



SPICY
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ABA BUSINESS LAUNCH READINESS CHECKLIST

Evidence-Based Infrastructure Planning
for ABA Founders, Clinical Leaders,
and Future Agency Owners



ETHICAL
FOUNDATIONS



CLINICAL
EXCELLENCE



OPERATIONAL
SYSTEMS



FINANCIAL
READINESS



SUSTAINABLE
GROWTH



Building Ethical ABA Systems
Before Growth Begins



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This workbook is designed to support organizational planning and readiness assessment. It does not constitute legal, financial, clinical, or regulatory advice. Always consult qualified professionals for guidance specific to your organization's circumstances.



BUILD ETHICAL SYSTEMS. CREATE LASTING IMPACT.
Evidence-Based. Ethical. Sustainable. Impactful.



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EDUCATIONAL RESOURCE NOTICE

This ABA Business Launch Readiness Checklist is intended for educational and informational purposes only.

The information contained within this guide is designed to support ABA founders, clinical leaders, business owners, and future agency operators in evaluating organizational readiness across clinical, operational, compliance, supervision, documentation, and financial domains.

This resource does not constitute:

- Legal advice
- Accounting advice
- Tax advice
- Financial advice
- Insurance advice
- Regulatory guidance
- Clinical supervision
- Professional consultation



PROFESSIONAL CONSULTATION RECOMMENDED

Readers are encouraged to consult qualified professionals when making decisions related to:

- Business formation and governance
- Employment practices
- Insurance requirements
- HIPAA compliance
- Medicaid and commercial payer regulations
- Tax and accounting matters
- Licensing requirements
- Healthcare operations
- Legal risk management

Regulations, funding requirements, payer policies, and licensure standards may vary by jurisdiction and may change over time.



ETHICAL PRACTICE STATEMENT

Spicy Behavioral Institute™ promotes ethical, evidence-based, and responsible organizational development within the field of Applied Behavior Analysis.

Completion of this checklist does not guarantee:



Regulatory compliance



Clinical quality



Financial performance



Insurance credentialing



Audit readiness



Business success

Rather, this resource is intended to help identify areas where additional infrastructure, planning, documentation, or professional consultation may be beneficial before organizational growth occurs.



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By using this guide, readers acknowledge that implementation decisions remain the sole responsibility of the organization and its leadership team.





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MEET YOUR BEHAVIOR ANALYST

ALEXIS M. TRYBINSKI
M.S., BCBA, LBA

FOUNDER, SPICY BEHAVIORAL CONSULTING™
FOUNDER, SPICY BEHAVIORAL INSTITUTE™

I'm a Board Certified Behavior Analyst and Licensed Behavior Analyst with over 10 years of experience supporting individuals, families, educators, and organizations through evidence-based behavioral services and systems development.

My work focuses on helping organizations build ethical, sustainable infrastructure while supporting meaningful outcomes for the individuals they serve.



EXPERIENCE

10+ years of experience in Applied Behavior Analysis across clinical, educational, home, and community settings.



EDUCATION

Master of Science in Applied Behavior Analysis
St. Cloud State University

Bachelor of Science in Psychology
University of Wisconsin – Eau Claire



CREDENTIALS

- Board Certified Behavior Analyst (BCBA)
- Licensed Behavior Analyst (LBA)
- Professional Member, BACB
- Committed to Ongoing Ethics, Education, and Excellence



AREAS OF EXPERTISE

- ABA Program Development
- Clinical Systems & Infrastructure
- Supervision Systems Development
- Organizational Growth Planning
- Parent & Caregiver Training
- Ethical Practice & Risk Management
- Clinical Operations
- Staff Development & Competency Systems



PROFESSIONAL INTERESTS

I am passionate about helping founders, clinical leaders, and organizations create systems that support ethical growth, operational excellence, and long-term sustainability.



Strong systems.
Ethical care.
Meaningful impact.



BUILDING ETHICAL ABA SYSTEMS BEFORE GROWTH BEGINS.
Evidence-Based. Ethical. Sustainable. Impactful.



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INTRODUCTION

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.



BE HONEST

Accurate self-assessment creates a clear roadmap for sustainable growth.



BE DETAILED

Infrastructure is built in the details. Systems protect your mission.



BE STRATEGIC

Strong systems today create scalability tomorrow.



BE PREPARED

Prepared organizations deliver ethical, compliant, high-quality care.



YOUR MISSION. OUR STANDARD.

This checklist reflects the standards of ethical practice, clinical excellence, and operational integrity that Spicy Behavioral Institute promotes.

*Let's build it
the right way.*





- ☐  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



SECTION SCORE

Completed Items: _____ / 10

READINESS LEVEL



EMERGING (0-3)

Basic infrastructure is still being established.



DEVELOPING (4-7)

Core systems are partially in place and require additional refinement.



OPERATIONAL (8-10)

Foundational legal and governance systems are established and documented.



FOUNDER REFLECTION

Which item represents the greatest risk to your organization today?

What infrastructure improvement will have the greatest impact over the next 90 days?





READINESS SCORECARD

CATEGORY	SCORE
 Legal, Entity & Governance	_____ / 10
 Licensure, Compliance & Risk	_____ / 9
 Clinical Policies	_____ / 10
 Supervision & Staffing Systems	_____ / 10
 Documentation & Data Systems	_____ / 9
 Operations & Communication	_____ / 9
 Billing & Financial Readiness	_____ / 10



TOTAL
INFRASTRUCTURE
SCORE

_____ / **67**



REALITY CHECK
SCORE

_____ / **7**



COMBINED
READINESS SCORE

_____ / **74**

The higher the score,
the stronger your organizational readiness.

— INTERPRETING YOUR RESULTS —



EMERGING INFRASTRUCTURE 0–25 POINTS

Your organization is still building foundational infrastructure. Growth may create significant operational, compliance, financial, or clinical risk if systems are not fully established before expansion.

Focus Areas:



DEVELOPING INFRASTRUCTURE 26–45 POINTS

Many core systems exist, but important gaps remain. Your organization demonstrates progress toward operational readiness but would benefit from additional system development before scaling.

Focus Areas:



OPERATIONAL READINESS 46–60 POINTS

Your organization has established infrastructure across multiple operational domains. Most foundational systems appear operational, documented, and actively implemented.

Focus Areas:



STRONG LAUNCH READINESS 61–67 POINTS

Your organization demonstrates substantial readiness across clinical, operational, compliance, supervision, documentation, and financial domains.

Focus Areas:

— FINAL REFLECTION —



What area of infrastructure requires the most immediate attention?



What system improvement would have the greatest impact over the next 90 days?



What is your organization's next major milestone?

NEED ADDITIONAL SUPPORT?

Explore resources, templates, and training designed to help you build stronger systems.



We're here to support your growth.
You don't have to build alone.



BUILD SYSTEMS WORTH SUSTAINING.

Strong organizations are built on intentional systems, ethical leadership, clinical excellence, and operational discipline.

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- ☐ 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



SECTION SCORE

Completed Items: _____ / 9

READINESS LEVEL



EMERGING (0-3)

Basic infrastructure is still being established.

☐

DEVELOPING (4-6)

Core systems are in place but needs additional development.

☐

OPERATIONAL (7-9)

Systems are established, documented, and actively implemented.

☐

RISK REFLECTION

What compliance area presents the greatest risk to your organization?



ACTION PLANNING

What system or policy should be strengthened first?



COMPLIANCE REALITY CHECK

Organizations are often evaluated on:

- ☒ Documentation
- ☒ HIPAA Compliance
- ☒ Incident Reporting
- ☒ Record Retention
- ☒ Clinical Oversight
- ☒ Payer Requirements

Strong compliance systems protect clients, staff, and organizations.



**STRONG SYSTEMS.
SUSTAINABLE ORGANIZATIONS.**
Ethical leadership. Clinical excellence.
Operational discipline.

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**CONTINUE BUILDING
YOUR SYSTEMS**

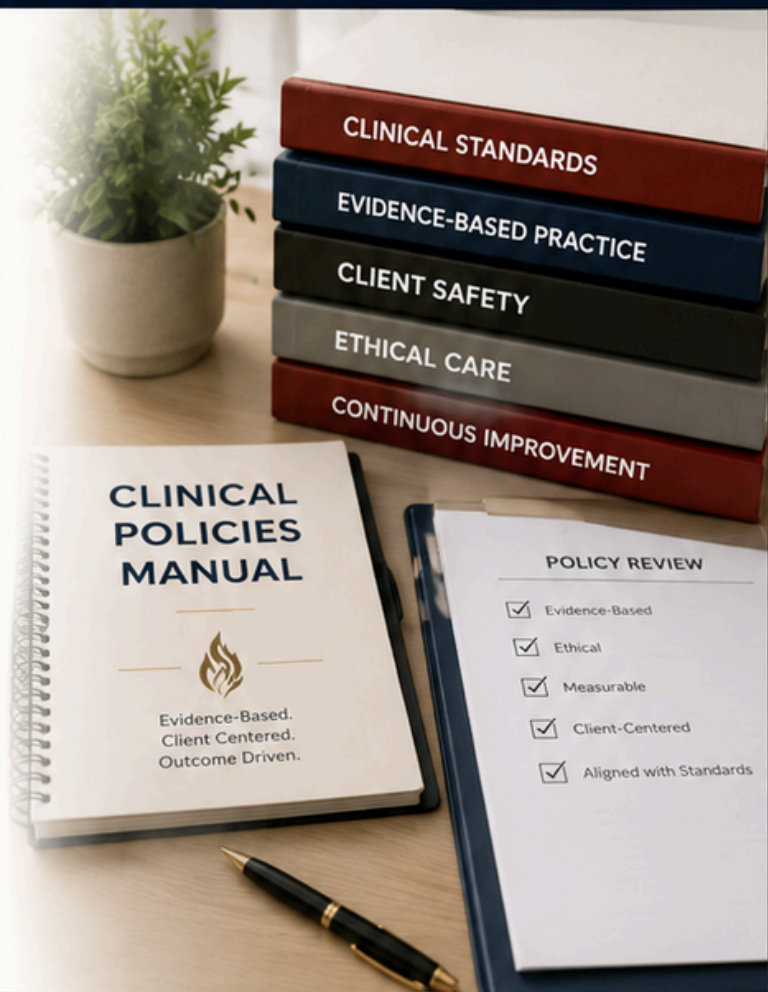
Scan to access templates,
trainings, and resources
designed for ABA
founders and leaders.



Clinical Policies

Evidence-Based Policies. Ethical Care. Consistent Outcomes.

- ☐  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



SECTION SCORE

Completed Items: _____ / 10

READINESS LEVEL



EMERGING (0–3)

Clinical policies are not yet established or are in early development.

☐

DEVELOPING (4–6)

Some clinical policies exist but need refinement and standardization.

☐

OPERATIONAL (7–10)

Clinical policies are established, documented, and consistently followed.

☐

REFLECTION

Which clinical policy is most critical to strengthen right now?

What gap in your clinical policies puts clients or staff at the most risk?

What policy would create the greatest improvement in outcomes?

Strong Policies

Consistent Care

Better Outcomes

Ethical ABA



Well-designed clinical policies support ethical decision-making, protect clients, empower staff, and create consistent, measurable outcomes across the organization.



Supervision & Staffing Systems

Building Competent Teams Through Ethical Supervision

- ☐  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



SECTION SCORE

Completed Items: ____ / 10

READINESS LEVEL



EMERGING (0-3)

Supervision and staffing systems are not yet well defined or consistently implemented.

☐

DEVELOPING (4-7)

Some systems exist but are inconsistent or need refinement and greater structure.

☐

OPERATIONAL (8-10)

Supervision and staffing systems are established, documented, and consistently followed.

☐

LEADERSHIP REFLECTION

What staffing or supervision challenge presents the greatest risk to your organization?

What system would most improve staff performance and retention?



SUPERVISION REALITY CHECK

Strong supervision systems support:

- ☒ Clinical Quality
- ☒ Staff Retention
- ☒ Competency Development
- ☒ Ethical Practice
- ☒ Treatment Integrity
- ☒ Sustainable Growth

*Invest in your team.
Strengthen outcomes.
Build a sustainable future.*



STRONG TEAMS DO NOT HAPPEN BY ACCIDENT.

They are built through intentional supervision, mentorship, and accountability.



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Documentation & Data Systems

Accurate Documentation. Meaningful Data. Confident Decisions.

- ☐  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



SECTION SCORE

Completed Items: ____ / 9

READINESS LEVEL

 **EMERGING (0-3)**
Documentation and data systems are not yet consistent or fully implemented.

 **DEVELOPING (4-6)**
Some systems exist but need refinement, consistency, and standardization.

 **OPERATIONAL (7-9)**
Documentation and data systems are established, consistent, and audit-ready.

DATA REFLECTION

What documentation or data challenge creates the most risk for your organization?

What data improvement would have the greatest impact on clinical outcomes?

What process would strengthen data accuracy and reliability the most?

DATA SYSTEMS REALITY CHECK

Strong documentation and data systems support:

- ☒ Clinical Decision-Making
- ☒ Treatment Integrity
- ☒ Transparency
- ☒ Quality Assurance
- ☒ Audit Readiness
- ☒ Ethical Compliance
- ☒ Organizational Growth

*Good data tells you what happened.
Great data tells you what to do next.*



MEASURE. ANALYZE. IMPROVE.

Data systems turn information into impact.



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Operations & Communication

Efficient Systems. Clear Communication. Seamless Service Delivery.

- ☐  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



SECTION SCORE

Completed Items: ____ / 9

READINESS LEVEL



EMERGING (0-3)

Processes and communication systems are not yet consistent or well defined.

☐

DEVELOPING (4-6)

Some systems exist but need improvement in efficiency and consistency.

☐

OPERATIONAL (7-9)

Systems are efficient, documented, and support consistent, high-quality service delivery.

☐

REFLECTION

What operational or communication challenge creates the most disruption for your team?

What improvement would create the greatest positive impact on families and staff?

What process could be streamlined or automated to save time and reduce errors?



OPERATIONS EXCELLENCE CHECKLIST

Strong operational and communication systems support:

- ☒ Client Experience
- ☒ Parent Satisfaction
- ☒ Team Collaboration
- ☒ Efficiency & Consistency
- ☒ Data Security
- ☒ Professional Standards
- ☒ Organizational Growth

*Clear processes.
Open communication.
Stronger outcomes.*



EFFICIENT SYSTEMS CREATE CAPACITY.

When operations run smoothly, your team can focus on what matters most.



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- ☐  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



SECTION SCORE

Completed Items: ____ / 10

READINESS LEVEL

- 
EMERGING (0-3)
 Financial systems are not yet consistent or fully established. ☐
- 
DEVELOPING (4-6)
 Some systems exist but need refinement and stronger structure. ☐
- 
OPERATIONAL (7-10)
 Financial systems are established, consistent, and support sustainable operations. ☐

FINANCIAL REFLECTION

What financial challenge presents the greatest risk to your organization right now?

What improvement would have the greatest impact on your cash flow and stability?

What financial system or process would strengthen your organization the most?

FINANCIAL READINESS ESSENTIALS

Strong financial systems support:

- ☒ Cash Flow Stability
- ☒ Accurate Billing
- ☒ Timely Reimbursements
- ☒ Risk Management
- ☒ Sustainable Growth
- ☒ Operational Freedom

Financial clarity today creates impact tomorrow.



FINANCIAL FOUNDATION. LASTING FREEDOM.
 Strong systems protect your mission, your people, and your future.



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Launch Readiness Reality Check

Strong Foundations. Ethical Launch. Sustainable Impact.

- ☐  **Policies exist before clients**
All essential policies are written, approved, and ready for implementation.
- ☐  **Training exists before billing**
Staff training, onboarding, and competency systems are in place.
- ☐  **Supervision exists before scaling**
Supervision ratios, structure, and supports are established before growth.
- ☐  **Documentation exists before audits**
Documentation systems are complete, consistent, and audit-ready.
- ☐  **Payroll reserve exists before hiring**
Cash reserves and financial stability are in place before staff are hired.
- ☐  **Clinical authority exists before operations expand**
BCBA clinical authority and oversight are defined before expanding services.
- ☐  **Systems exist before marketing promises are made**
Operational, clinical, and financial systems are established before making commitments.



SECTION SCORE

Completed Items: ____ / 7

READINESS LEVEL



EMERGING (0-2)

Foundational systems are not yet in place or are inconsistent.

☐


DEVELOPING (3-5)

Some systems exist but need strengthening and consistency.

☐


OPERATIONAL (6-7)

Strong systems are in place and organization is launch-ready.

☐


LEADERSHIP REFLECTION

What area of launch readiness is your biggest concern right now?

What must be in place before you feel confident accepting your first client?

Who needs to be involved to ensure a successful and ethical launch?



LAUNCH READINESS ESSENTIALS

Strong organizations launch with:

- ☒ Clear Policies
- ☒ Trained Teams
- ☒ Effective Supervision
- ☒ Accurate Documentation
- ☒ Financial Stability
- ☒ Clinical Oversight
- ☒ Reliable Systems

*Readiness is not a milestone.
It is a mindset and a system.
Build it before you launch.*



PREPARE TODAY. LAUNCH TOMORROW. LEAD ALWAYS.

A successful launch is built on preparation, integrity, and strong systems.



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Founder Reflection

Clarity Today. Stronger Tomorrow.

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



- What systems currently depend on one person?



- What would break first if referrals doubled tomorrow?



- Where is operational drift most likely to occur?



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



- What area of the business currently lacks clear ownership?



Honest reflection creates clarity.
Clarity creates leadership.
Leadership creates lasting impact.



The strongest systems
start with courageous
self-awareness.



FINAL WORD

Build Systems Worth Sustaining.

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for Ethical ABA Organizations

COMING SOON



Building Ethical ABA Systems
That Actually Work



Ethical ABA
Startup Systems™



Executive
Founder Training



Clinical Operations
Resources



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Founding member access • Early pricing • Priority resources



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ETHICAL PRACTICE.
LASTING IMPACT.**



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