

**INITIAL REVIEW  
REPORT FOR**

**Bay State ABA, LLC  
42 Tremont Street  
Suite 9 Duxbury, MA, MA  
02332**

**Date Of Report**

**Version**

**Prepared by the Department of Developmental Services  
OFFICE OF QUALITY ENHANCEMENT**

## **SUMMARY OF OVERALL FINDINGS**

**Provider** : Bay State ABA, LLC

**Review Dates** : 12/13/2023 - 12/15/2023

**Initial Review Exit Meeting Date:** : 12/15/2023

**Survey Team**  
Linda Griffith (TL)

### **Survey scope and findings for Employment and Day Supports**

<b>Service Group Type</b>	<b>Sample Size</b>	<b>Licensure Scope</b>
<b>Employment and Day Supports</b>	1 location(s) 4 audit (s)	Initial Review
Employment Support Services	1 location(s) 4 audit (s)	
Planning and Quality Management		

## EXECUTIVE SUMMARY

Bay State ABA, LLC was founded in 2019 to provide services to adults diagnosed with Autism Spectrum Disorder. In September 2023, the agency began providing site-less Employment Services within the South Coastal and Plymouth areas.

The current review by the Department of Developmental Services (DDS) was an Initial Review of Employment Services to assess compliance with DDS standards for licensure. An Initial Review is intended to present findings in a consultative manner, with no determination of licensure level involved in the process.

The findings of the Initial Review identified positive outcomes in several areas. Staff had received all the mandatory trainings, as well as additional trainings unique to the individuals that they support. Individuals have been assessed for safety around the use of necessary equipment at their jobs and trained to become independent in the safe use of this equipment. Staff were aware of the strengths and challenges of each individual, and supports were individualized based on these strengths and challenges. Data collection around ISP goals was consistently and comprehensively completed. Individuals were trained and knowledgeable about their human rights and the grievance procedure.

The Initial Review also revealed some areas that the agency should address in order to be in full compliance with DDS licensing expectations. Medical protocols need to be developed for individuals with a significant medical condition that require staff to perform specific actions related to the condition, as well as when 911 and/or medical professionals would need to be contacted. Once developed, these protocols need to be authorized by medical professionals, with subsequent training to staff. The emergency fact sheet for each individual needs to be updated to include all mandatory components.. Emergency back-up plans need to be individualized to include the emergency contact information for family members and/or guardians. Lastly, increased legal representation is needed for quarterly Human Rights Committee meetings.

It is expected that the agency will address any "not met" findings outlined in this Initial Review report. Employment Services will be reviewed for licensure and certification indicators within the next six months.

## LICENSURE FINDINGS

### Organizational Areas Needing Improvement on Standards not met/Follow-up to occur:

Indicator#	Indicator	Area Needing Improvement
L48	The agency has an effective Human Rights Committee.	Human Rights Committee meetings has not consistently included legal representation. Legal representation needs to be present for at least 75% of Human Rights Committee meetings.

**Employment/Day Areas Needing Improvement on Standards not met/Follow-up to occur:**

<b>Indicator#</b>	<b>Indicator</b>	<b>Area Needing Improvement</b>
L8	Emergency fact sheets are current and accurate and available on site.	Emergency Fact Sheets did not include the mandatory components. Emergency Fact Sheets need to include all of the individual's diagnoses, language/ability to communicate, the contact information for Employment services, places frequented if previously lost, and the individual's likely response to search efforts.
⌘ L38	Physicians' orders and treatment protocols are followed (when agreement for treatment has been reached by the individual/guardian/team ).	For two individuals who carry an EpiPen for PRN use for anaphylactic allergies, a medical protocol had not been developed. A medical protocol needs to be developed for these conditions, including staff's actions and when the doctor/911 should be called. Medical authorization for the protocol should be obtained, with subsequent training to staff.
L93 (05/22)	The provider has emergency back up plans to assist individuals to plan for emergencies and/or disasters.	Emergency back-up plans were not individualized. Emergency back-up plans should be individualized with the guardian's and/or family member's contact information.

## Survey Detail Report

### Licensure Organizational:

Indicator	Source	Issue
L48 The agency has an effective Human Rights Committee.	Staff Document	Legal representation has not consistently been present for Human Rights Committee meetings.

### Licensure Employment and Day Supports

Indicator	Service Type	Location	Individual	Issue
L1 Individuals have been trained and guardians are provided with information in how to report alleged abuse/neglect.	Employment Support Services	42 Tremont Street Suite 9 Duxbury MA 02332	ER	Information on how to report alleged abuse/neglect was sent to ER's mother, but not to his father who is the guardian.
L8 Emergency fact sheets are current and accurate and available on site.	Employment Support Services	42 Tremont Street Suite 9 Duxbury MA 02332	TK	TK's Emergency Fact Sheet does not include his diagnosis of ADHD, information on language/ability to communicate, frequented locations if missing, likely response to search efforts, or contact information for Bay State ABA.

<p>L8 Emergency fact sheets are current and accurate and available on site.</p>	<p>Employment Support Services</p>	<p>42 Tremont Street Suite 9 Duxbury MA 02332</p>	<p>AL</p> <p>ER</p> <p>MH</p>	<p>AL's Emergency Fact Sheet does not include information on language/ability to communicate, frequented locations if missing, likely response to search efforts, or contact information for Bay State ABA.</p> <p>ER's Emergency Fact Sheet does not include information on language/ability to communicate, frequented locations if missing, likely response to search efforts, or contact information for Bay State ABA.</p> <p>MH's Emergency Fact Sheet does not include information on language/ability to communicate, frequented locations if missing, likely response to search efforts, or contact information for Bay State ABA.</p>
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<p>Ⓟ L38</p> <p>Physicians' orders and treatment protocols are followed (when agreement for treatment has been reached by the individual/guardian/team).</p>	Employment Support Services	42 Tremont Street Suite 9 Duxbury MA 02332	TK          MH	<p>EpiPen protocol to be developed for anaphylactic allergy to shellfish, nuts, and peas. TK injects EpiPen independently, but staff would need to assist with calling 911 post use. The EpiPen being carried by TK had expired in May 2023.</p> <p>Epipen protocol to be developed for anaphylactic nut allergy. MH injects EpiPen independently, but staff would need to assist with calling 911 post use.</p>
<p>L49</p> <p>Individuals and guardians have been informed of their human rights and know how to file a grievance or to whom they should talk if they have a concern.</p>	Employment Support Services	42 Tremont Street Suite 9 Duxbury MA 02332	ER	<p>Information on human rights and grievance procedures was sent to ER's mother, but not to his father who is the guardian.</p>
<p>L93 (05/22)</p> <p>The provider has emergency back up plans to assist individuals to plan for emergencies and/or disasters.</p>	Employment Support Services	42 Tremont Street Suite 9 Duxbury MA 02332	AL       TK	<p>Emergency back-up plan is not individualized with the information for AL's guardian/emergency family contact.</p> <p>Emergency back-up plan is not individualized with the information for TK's emergency family contact.</p>

<p>L93 (05/22) The provider has emergency back up plans to assist individuals to plan for emergencies and/or disasters.</p>	<p>Employment Support Services</p>	<p>42 Tremont Street Suite 9 Duxbury MA 02332</p>	<p>ER</p> <p>MH</p>	<p>Emergency back-up plan is not individualized with the information for ER's guardian/emergency family contact.</p> <p>Emergency back-up plan is not individualized with the information for MH's emergency family contact.</p>
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