



Understanding the Process of ABA Therapy: These Are the Steps

A checklist for approved ABA providers — from compliance review to school-level planning

**1****Complete and submit the compliance packet**

The provider submits the MOU, insurance, Tennessee license, background check, and fingerprinting clearance showing MSCS approval.

**2****MSCS reviews the completed packet**

An MSCS representative checks the packet for all required and pertinent information.

**3****Submit documents in the Contract Portal**

After confirming the packet is complete, the MSCS representative submits the necessary paperwork in the Contract Portal.

**4****Contract advisors review and route**

Contract advisors check the documents and route them for the required MSCS signatures.

**5****Execute and return the MOU**

The MOU is signed by the required parties, and a fully executed copy is provided to the service provider.

**6****Obtain the MSCS private-service ID badge**

The provider obtains and wears the required MSCS private-service vendor identification badge.

**7****Meet with the school team**

The provider schedules a meeting with the school leader, parent, and counselor to discuss logistics and provide approved documentation.

READY TO BEGIN

Services begin only after all seven steps are complete and school logistics are approved.

DISCLAIMER

ABA providers are prohibited from soliciting parents.