1. Copied Dr. Dillon, Helen Moss (our FSBA staff credentialing manager) and Chris Maxwell on this email so we are all on the same page together as we keep moving forward.

2. Chris Maxwell and I have been working on beginning the planning process for picking out schools to begin to contact and set up some appointments with, and we will likewise begin to look for parent groups or other ethical avenues for marketing. Have already begun FB targeted marketing in the state to continue to get our name out there in the southeast.

3. We will then have Dr. Dillon reach out via phone to connect with the administrators / principals / Parent to set up initial meetings, seeking to group as many together as possible for a multi-day trip for some of the team to travel up there to hold the meetings. When are you going to have your official move there?

4 We will begin coordination together on planning, marketing, and meetings before too long, likely through phone conversations and meetings.

5. Spoke with Plutus (the credentialing firm) last week and they're moving forward with the various insurances we are targeting in the state as well as McD. Finally, have another follow-up call with Plutus tmw at 1pm (every Tuesday at 1pm is our call with them), and we will then discuss the process and what else needed specifically for TN, as well as a timeline (ballpark). Once we have the go-ahead for agency credentialing, as well as the individuals in-process credentialed, which are occurring simultaneously, we can begin to open cases and start clients. Chris Maxwell is likewise being credentialed in the state as an additional support source for creating behavior plans for kids and is being trained on hiring by Dr. Sarah Dillon to assist with recruiting analysts.

6. We are working on getting the manual for McD in Tennessee to determine exactly what is required for BASPs and staffing clients with McD insurance. At that point we will have Dr. Dillon create a BASP template for McD TN.

7.. WE will have Helen copy you and all involved parties (will know on Nicole / McKenzie as of tmw, likely), as well as Chris and Dr. Dillon on a weekly update on credentialing from Plutus in regards to TN. They have all the NPI and TIN numbers needed for this process for all states.

8. We soon will make a loan from FSBA FL to FSBA TN in order to open a bank account (likely in a month to three), which will allow us to have a place for direct deposit funds to go once we start billing.

9. Once we begin to get kids and can schedule initial intakes, we will immediately begin the hiring process for RBT / tech staff in the state. We may start with a few home cases if needed at first if we have a hard time landing campuses, however, this will not be the long term model we use, and we will work to transition to campus based structure similar to FL as soon as possible.

10. Once we hire RBTs, we will also begin to hire BCBAs / BCaBAs to fill on-coming cases, and should have a staff in the state within a few months from that point.

11. If you need to get a part-time job while we await final credentialing, that will be fine. Once we transition to FSBA TN in-state, we will be able to get you on part-time working at the very least, and will begin the 5k additional income support stipend we discussed quarterly. You’ll also keep the billings from any services you complete (minus the fees for FSBA corporate to manage credentialing, hiring, marketing, etc).

12. Once we’ve established things in TN, the process should continue to run smoothly and grow organically, with our model and staff proliferating.