ABA Progress Report

Treatment progress and reauthorization report · page 1 of 3

TEMPLATE

1 IDENTIFYING INFORMATION

Use initials or a record ID here. Add the identifiers your payer requires (name, date of birth, member ID) only on the copy you submit.

CLIENT INITIALS / ID	AGE	DIAGNOSIS (ICD-10)
PAYER	AUTHORIZATION NO.	REPORT TYPE ☐ 6-month ☐ 3-month ☐ discharge ☐ other
REPORTING PERIOD (FROM – TO)	REPORT DATE	TREATMENT SETTING(S)
LEAD BCBA AND CERTIFICATION NO.		PROVIDER / AGENCY

2 SERVICES THIS PERIOD

HOURS AUTHORIZED	HOURS DELIVERED	% OF AUTHORIZED HOURS DELIVERED
REASONS FOR MISSED OR CANCELLED SESSIONS		CAREGIVER TRAINING SESSIONS
SUPERVISION HOURS		

3 STANDARDIZED AND CURRICULUM ASSESSMENTS

Use the same tools as the last report so the change scores compare like with like.

TOOL	DATES (PREV. → CURRENT)	PREVIOUS	CURRENT	CHANGE

Notes on assessment results (tools added or dropped, testing conditions)

ABA Progress Report

TEMPLATE

4 GOAL PROGRESS BY DOMAIN

Report every goal in the same unit of measurement used for its baseline. Add rows for each target; mark goals met, not met or modified, with a reason.

DOMAIN	GOAL (OBSERVABLE, MEASURABLE)	MEASURE	BASELINE (DATE)	CURRENT	MASTERY CRITERION	STATUS: MET / NOT MET / MODIFIED
Communication						
Social / play						
Adaptive / daily living						
Behavior reduction						
Caregiver training						

5 GRAPHS

One graph per target behavior or skill: sessions on the x-axis, phase-change lines, mastery criterion drawn as a line.

Graph 1
(paste or attach)

Graph 2
(paste or attach)

ABA Progress Report

TEMPLATE

6 PROGRESS SUMMARY AND BARRIERS

Overall progress this period (plain language a caregiver can follow)

Barriers to progress and the plan for each (missed hours, health, generalization, caregiver availability)

7 GENERALIZATION AND MAINTENANCE

Skills seen across people, settings and materials; skills in maintenance

8 MEDICAL NECESSITY AND RECOMMENDATIONS

Why continued treatment at this intensity is needed (link to remaining deficits and safety)

Hours requested for next period (by service)

Goals added, modified or discontinued

Transition, fading and discharge plan

9 COORDINATION OF CARE

School / IEP, physicians, speech or occupational therapy, other providers

10 SIGNATURES

BCBA signature and credential

Date

Caregiver signature (report reviewed with caregiver)

Date

ABA Progress Report

Treatment progress and reauthorization report · filled example, page 1

FILLED EXAMPLE · FICTIONAL DATA

1 IDENTIFYING INFORMATION

Use initials or a record ID here. Add the identifiers your payer requires (name, date of birth, member ID) only on the copy you submit.

CLIENT INITIALS / ID J.R. · ID 0421	AGE 5 y 2 m	DIAGNOSIS (ICD-10) F84.0
PAYER Commercial plan (fictional)	AUTHORIZATION NO. AUTH-0000-EX	REPORT TYPE 6-month reassessment
REPORTING PERIOD (FROM – TO) 04/01/2026 – 09/30/2026	REPORT DATE 09/15/2026 (data through 09/11)	TREATMENT SETTING(S) Clinic and home
LEAD BCBA AND CERTIFICATION NO. A. Rivera, BCBA · #1-00-00000 (fictional)		PROVIDER / AGENCY Example ABA Clinic

2 SERVICES THIS PERIOD

HOURS AUTHORIZED 20 h/week direct; 2 h/week supervision	HOURS DELIVERED 15.6 h/week direct (avg.)	% OF AUTHORIZED HOURS DELIVERED 78%
REASONS FOR MISSED OR CANCELLED SESSIONS 3 weeks of illness (May) and a 1-week family trip (Aug); no staffing gaps		CAREGIVER TRAINING SESSIONS 11 of 12 planned sessions
SUPERVISION HOURS 2.0 h/week (avg.)		

3 STANDARDIZED AND CURRICULUM ASSESSMENTS

Use the same tools as the last report so the change scores compare like with like.

TOOL	DATES (PREV. → CURRENT)	PREVIOUS	CURRENT	CHANGE
VB-MAPP Milestones	03/2026 → 09/2026	52	78	+26 milestones
Vineland-3 Adaptive Behavior Composite	03/2026 → 09/2026	68	73	+5 standard-score points
Caregiver fidelity checklist (snack routine)	04/2026 → 09/2026	40%	85%	+45 points

ABA Progress Report

Treatment progress and reauthorization report · filled example, page 2

FILLED EXAMPLE · FICTIONAL DATA

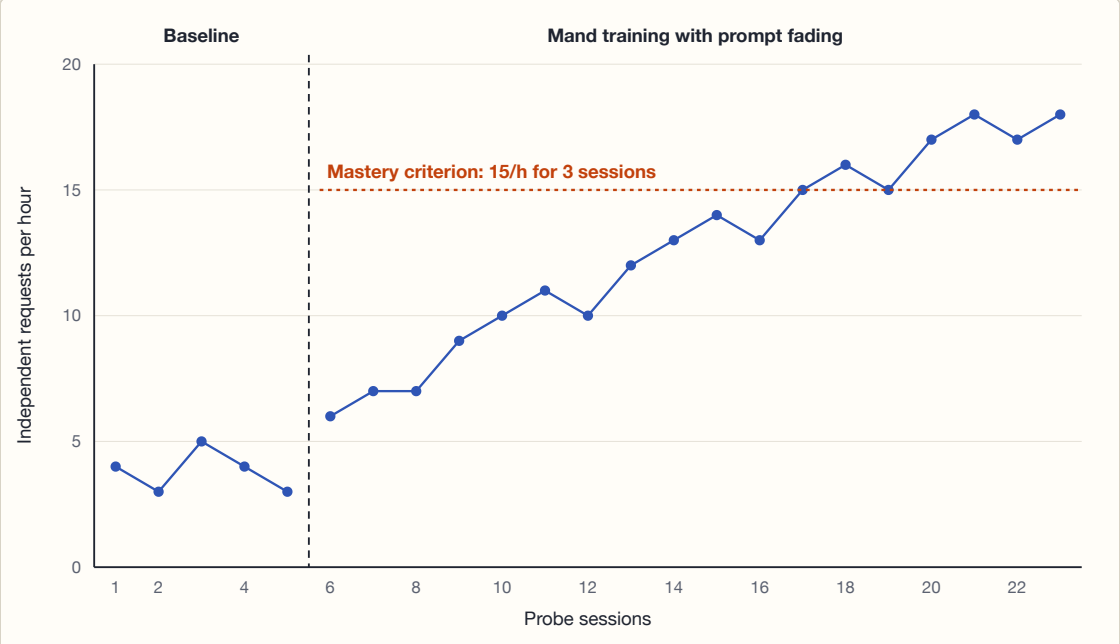
4 GOAL PROGRESS BY DOMAIN

Report every goal in the same unit of measurement used for its baseline. Add rows for each target; mark goals met, not met or modified, with a reason.

DOMAIN	GOAL (OBSERVABLE, MEASURABLE)	MEASURE	BASELINE (DATE)	CURRENT	MASTERY CRITERION	STATUS: MET / NOT MET / MODIFIED
Communication	Requests preferred items or help with a word or sign, no prompt	Independent requests per hour	4 /h (03/2026)	18 /h	15 /h, 3 consecutive sessions, 2 therapists	MET 07/22 · new goal: 2-word requests
Social / play	Returns a peer greeting within 5 s	% of opportunities	10%	60%	80%, 3 consecutive sessions	CONTINUE · on track
Adaptive / daily living	Washes hands (8-step task analysis)	Steps done independently	2/8 (25%)	8/8	8/8 in 3 sessions + at home	MET · moved to maintenance
Behavior reduction	Elopement: leaves the work area > 1 m without permission	Rate per hour	6.0 /h	1.5 /h	≤ 0.5 /h for 4 consecutive weeks	CONTINUE · 75% reduction
Caregiver training	Parent prompts and reinforces requests during snack	Fidelity (% of steps correct)	40%	85%	90% in 3 observed routines	MODIFIED · add bedtime routine

5 GRAPHS

One graph per target behavior or skill: sessions on the x-axis, phase-change lines, mastery criterion drawn as a line.



Independent requests per hour, baseline vs. mand training. Mastery criterion: 15 per hour for 3 consecutive sessions (met). Fictional data.

ABA Progress Report

Treatment progress and reauthorization report · filled example, page 3

FILLED EXAMPLE · FICTIONAL DATA

6 PROGRESS SUMMARY AND BARRIERS

Overall progress this period (plain language a caregiver can follow)

J.R. met 2 of 5 goals. Independent requests rose from 4 to 18 per hour and generalized to home snack time. Elopement fell 75%; it now occurs mainly during transitions from preferred play.

Barriers to progress and the plan for each (missed hours, health, generalization, caregiver availability)

Illness and travel cut delivered hours to 78% of authorized. Plan: make-up sessions offered on Saturdays; visual transition schedule added in August.

7 GENERALIZATION AND MAINTENANCE

Skills seen across people, settings and materials; skills in maintenance

Hand washing observed at home by caregiver (3 of 3 probes). Requests probed with grandparent: 12 per hour.

8 MEDICAL NECESSITY AND RECOMMENDATIONS

Why continued treatment at this intensity is needed (link to remaining deficits and safety)

Continue 20 h/week direct treatment and 2 h/week supervision for 6 months. Elopement still interrupts group learning, and peer greetings remain below the level needed for a kindergarten classroom.

Hours requested for next period (by service)

20 h/week direct · 2 h/week supervision · 2 caregiver training sessions/month

Goals added, modified or discontinued

Add: 2-word requests; tolerating "wait" up to 2 min. Modify: caregiver goal to bedtime routine. Discontinue: none.

Transition, fading and discharge plan

Fade to 15 h/week once elopement ≤ 0.5/h for 4 weeks; begin small-group sessions.

9 COORDINATION OF CARE

School / IEP, physicians, speech or occupational therapy, other providers

Shared goals with the school speech therapist (06/2026); pediatrician letter sent 09/2026.

10 SIGNATURES

A. Rivera, BCBA — BCBA signature and credential

09/15/2026 — Date

Caregiver of J.R. — Caregiver signature (report reviewed with caregiver)

09/16/2026 — Date