



## What to expect after The Orientation



# Making the most of your new experiences



Deborah Cutter, Psy.D.

Executive Director

Starting a new experience in your life can feel unsettling. Be patient with yourself and take comfort knowing you are supported by compassionate and mentoring individuals. Learning new skills takes time. Our mission is to help you move forward with confidence while you learn new ABA skills.

- Expect a welcome text from your supervisor. A call will be scheduled to provide you with an overview of what to expect on Day 1
- 1<sup>st</sup> day jitters are normal
- Kick off meeting (Day 1): Overlap with your supervisor at your client's location
  - Build rapport
  - Provide verbal praise
  - Create a safe space for learning
    - Your supervisor will run programs and narrate what they are doing
    - Review the Program Binder
    - Become familiar with the forms
- The Behavior Intervention Plan (BIP) is in the front of your Program Binder. It details the child's functions of behaviors, their antecedents, and your interventions.
  - 4 functions of behaviors
    - Attention
    - Access
    - Escape
    - Self Stimulatory Behaviors
  - Ask questions
  - Mastery takes practice
  - Remind yourself to breathe
  - You are part of a team of highly qualified professionals

Stage 1



## Complete Orientation

Turn in onboarding hire paperwork to Lilian at [Lboccuti@cbc-autism.com](mailto:Lboccuti@cbc-autism.com)  
Clients cannot be assigned until Lilian has all of your paperwork and we have your Livescan reports from the DOJ/FBI without any hits

**TIP:** CASES ARE ASSIGNED ON A FIRST COME-FIRST SERVE BASIS

## Livescan Fingerprinting

Make an appointment for your Livescan Fingerprinting and Take Form and photo I.D. to your nearest location.  
<https://oag.ca.gov/fingerprints/locations>

**TIP:** FIND LOCATION NEAREST YOU, LOOK FOR LOWEST WALK-IN FEE (ROLLING FEE)

## Training (25 hours)

Training takes place in the home setting (or school setting) with your client and supervisor

**TIP:** GET TO KNOW YOUR CLIENT AND THEIR PARENT, BUILD RAPPORT, LISTEN, ASK QUESTIONS

## Welcome Liaison

You will receive a call to answer any questions you may have after the orientation

Take a deep breath

ABA can feel overwhelming at first

**TIP:** SHARE ANY APPREHENSIONS

Stage 2

Call your Supervisor if needed

## Kick-off Meeting

Supervisor meets you at your client's site for Hands-On Training

**TIP:** BUILD RAPPORT - BREATHE

## Supervisor Welcome Call

Supervisor will introduce themselves and provide an overview of your client's case

**TIP:** ASK QUESTIONS

## Client assignment

You will receive Client contact information and schedule after DOJ/FBI reports are received

**TIP:** ASK QUESTIONS

Stage 3



Repetitive practice of ABA leads to mastery

Client progress is seen in small incremental gains leading to improvement

Find meaning and purpose in your daily activities



Making a difference one child at a time



# Stage 1



## INSTRUCTORS

Vittorio Matinata, Psy.D., BCBA  
Clinical Director 818-497-4435  
[vmatinata@cbc-autism.com](mailto:vmatinata@cbc-autism.com)

Svada Parhimon, BCBA  
Asst. Clinical Director 818-400-8174  
[sparhimon@cbc-autism.com](mailto:sparhimon@cbc-autism.com)

Katie Gumberg, BCBA  
Sr. Case Supv/Covid Liaison 818-383-1294  
[kgumberg@cbc-autism.com](mailto:kgumberg@cbc-autism.com)

Avinash Dayal, MS  
Program Manager 818-963-3956  
[adayal@cbc-autism.com](mailto:adayal@cbc-autism.com)

## ONBOARDING

818-932-9644

Lilian Boccuti, HR Director  
[Lboccuti@cbc-autism.com](mailto:Lboccuti@cbc-autism.com)

ADP Payroll

Client Assignment initiated upon completion of submission of hiring paperwork

Livescan Form

- Provided during orientation

Employee Handbook

- Be familiar with all CBC Regulations

High-Impact/Urgent Communication

## SCHEDULING

818-383-4656

[schedule@cbc-autism.com](mailto:schedule@cbc-autism.com)

Abigail Miza, Scheduling Coordinator

Janeli Patino, Scheduling Assistant

[jpatino@cbc-autism.com](mailto:jpatino@cbc-autism.com)

Client Assignment Process

- Step 1: Accept client
- Step 2: Scheduling coordinates with your supervisor to overlap with you
- Step 3: Welcome Email sent with client overview
- Step 4: Contact Email sent with your initial start date and detailed client contact information

Time Sensitive Communication

# Stage 2



Support Department  
GENERAL QUESTIONS  
818-932-9644  
[time@cbc-autism.com](mailto:time@cbc-autism.com)

[Izilda Marinata](#)

[Imarinata@cbc-autism.com](mailto:Imarinata@cbc-autism.com)

[Timesheets & Parent Verification \(PV\) Forms](#)

All general questions are directed to our Support Department. If they don't know the answer they'll get you to the right person. Reach out for assistance with completion of tasks and submission of paperwork (i.e., Timesheets and PV forms).

[Ana Marinata](#)

[amarinata@cbc-autism.com](mailto:amarinata@cbc-autism.com)

[Timesheets & PV Forms LAUSD - Welligent](#)

Supervision  
ONGOING MENTORING

CBC Supervisors are available for training in all aspects of your new position. Communication via text, phone or email is welcome anytime before or after your sessions during your work day.

Being reliable, consistent, and taking initiative is key and vital to your success at CBC. Make sure you use all the tools in your toolbox.

Communication

High-Impact/Urgent/Time Sensitive Communication

We work as a team. Using clear communication, our support department, scheduling department, supervisors and management will work with you to become an expert at your job.

**TIP: COMMUNICATIONS ARE TIME SENSITIVE**

# Stage 3



## Management

Deborah Cutter, Psy.D.  
Executive Director  
[dcutter@cbc-autism.com](mailto:dcutter@cbc-autism.com)  
818-620-8844

Vittorio Matinata, Psy.D., BCBA  
Clinical Director  
[vmatinata@cbc-autism.com](mailto:vmatinata@cbc-autism.com)  
818-497-4435

Your satisfaction is important to us.  
All staff are available to answer any questions or concerns you may have.

## Continued Support

As a CBC employee, you have access to your supervisor via text, phone or email anytime before or after your sessions.

Administrative staff is also available to you.

We pride ourselves on responding and resolving most employee questions and issues within the same day.

## Opportunities and Growth

CBC is continually growing and learning. We welcome your feedback and suggestions.

Refer a friend and receive \$150

Get your MA degree and become a BCBA