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## **DEVELOPING AN INTENSIVE TREATMENT SCHEDULE**

In order for treatment to be effective, treatment hours need to occur consistently across the week and during appropriate learning times when the child is most likely to be alert, attentive, and ready to engage with a partner.

If you are participating in our intensive treatment program, you must commit to at least 25 hours of therapy per week. At least 50% of the hours must be regularly scheduled between 8:00 a.m. and 3:00 p.m. Monday through Friday. Families who participate in intensive therapy should expect to have therapy sessions at least 6 days per week. Children should not miss more than an occasional day for vacations, extracurricular activities, or other events.

***All children who begin intensive services must commit to this amount of daytime availability throughout their intensive treatment program. Children are expected to participate in intensive services for at least 12 months.***

To make the best use of our human resources, schedules are developed around 4 time blocks per day, 7 days per week. We ask families to indicate the child's availability for treatment during those time blocks. We will develop a schedule based on child and staff availability. We develop schedules 3 times per year: fall semester, winter/spring semester, and summer.

### **Clients in Day Care Centers**

We do not routinely provide services in day care. In general, we find that therapy is more effective in the client's home or in our clinic because these settings provide us the greatest flexibility to respond to the child's immediate needs with a range of strategies, and because we have more freedom to contrive learning opportunities as needed.

We may consider providing therapy in a day care setting after many months of in-home services, based on the clinical recommendation of the Lead Therapist. However, please note that many day care settings are not suitable for 1:1 behavioral therapy due to the number of children present, lack of separate treatment space, inflexibility in the day care's daily schedule/curriculum, and other factors.

### **Clients in Full Day School**

IDS clients who are enrolled in full-day school are generally served in our clinics for a non-intensive number of hours (<20 per week). We collaborate with public schools but do not provide direct service in that location.

School-age children who want to participate in intensive services can explore other options for daytime availability, such as home schooling, participating in a "virtual" school, or arranging with their local school and IEP team for a shortened school day. Please be advised that it is rarely an easy or automatic process for families to successfully negotiate for a shortened school day. In addition, be advised that IDS will not write a "doctor's note" or medical excuse for the child to be excused from school, although your pediatrician or diagnosing doctor might provide that request to the school. We will consider providing services if you arrange adequate daytime availability.

Indicate your child's availability for therapy using the schedule grid on the following page. You can indicate more available hours per week than you intend to have scheduled. This gives our human resource department some flexibility in placing staff, and often helps us fully staff your child's team sooner.

- Intensive program participants must schedule a minimum of 25 hours per week. We recommend 30 or more hours, based on research on best outcomes.
- **At least 50% of scheduled hours must occur during Slots 1 & 2, Monday thru Friday (see shaded areas) for intensive program participants.**
- You can schedule multiple sessions, 2-3 hours per session, within a day. We recommend no more than 3 sessions (6- 8 hours) per day. For young children, please consider the times of day when your child will be the most awake, alert, and able to cooperate with therapy activities.
- You can vary start and end times *within* the scheduling time block. However, you must schedule at least 2 hours within the time block.
  - You can schedule a session that *starts later* than the listed time block, such as 9:00am - 11:30am.
  - You can schedule a session that *ends earlier* than the listed time block, such as 8:00am - 10:30am.
  - You can schedule sessions in *back-to-back time blocks*, such as 3:00pm - 5:30pm, followed by 5:30pm - 8:00pm.
  - You can incorporate *breaks between* sessions as needed, such as 8:00am - 11:30am, followed by 12:30pm - 2:30pm.
  - **DO NOT** schedule sessions that extend beyond the listed start or end time, such as 9:00am - 12:00pm or 11:00am - 2:00pm.
- Carefully consider the times you are indicating on the scheduling grid. Our Human Resource Department will recruit a team based on the days and times you have indicated. If you make changes to the schedule you have provided, some team members may not have availability to fill your revised sessions, and may be unable to serve on your team. This may result in delays starting your child's treatment program.

*Please complete and return the schedule on the next page to advise us of your child's availability.*

## CHILD'S AVAILABILITY FOR INTENSIVE TREATMENT

*Please complete and return the schedule below to advise us of your child's availability.*

Child Name	Date
Preferred Hours per Week (Minimum 25)	

**PLEASE REMEMBER:**

**At least 50% of scheduled hours must occur during Blocks 1 & 2, Monday thru Friday (shaded areas).**

Time Slot	MON	TUE	WED	THU	FRI	SAT	SUN
BLOCK 1 8:00am - 11:30am							
BLOCK 2 11:30am - 3:00pm							
BLOCK 3 3:00pm - 5:30pm							
BLOCK 4 5:30pm - 8:00pm							

Notes and special circumstances:

*Please complete this form and return it to IDS.*