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SPICYBCBA INSTITUTE

# ABA Business Launch Readiness Checklist

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*A Clinical, Ethical, Operational, and Financial Readiness Guide  
for ABA Business Owners and Future Founders*

Ethical Clinical Infrastructure for Sustainable ABA Organizations

[www.spicybcbainstitute.com](http://www.spicybcbainstitute.com)

# Welcome

Most ABA businesses do not fail because the founder lacks clinical skill. They fail because the organization launches before the systems are ready.

This checklist was designed to help ABA founders, clinical leaders, and future agency owners evaluate whether the operational, ethical, supervision, documentation, and financial infrastructure required for sustainable care is actually in place before growth begins.

— **Ethical ABA requires more than passion.  
It requires systems.**

## HOW TO USE THIS CHECKLIST

Work through each of the eight sections honestly. Check only what is actually documented, implemented, and operational — not what is planned or assumed. Treat unchecked items as signals, not failures: they show you exactly where to build before scaling.

# Legal, Entity & Governance

- Confirm business entity structure
- Confirm ownership structure
- Open business bank account
- Establish accounting system
- Confirm liability insurance
- Confirm professional malpractice coverage
- Confirm cyber / HIPAA insurance
- Define leadership roles and decision authority
- Establish governance documents
- Consult legal / accounting professionals as needed

# Licensure, Compliance & Risk

- Verify state ABA licensing requirements
- Verify BCBA / LBA requirements
- Confirm Medicaid / commercial payer requirements
- Establish mandatory reporting procedures
- Establish incident reporting policy
- Establish HIPAA / confidentiality policy
- Establish risk management procedures
- Establish record retention standards
- Define ethics escalation pathway

# Clinical Policies

- Intake and eligibility criteria
- Assessment standards
- Treatment planning standards
- Medical necessity criteria
- Assent-based care policy
- Trauma-informed care policy
- Behavior reduction policy
- Crisis prevention and de-escalation policy
- Parent training expectations
- Discharge, transition, and fade-out planning

# Supervision & Staffing Systems

- Define BCBA clinical authority
- Define supervision ratios
- Define caseload maximums
- Define observation requirements
- Define feedback and competency expectations
- Create job descriptions
- Create staff onboarding process
- Create competency verification system
- Create staff remediation process
- Create burnout and workload monitoring process

# Documentation & Data Systems

- Session note standards
- Data collection procedures
- Graphing expectations
- Program revision process
- BCBA review / sign-off timelines
- Parent access to records
- Audit readiness system
- Documentation correction process
- Version control for programs and protocols

# Operations & Communication

- Intake workflow
- Scheduling system
- Cancellation / no-show policy
- Parent communication standards
- School / provider collaboration process
- Staff communication standards
- Secure messaging platform
- Technology / device use policy
- Escalation pathway for concerns

# Billing & Financial Readiness

- Cash-pay agreement templates
- Insurance billing policy
- Authorization tracking system
- Denial management process
- No double-billing safeguards
- Credentialing plan
- Billing software or outsourced billing decision
- Payroll funding secured
- Minimum one month operating reserve
- Reimbursement delay plan

# Launch Readiness Reality Check

- Policies exist before clients
- Training exists before billing
- Supervision exists before scaling
- Documentation exists before audits
- Payroll reserve exists before hiring
- Clinical authority exists before operations expand
- Systems exist before marketing promises are made

# Founder Reflection

Sit with each prompt. Write the honest answer, not the polished one.

■ What systems currently depend on one person?

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■ What would break first if referrals doubled tomorrow?

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■ Where is operational drift most likely to occur?

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■ What infrastructure still exists only in someone's head?

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■ What area of the business currently lacks clear ownership?

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FINAL WORD

# Build Systems Worth Sustaining.

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## SpicyBCBA Institute

Executive Training + Clinical Systems Education  
for Ethical ABA Organizations

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- Ethical ABA Startup Systems™
- Executive Founder Training
- Clinical Operations Resources

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