, LLC has any authority to enter into any agreement for employment other than at-will; only the Owner of the company has the authority to make any such agreement and then only in writing signed by the Owner of Beyond the Individual, LLC.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Beyond the Individual, LLC. By distributing this handbook, the Company expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Beyond the Individual, LLC, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Owner of Beyond the Individual has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Beyond the Individual, LLC is employment at-will, which may be terminated at the will of either Beyond the Individual, LLC or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Beyond the Individual or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Print)

Job Descriptions

Chief Executive Officer

Position Summary:

Responsible for the entire operations of the Company and oversees the operations and financials of the business. Provides strategic direction to the staff.

FLSA Status: Exempt

Essential Functions:

- Creating, communicating, and implementing the organization's vision, mission, and overall direction
- Formulating and implementing the strategic plan that guides the direction of the business or organization.
- Overseeing the complete operation of an organization in accordance with the direction established in the strategic plans
- Evaluating the success of the organization in reaching its goals
- Lead, guide and develop the staff; oversight of company hiring and employee performance metrics
- Evaluate patient care and ensuring compliance with regulatory agencies
- Handle contracts, business development and the acquisition of new business and maintaining current business relationships
- Escalation of any issues and complex situations; ultimate decision maker
- Representing the organization for civic and professional association responsibilities
- Participating in industry-related events or associations that will enhance the CEO's leadership skills, the organization's reputation, and the organization's potential for success.
- Chief Compliance and HIPAA officer

Position Requirements:

- Masters Degree or PhD in psychology or behavior analysis
- Practitioner for minimum of ten years as a Behavioral Therapist
- Licensed and Board Certified Behavioral Analyst
- Experience as a Clinical Director or in similar related Director level role
- Strong Business and Financial acumen
- Effective Leadership and communication skills
- Exercises sound judgement, follows regulatory guidelines and acts with integrity and confidentiality at all times
- Deep knowledge of practices and treatment for patient care; Ability to demonstrate strong competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations
- Strong and effective communication skills

- Strong knowledge of regulations that affect the compliance and strategies for patient care, including safety, and state requirements
- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to lift and carry clients with adaptive equipment. • Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time. • Must be able to sit on the floor or stand for extended periods of time. • Must be willing and able to restrain/hold/transport and utilize quick body movements in the course of working with children with challenging behavior. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be physically present at the assigned job location, which may include homes. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Chief Financial Officer

Position Summary:

Performs effective risk management and plans the organization's financial strategy. This position will have a broad responsibility, managing functions such as: accounting, audits, vendor and insurance accounting support, tax compliance, monthly close processes, monthly reporting, forecasting, budgeting, long range planning, business partnering, modeling, and other value added financial analysis.

Reports to: Chief Executive Officer

FLSA Status: Exempt

Essential Responsibilities:

- Ensure proper and timely financial and tax accounting in accordance with GAAP and IRS rules
- Handle audits on time and with minimal or no adjustments
- Develop and maintain systems of internal controls to safeguard assets
- Direct the overall financial plans and accounting practice. Manage the financial performance by developing forecasts and monitoring ongoing performance against plan. Fiduciary responsibility for the financial health of the organization.
- Provide strong, forward-looking analytical leadership
- Partner with senior leaders to push the boundaries of current and future departmental goals and strategies. Clearly articulate the key drivers of the business.
- Ensure accounting is current and develop workflows for payables and receivables
- Handle medicare and insurance relationships and claims processing and billings; stay current on requirements
- Demonstrate proven ability in developing models and conducting analyses that identify critical trends, support strategic decision making and create forward visibility
- Strategically partner with affiliates to drive financial success
- Develop the forecast, budget, and long range plan, ensuring alignment of proper resource allocation
- Manage the production of reporting tools and key performance metrics to provide management insight into revenue and operating expense trends, track project spending, headcount and potential risks/opportunities to forecast or plan
- Oversee the monthly variance analysis of actual operating, capital and project spending vs. plan, forecast and prior year; including responsibility for driving cost control
- Other duties and projects as assigned

Position Requirements:

- Ability to build relationships with leaders to drive better business performance
- Effectively manage Accounting and Finance professionals to achieve the desired goals
- Bachelor's degree required; Accounting or Finance preferred; Masters degree preferred

- Minimum of 10 years of experience in accounting and/or planning and forecasting required; Experience in medical field setting is required
- Expert Excel skills and knowledge of Microsoft Office products
- Knowledge of Medicaid and insurance billing processes and procedures
- Skill in strategic planning, budgeting and forecasting processes
- Ability to analyze and synthesize data in order to identify and present meaningful observations and recommendations
- Excellent organizational and written and verbal communication skills
- Skill in taking initiative, exercising sound judgment in problem-solving and decision making
- Must be self-directed with the ability to effectively manage competing priorities and thrive under a start-up environment
- Have knowledge of the accounting and regulatory environments that affect Accounting, Tax, and Finance Demonstrate keeping up to date with continuing education required for position
- Ability to pass a background check
- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to assume and maintain sitting and standing for extended periods of time. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Operations Manager

Position Summary:

Responsible for supporting and coordinating the day-to-day administration and operations of the business. Provides strategic direction to operations staff.

Reports to: Chief Executive Officer, Program Directors

FLSA Status: Exempt

Essential Responsibilities:

- Serving as the point of contact for onboarding staff, onboarding new clients, and contractor staff (HR and billing/credentialing)
- Preparing and presenting reports to the Chief Executive Officer and Program Directors
- Working closely with the Chief Executive Officer and Program Directors on all matters related to the business
- Supporting Program Directors in completing documentation fidelity checks
- Assist in developing workflows to support all aspects of the business
- Serves as point of escalation and resolving issues for staff
- Working with the executive team to set company performance goals
- Oversee and manage administrative staff
- Other duties and projects as assigned

Position Requirements:

- Experience in medical field setting is preferred
- Bachelor's degree in business administration or another relevant field is required
- Master of Business Administration (MBA) strongly preferred
- Solid understanding of staff management, industry specifics and business strategies
- Excellent problem-solving and critical-thinking skills
- Superior management and interpersonal skills
- Ability to pass a background check
- Ability to remain calm and focused in stressful situations
- Physical Requirements: Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Clinic/ Program Director

Position Summary

Responsible for running day to day clinical services, overseeing BCBA's and RBT's in clinic and managing smaller caseloads as well. Mentors staff members and ensures clinical practice is effective and profitable.

REPORTS TO: Chief Executive Officer

FLSA Status: Exempt

Essential Responsibilities:

- Responsible for mentoring, training and ensuring competencies of staff through clinical supervision and reviews; supporting staff to ensure compliance and best practices are followed
- Responsible for managing clinical staff, including hiring, onboarding, firing, performance management, scheduling and the overall administration of the operations. Evaluate overall staff performance and opportunities for improvements
- Creates functional strategies and specific objections, along with establishing processes, procedures, and curriculum for operations
- Monitors patient progress and therapy plans
- Maintains client/ patient relationships and is the escalation point for issues
- Collaborates with the CEO and operations team to actively be involved with the profitability and identifies and makes recommendations for improvements of the operations
- Assist the CEO with business growth; familiar with trends and changing practices and implements new methods to improve patient care
- Other duties and projects as assigned

Position Requirements:

- Master's degree in psychology, behavior analysis; Doctoral level degree is preferred
- Minimum of three years experience of supervising cases
- Pediatric behavior analysis experience required; minimum three years
- Current Behavioral Consultant certification
- Current licensure in Kansas. Additional licensure in Missouri is preferred.
- Deep knowledge of practices and treatment for patient care; Ability to demonstrate strong competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations
- Strong and effective communication skills
- Strong knowledge of regulations that affect the compliance and strategies for patient care, including safety, and state requirements
- Strategic Mindset
- Ability to pass a background check

- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to lift and carry clients with adaptive equipment. • Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time. • Must be able to sit on the floor or stand for extended periods of time. • Must be willing and able to restrain/hold/transport and utilize quick body movements in the course of working with children with challenging behavior. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be physically present at the assigned job location, which may include homes. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

HIPAA Compliance Officer

Position Summary:

Ensure compliance with HIPAA standards; create processes and procedures for securing information and handling breach of data situations. Establishes and monitors HIPAA protocol.

REPORTS TO: CEO

FLSA Status: Exempt

Essential Responsibilities:

- Develop, maintain and provide training to include new employee orientation, annual and periodic training and reminders on health information privacy requirements and policies and procedures.
- Establish internal controls and processes to follow HIPAA privacy requirements and tracks employee's access points to PHI
- Monitors internal audits to assess status of the org's HIPAA compliance; holds employee's accountable for following HIPAA protocols.
- Performs periodic audits to ensure compliance with HIPAA.
- Remain current on HIPAA law; Report on changes in applicable HIPAA Privacy laws and regulations, update relevant policies and procedures and provide training as needed.
- Serve as the internal subject matter expert on HIPAA Privacy, provide HIPAA Privacy guidance and maintain current knowledge of HIPAA Privacy and other applicable federal and state laws and regulations.
- Conduct HIPAA privacy investigations and track incidents and breaches.
- Conduct a risk assessment for all reported and suspected potential violations involving protected health information (PHI) for breach determination
- Report reportable breaches involving PHI in accordance with Breach Notification requirements of federal and state law.
- Maintain records and supporting documentation for investigations and breach risk assessments including but not limited to mitigation actions, communications and notifications.
- Respond to all requests from individuals regarding their HIPAA rights.
- Ensures data security and develop plans for continuity and disaster recovery of PHI
- Partner and collaborate with internal departments and operational leaders that represent organizational privacy interests
- Perform other related duties as assigned

Position Requirements:

- Master's Degree in Health Care Administration, Health Information Management, Business Administration, Law or related field.

- HIPAA Privacy Certification (CHPC or equivalent) or Certified Health Care Compliance Professional (CHC).
- Knowledge and demonstrated experience with healthcare regulations and related state and federal information privacy, confidentiality, security, and breach notification laws and regulations including but not limited to access, use, disclosure, or HIPAA.
- Demonstrated skills in collaboration, teamwork and problem-solving.
- Eight years of professional experience in a healthcare related position (e.g., corporate compliance, health information management, healthcare administration, healthcare operations) or five years of direct experience in HIPAA compliance.
- Mental agility and strong communication skills regarding privacy with the ability to understand broad enterprise risks
- Excellent verbal, listening, and written communication skills.
- Excellent organizational skills and attention to details
- Ability to pass a background check
- High level of personal integrity, as well as the ability to professionally handle confidential matters, and show an appropriate level of judgement and maturity.
- Ability to develop and maintain positive interpersonal relationships.
- Demonstrated leadership in conducting investigations of possible privacy breaches. Skilled at conflict resolution and managing difficult conversations.
- Demonstrated commitment to diversity, equity, and inclusion.
- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to assume and maintain sitting and standing for extended periods of time. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Behavioral Consultant

Position Summary:

The Behavioral Consultant will provide support to individuals and their families by coordinating and providing services in Applied Behavior Analysis, function-based assessment, behavior acquisition and reduction procedures, and adaptive life skills. A Behavioral Consultant may be asked to oversee behavioral technicians, and is including RBTs, while meeting both funder-specific and BACB supervision requirements. The Behavioral Consultant may also provide additional services based on their experience and need including leading social skills groups, developmental play groups, and providing psychoeducation for clients and the general public.

REPORTS TO: Clinic/Program Director

FLSA Status: Non-Exempt

Essential Responsibilities:

- Function in a supervisory capacity and provide oversight to all areas of programming including the training of natural supports and supervision of behavioral technicians implementing treatment and behavior intervention plans.
- Facilitate and assist in the development and identification of resources and support information for clients and their families
- Provide model teaching and other direct instructional supports including, but not limited to, practicum supervision/teaching, class instruction and in-service instruction to other support professionals.
- Assist in the development and implementation of assessment tools, to conduct functional assessments when appropriate, and to develop appropriate behavior strategies to teach appropriate behavior and reduce maladaptive behaviors.
- Create an ongoing data collection system to establish baseline and programmatic efficacy for all consumers, and to analyze data on a frequent and ongoing basis to guide programming.
- Develop behavior plans/treatment plans for all consumers with a focus on teaching and other antecedent strategies for reducing problematic behavior(s).
- Meet as needed with supervised staff to discuss ongoing consumer issues and to provide support when necessary.
- Review and sign off on behavior plan/treatment plan training for all field staff and provide field supervision when necessary.
- Utilize EMR website to enter session notes within 72 hours of each session and collect data in real time
- Provide consultation services and to maintain ongoing communication with all constituents (other supports, parents, community, and community agencies).
- Keep current with the literature, new research findings and resources. In addition, continuing education courses to maintain Behavioral Consultant certification are necessary (32 credits every 2 years).

- Maintain all data, paperwork, and communication between personal care staff and families, and to provide ongoing feedback to government related agencies that contract with such families.
- Perform other duties as assigned.

Position Requirements:

- Master's degree in psychology, behavior analysis, education, or related field
- Current Behavioral Consultant certification
- Current licensure in Kansas. Additional licensure in Missouri is preferred.
- Ability to demonstrate competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations
- Ability to work with a variety of clients in regard to age, functionality, and with minimal direction
- Knowledge of Word, Excel and Google systems
- Ability to respond quickly to phone calls, text messages, and emails
- Flexible availability and ability to manage schedule independently while meeting client and company needs
- Current CPR certification
- Pass a TB test
- Reliable transportation with driver's license and insurance on file
- Ability to pass a background check
- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to lift and carry clients with adaptive equipment. • Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time. • Must be able to sit on the floor or stand for extended periods of time. • Must be willing and able to restrain/hold/transport and utilize quick body movements in the course of working with children with challenging behavior. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be physically present at the assigned job location, which may include homes. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Mental Health Provider

Position Summary:

The Mental Health Provider will complete diagnostic evaluations and psychometric testing in line with current company policies and procedures. They will work with individuals and their families by coordinating and providing treatment services with a strong behavioral orientation in both office and natural-environment settings. The Mental Health provider may be asked to oversee mental health technicians while meeting the current applicable licensure supervision laws and company requirements. The Mental Health Provider may also provide additional services based on their experience and client needs including leading social skills groups, developmental play groups, and providing psychoeducation for clients and the general public. The Mental Health Provider may also provide support to individuals and their families by coordinating and providing services in Applied Behavior Analysis, function-based assessment, behavior acquisition and reduction procedures, and adaptive life skills. A BCBA may be asked to oversee behavioral technicians

REPORTS TO: Clinic/Program Director

FLSA Status: Non-Exempt

Essential Responsibilities:

- Function in a supervisory capacity and provide oversight to all areas of programming including the training of natural supports and supervision of mental health technicians implementing treatment and behavior intervention plans.
- Facilitate and assist in the development and identification of resources and support information for clients and their families
- Provide model teaching and other direct instructional support including, but not limited to, practicum supervision/teaching, class instruction and in-service instruction to other support professionals.
- Assist in the development and implementation of assessment tools, to conduct functional assessments when appropriate, and to develop appropriate behavior strategies to teach appropriate behavior and reduce maladaptive behaviors.
- Work with families to objectively monitor treatment progress, need to additional supports, and fade supports as quickly as possible while maintaining treatment gains
- Develop behavior plans/treatment plans for all consumers with a focus on teaching and other antecedent strategies for reducing problematic behavior(s).
- Meet as needed with supervised staff to discuss ongoing consumer issues and to provide support when necessary.
- Review and sign off on behavior plan/treatment plan training for all field staff and provide field supervision when necessary.
- Utilize EMR website to enter session notes within 72 hours of each session and collect session data
- Provide consultation services and maintain ongoing communication with all constituents (other supports, parents, community, and community agencies).

- Keep current with the literature, new research findings and resources. In addition, continuing education courses to maintain licensure in the state of Kansas.
- Maintain all data, paperwork, and communication between personal care staff and families, and to provide ongoing feedback to government related agencies that contract with such families.
- Perform other duties as assigned.

Position Requirements:

- Master's or Doctoral degree in psychology, social work, or related field
- Current licensure in Kansas. Additional licensure in Missouri is preferred.
 - Providers who require supervised practice (i.e. Kansas LMLP, post-doctoral LP supervision) will be considered on a case-by-case basis.
- Ability to demonstrate competence in the following assessments
 - Cognitive evaluation
 - Academic testing
 - Autism specific diagnostics
- A strong behavioral or cognitive-behavioral orientation and demonstration of skills within this framework
- Ability to work with a variety of clients in regard to age, functionality, and with minimal direction
- Knowledge of Word, Excel and Google systems
- Ability to respond quickly to phone calls, text messages, and emails
- Flexible availability and ability to manage schedule independently while meeting client and company needs
- Current CPR certification
- Pass a TB test
- Reliable transportation with driver's license and insurance on file
- Ability to pass a background check
- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to lift and carry clients with adaptive equipment. • Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time. • Must be able to sit on the floor or stand for extended periods of time. • Must be willing and able to restrain/hold/transport and utilize quick body movements in the course of working with children with challenging behavior. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be physically present at the assigned job location, which may include homes. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Intern

Position Summary:

The Intern is a practicum student or trainee who will shadow clinical staff and provide behavioral and/or mental health services after demonstrating competency in the activity or technique indicated. The Intern will help support the goals of the company and needs of clients as appropriate and will participate in 1:1, group, and in vivo supervision and training. The Intern will engage with learning materials on their own time in preparation of demonstrating an activity or technique with support and supervision.

REPORTS TO: Clinic/Program Director

FLSA Status: Non-Exempt

Essential Responsibilities:

- Maintain confidentiality of clients and only disclose information as outlined in the MOA if participating in a formal university-based practicum.
- Facilitate and assist in the development and identification of resources and support information for clients and their families
- Learn and demonstrate competencies with identified techniques and instruments as indicated on the supervision plan
- Assist with general clinic activities as required
- Collect data and information as required by the clinic
- Complete assigned tasks by the due date to facilitate timely learning and competency demonstration
- Participate in supervisory meetings and observations
- Utilize EMR website to enter session notes within 72 hours of each session and collect data in real time
- Perform other duties as assigned.

Position Requirements:

- Currently enrolled in a psychology or behavior analytic program
- Current program of study must sign a MOA with Beyond the Individual, Inc. for the provision of any supervisory experiences that are part of a formal university practicum program
- Ability to demonstrate competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations with supervision and training
- Ability to work with a variety of clients in regard to age, functionality, and with minimal direction
- Knowledge of Word, Excel and Google systems
- Ability to utilize a fax machine, phone system, and other office materials as necessary for the position
- Ability to respond quickly to phone calls, text messages, and emails

- Reliable transportation with driver's license and insurance on file
- Ability to pass a background check
- Agreement to maintain or obtain additional certification or licensure as needed, within six months of employment
- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to lift and carry clients with adaptive equipment. • Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time. • Must be able to sit on the floor or stand for extended periods of time. • Must be willing and able to restrain/hold/transport and utilize quick body movements in the course of working with children with challenging behavior. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be physically present at the assigned job location, which may include homes. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Behavioral and Mental Health Technician

Position Summary:

The Behavioral and Mental Health Technician provides direct services as dictated and supervised by a Behavioral Consultant or Mental Health provider. The Technician may be asked to provide support in an office-based setting, client homes, community setting, or via telehealth.

REPORTS TO: Behavioral Consultant, Mental Health Provider

FLSA Status: Non-Exempt

Essential Responsibilities:

- Implement treatment and behavioral intervention plans with at least 90% fidelity based on observational supervision sessions
- Collect data on treatment progress and behavioral goals as dictated by consultative staff
- Identify areas of need and behaviors that interfere with treatment and communicate these to supervisory staff
- Keep current with updated treatment goals and progress
- Assist with assessments under the supervision of consultative staff
- Work with the treatment team to give consist messaging with natural supports and families
- Communicate concerns from families and natural supports to consultative staff
- Collect all session data in real time
- Utilize EMR website to enter session notes within 72 hours of each session and collect data in real time
- Maintain all data, paperwork, and communication between personal care staff and families, and to provide ongoing feedback to government related agencies that contract with such families.
- Maintain pertinent certifications and help ensure that you obtain adequate supervisory contacts by keeping sessions and rescheduling with the supervisor as needed
- Perform other duties as assigned.

Position Requirements:

- High school diploma (behavioral technician)
- RBT certification OR willingness to complete RBT certification within one month post-employment
- Ability to demonstrate competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations under the supervision of consultant staff
- Ability to work with a variety of clients in regard to age, functionality, and with minimal direction
- Knowledge of Word, Excel and Google systems
- Ability to utilize a fax machine, phone system, and other office materials as necessary for the position

- Ability to respond quickly to phone calls, text messages, and emails
- Flexible availability and ability to manage schedule independently while meeting client and company needs
- Current CPR certification
- Pass a TB test
- Reliable transportation with driver's license and insurance on file
- Ability to pass a background check
- Physical Requirements: Must be able to lift up to 25 pounds • Must be able to lift and carry clients with adaptive equipment. • Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time. • Must be able to sit on the floor or stand for extended periods of time. • Must be willing and able to restrain/hold/transport and utilize quick body movements in the course of working with children with challenging behavior. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be physically present at the assigned job location, which may include homes. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.

Administrative Assistant

Position Summary:

Responsible for office administration tasks, special projects, assisting in company communications, and overall office support.

REPORTS TO: COO

FLSA Status: Non-Exempt

Essential Responsibilities:

- Answering and transferring phone calls, handle incoming and outgoing mail, scheduling appointments and greeting visitors
- Arrange meetings with internal staff, clients and assist the CEO with their schedule, calendar management and meetings
- Produce correspondence as directed to assist with business development, client communications and other communications as needed
- Order office supplies and equipment as needed
- Ensuring a clean/ sanitized office. Will be asked to sanitize and clean areas
- Admin duties, such as filing, scanning and keeping documents and records organized
- Special projects as assigned, to support the daily operations of staff
- Utilize company hardware and software to complete tasks, such as creating documents, running reports and any other administrative needs.
- Other duties and projects as assigned

Position Requirements:

- Two years experience in professional setting
- Office administrative experience preferred
- Maintains high level of confidentiality and follows all HIPAA requirements
- Comfortable working in Microsoft Products and computer systems
- Polite and professional in all communication
- Team player; proactive in communication and collaborates with the team
- Able to work in growing environment with changing priorities
- Willing to jump in and quickly handle administrative tasks, be proactive in completing tasks
- High School GED required
- Ability to pass a background check
- Physical Requirements: Must be able to assume and maintain sitting and standing for extended periods of time. • Must have manual dexterity to perform specific computer and electronic device functions for data collection. • Must be able to receive detailed information through oral communication. • Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.