

# ABA IMPERIUM HANDLEIDING 2021



**ABA**  
**IMPERIUM**

Leven met autisme

## **GENERAL**

On behalf of the ABA Imperium team, we would like to thank you for your interest and registration with us.

This manual is intended for the clients of ABA Imperium. With this manual guide we try to provide as detailed as possible a picture of what we want to do with you and your child. The information about the working method, responsibilities of the employees, responsibilities of the legal representatives, services that you can expect to receive and the cooperation as a whole can be found here. ABA Imperium looks forward to working with you on a sustainable and positive partnership.

## **MISSION**

Our main goal is to improve the quality of life of our clients in practice and to help them reach the highest achievable milestone in their development, so that they can enter life as independently as possible.

## **THE STAFF/TEAM**

Within ABA Imperium, Nilufar Fazli works as a psychologist and Board Certified Behavior Analyst (BCBA) who monitors the overall overview of the progress of all clients and supervises the mentors (RBT'ers). The mentors are responsible for carrying out the program under supervision.

## **PRIVACYSTATEMENT**

The privacy of our clients, those involved and the employees of ABA Imperium are of great importance. ABA Imperium therefore strictly adheres to the most relevant laws and regulations regarding privacy. We use the General Data Protection Regulation (GDPR) as a guideline. This means, among other things, that we:

- Prior to the processing of data, the purposes for this will be recorded and discussed with the representatives
- Keep the level of personal data as low as possible and store the data intended for (training) purposes only.
- If permission is required to store/process certain data, this will be explicitly done in advance.
- Take the necessary measures to protect the personal data
- Respect your rights and wishes regarding the viewing, correction or deletion of the processed data at all times.

ABA Imperium will never provide the data of clients to third parties without explicit consent.

## **CHANGE IN THE PRIVACY STATEMENT**

ABA Imperium strives to always keep up-to-date with the most relevant laws and regulations regarding privacy. If the authorities change the rules regarding privacy, ABA Imperium will automatically adjust and apply this.

## **RIGHTS OF THE CLIENT**

If you have any questions regarding which data we store and process, you can contact us by e-mail. See below for the email address.

You have the following rights:

- Having mistakes corrected
- Having (outdated) data deleted
- Get an explanation of what personal data we have processed and what it is intended for
- Access to the exact personal data within the organization
- Withdrawal of consent
- Restricting certain processing operations
- Object to the use of certain data

Before you start exercising the aforementioned rights, you must have discussed it with Nilufar Fazli. Afterwards, ABA Imperium will try to comply with your request within 30 days. If due to circumstances more time is needed than the imposed 30 days, this will be discussed with you in a timely manner.

## **FILE A COMPLAINT**

If you wish to submit a complaint about the use of your personal data in the context of privacy, you can always email us to [info@abaimperium.nl](mailto:info@abaimperium.nl). After receiving the complaint, we will contact you within 5 working days to process it further with you.

## **GDPR (AVG in Dutch)**

ABA Imperium applies the General Data Protection Regulation (GDPR) EU rights and wants to clearly share this with the clients. The following articles are most relevant to ABA Imperium. We consider you to read it carefully and agree to it before signing the ABA Imperium contract.

- Article 12 GDPR: transparent information, communication and modalities for the exercise of the rights of the data subject.
- Article 13 GDPR: information to be provided where personal data are collected from the data subject
- Article 15 GDPR: right of access by the data subject
- Article 16 GDPR: right to rectification
- Article 17 GDPR: right to erasure (right to be forgotten)
- Article 18 GDPR: right to restriction of processing
- Article 20 GDPR: right to data portability
- Article 21 GDPR: right to object

## **CARE OF ABA IMPERIUM**

During the treatment sessions, a responsible adult should be present at all times (see further in the manual for the criteria), regardless of the location of the session. The employees of ABA Imperium cannot therefore be designated as responsible for the client itself. Unless otherwise determined by ABA Imperium itself, the person responsible should participate in the treatment session for 15 to 30 minutes.

During the session we expect that at least one representative (parent or guardian) will be present. If this proves impossible for a session, the representative should appoint a responsible adult who will take his/her place during the treatment session. In order to provide your child with the most efficient and optimal care for his/her development, we apply the policy that the representative may appoint a replacement within the meaning of a responsible adult up to 3 times a month.

The adult responsible must also meet a number of conditions:

- Monitor the safety, health, bathroom routine and nutrition of the client
- Have reached at least the age of 18
- Have received written (by e-mail or Whatsapp) permission from the legal representatives of the client.
- In the event of an emergency, be able to make the right decisions for the benefit of the client

The responsible adult is deemed to behave as the client's representative and remains responsible for the client at all times. In the event that the responsible adult is unable to meet the above conditions, ABA Imperium will have to cancel or terminate the session early. The costs for this session will be fully charged.

## **PROCEDURE**

ABA Imperium uses the scientific principles and techniques of Applied Behavior Analysis (ABA) by implementing a combination of natural and structured methodologies. The ABA Imperium behavioral intervention program includes interventions and strategies that promote client development in different development areas such as; social emotional development, cognitive development, physical development, speech-language development and adaptive skills (self-reliance). This behavioral intervention program is tailored to the needs of each client. ABA Imperium offers tailor-made treatment at various locations such as home (ambulatory), at school, in group homes and at the nurseries. The interests of our clients and the wishes of the representatives lead our program. We attach great importance to the parental involvement and participation of the other family members. Parents or family members can contribute to the preparation of a program that is fully adapted to the possibilities of the family, such as indicating the priorities.

ABA empire offers two types of treatments:

1. (Early) intensive behavioral intervention for children diagnosed with Autism Spectrum Disorder (ASD) and other developmental disorders
2. Parent training to the representatives of children with ASD or other developmental disorders

Clients can learn to communicate functionally, make independent choices and deal flexibly with challenges. We achieve this by:

- Reducing undesirable behavior resulting in obstruction of learning and in social interaction such as aggressive behavior and non/insufficient cooperation.
- Learning the new skills and age-appropriate adaptive skills in different environments where the client ends up such as: childcare, school, visiting family and sports clubs

Besides that, does our wide programs not only target the clients, but also their family and other relatives. ABA Imperium strives to reduce the stress in a family and make the participation of parental training easier with having a closer look on the child-parent relation. Attunements with school and other professionals like speech therapist and occupational therapist has also become a fixed part of our program. By drawing a clear line for our clients in terms of personal and guidance needs, we can make it easier for them to learn and adapt and the step towards generalization as small as possible. Our clients are taught a learned skill from different people and in different locations.

### **THE TREATMENT IN PRACTICE**

The treatment packages of ABA Imperium consist of several parts. The components are each specifically aimed at a necessary part of the treatment and will be applied/executed at the right time.

The client receives treatment at home, at school or elsewhere. In all settings, it is intended that a responsible adult is present who can take care of the health and well-being of the client. The responsible adult takes care of nutrition, toilet routine (unless potty training is planned) and safety of the client. Since the client's siblings are important persons in the client's life, the employees of ABA empire can allow the siblings to participate in the treatment to optimize the learning and generalization of the client's skills. The responsible adult is expected to supervise the client's siblings at all times.

The behavior intervention program starts with direct and indirect assessment or else a research about the developmental age and the capacities of the client. The direct assessments consists of observations ("Functional Behavior Assessment" of FBA) and filling in the measuring instruments like VB-MAPP and EFL. The indirect assessment can also be conversations with parents, caregivers, teachers and other involved persons. Some assessments are appropriate for testing certain skills and other assessments are appropriate for finding the cause of a problematic behavior. The BCBA and the treatment team determine which research methods are the most appropriate.

The assessments consist of 2-3 sessions and they last 2 to 3 hours. In case of complex problem behavior, the number and duration of the appointments may vary in order to fully assess the current skills. After the assessment, the treatment team writes a plan that describes the behavioral problems, cause of those problems, the strong and learning skills of the client. The goals and priorities of the representatives for the client are also included in the plan. The plan contains a list of the learning goals that will be worked on for 6 to 12 months and also gives a recommendation on the number of hours required per week for treatment in practice.

When the assessment is complete, treatment begins. During the treatment, the established learning objectives/goals are worked on. Specific learning goals or sub-goals are selected based on priorities, concerns and thoughts of the parents/caregivers. The end goals are divided into sub-goals. During each session, multiple learning moments are created during which the sub-goals are worked on step by step.

The progress will be tracked in a daily schedule completed during each session. This daily schedule is adjusted every 4 to 6 weeks on the basis of progression on the goals. In the event of insufficient progress, the approach is changed to ensure that maximum progress is made. Every six months an evaluation report will be written describing progress on the goals and challenges. Parents will receive a copy of the care plan, daily schedule and evaluation reports. Every year during which the client has been in treatment, there will be a progress interview. Employees of ABA Imperium can also give the client's school or reception center advice if necessary.

For all clients we expect to use approximately 15% indirect time.

ABA Imperium will maintain the standard (10 minutes per 60 minutes) which is compared to other psychological appointments and standards. If the indirect time is not used, it will not be charged. The indirect time is needed for effective treatment and to ensure that your child is working on goals that are still relevant.

Direct care includes:

- Treatment/guidance to child in practice
- Parent training
- Coaching or consulting of the caregivers working for the client
- Consult with other professionals such as speech therapy, occupational therapy and physiotherapy
- Visit to school/reception and coaching of teachers or class assistants

Indirect care includes:

- Completing assessments such as VB-MAPP, EFL etc.
- Writing treatment plans
- Track progress
- Drawing up and adjusting the daily schedule
- Preparing training courses
- Other occasional work for the benefit of high-quality care

Every month we declare by default 15% of the hours worked directly in practice as indirect care hours. For example: if we give treatment 16 hours a month, we charge 2.4 hours of indirect care on top of that. At the end of the month, you will receive a standard invoice with the actual direct and indirect hours, i.e., a total of 18.4 hours.

In exceptional cases, occasional indirect hours may also occur. This will always be communicated in advance with the representative, if it is not possible, communicated with the representative afterwards.

### **DECISION-MAKING**

All treatment goals of ABA Imperium are based on the principles of Applied Behavior Analysis (ABA). The treatment team has the expertise and training in ABA to set treatment goals that are specifically focused on the interests and needs of the clients. The goals and recommendations we use have been tested by extensive research. In some cases, parents cannot agree with the decisions or practices of ABA Imperium and want to use an alternative that is not based on the principles of ABA. In such case, ABA Imperium will contact parents to discuss any restrictions and solutions. ABA Imperium strives to apply what is proven to be the most effective, to our clients because it delivers the best result from experience.

### **TRAINING FOR PARENTS/CAREGIVERS**

ABA Imperium acknowledges that parents/caregivers are the experts in the field of their child. The input of parents regarding their child is necessary to ensure the treatment process for the client. ABA Imperium staff will work with parents/caregivers to discuss their share of their child, their treatment priorities and the limitations they may experience when treatment is carried out. We will do everything we can to make communication with regard to your child easy.

Parental involvement and implementation of treatment is crucial for the client's progress. Results improve when parents are involved and are able to generalize skills when ABA Imperium staff are not present.

ABA Imperium staff expects parents/caregivers to participate in all ABA sessions for 15 to 30 minutes. Parents may also be asked to keep records of the child's problem behavior outside the sessions, in order to measure the impact of treatment in all situations. If the question of implementing a treatment and/or collecting data too cumbersome or too complicated is for the parent, we ask you to inform your treatment team as soon as possible so that changes can be made.

### **WORK ENVIRONMENT**

As ABA Imperium, we have a legal obligation to provide a safe and easily accessible working environment for our staff. This also includes the environments such as at home with clients or at school. We therefore consider the persons involved with our clients (such as relatives) that they deal in a professional manner with the employees of ABA Imperium. In the event that we find that our employees are subjected to an unsafe, discriminatory or unprofessional environment, verbal abuse, physical violence/threats, the use of illegal substances at home or any other situation in which they feel threatened or uncomfortable, ABA Imperium may discontinue services in the this place. The ABA Imperium employees have the right at all times to apologize and leave the unsafe environment and contact their supervisor. In the event of the finding of a threat or an unsafe environment, you are expected to undertake an action plan, with a supervisor if necessary, to ensure that the employees of ABA Imperium remain safe and we can continue the service. In principle, the treatment sessions will be given at home with the client. If this is changed, it will be discussed in advance with the representatives. ABA

Imperium can assure you that it will carefully choose the most suitable and safe location in this case.

## **FUNCTION OF STAFF**

Within ABA Imperium there are a number of different roles and functions. We think it is important to make this as clear as possible for you so that you know who you are eligible with and who you can contact.

Nilufar Fazli is currently the only Board Certified Behavior Analyst (BCBA) operating within ABA Imperium. In addition to her, there are a number of Registered Behavior Technicians (RBT's). The BCBA staff mainly has a supervisory function and an accompanying function of the RBT staff. The executive functions are for the RBT's who will largely perform the treatment sessions with the clients. In the beginning, the BCBA will also complete a number of treatment sessions to get a clear picture of the client and his representatives, but the BCBA is intended to act more in the background and maintain overview/guidance on the situation as a whole. The RBT's are responsible for implementing and achieving the treatment goals with the clients.

The RBT's have different activities. Below you will find some of the daily activities:

- Preparing the sessions
- Working 1-on-1 with the clients themselves
- Convert inappropriate/unwanted behavior and learn desired behavior
- Generalizing skills in natural environments
- ABA data tracking behavior
- At the end of the session, fill in and update the 'Daily Schedule'
- Possibly prepare a report of details and send them to the BCBA

The BCBA 's remain ultimately responsible for the program. In addition, the BCBA's supervise the developments of the clients and, where necessary, give training to the RBT's and parents. A number of other activities of the BCBA's consist of:

- Conducting assessments
- Create treatment programs, analyze data, and monitor the implemented goals
- Providing parent training
- Providing homework assignments to parents
- Developing and implementing behavior analytical interventions
- Carrying out personnel assessment
- Supervising and coaching the staff
- Advising school, reception center and the like
- Advising other experts such as speech therapists and physiotherapists

It is possible that a BCBA and RBT are present at the same time during a session. The purpose of such a session is to promote quality. The RBT member receives feedback on the work carried out. It may also occur that the goals and the program are adjusted. We do not apply a minimum or maximum number of supervisions in practice. We look at the needs and development of the client and his representative and then determine how often a session with BCBA will occur. ABA Imperium will charge an invoice for both professionals. The costs can be paid as the representative wishes. For the most effective ABA treatment and most efficient development

for your child, supervisions are necessary in practice, which is why ABA Imperium takes them seriously and will handle them if necessary.

### **ADMISSION CRITERIA**

A child may be eligible for the care of ABA Imperium if he or she is diagnosed with autistic spectrum disorder (ASD) or any other established developmental disorder that hinders or delays social skills and/or skills learning and causes behavioral problems. The representatives should be able to participate in as many sessions as possible. They must be able to make themselves available for a minimum of 15 to 30 minutes per session.

ABA Imperium is authorized to refuse services to clients in certain cases. For example, in the case of representatives who do not make themselves available to participate in the sessions or a client or his family members exhibit problematic behavior so serious that ABA Imperium can no longer guarantee the safety of its employees.

### **EVALUATION MEETINGS**

Consultations with the parents and supervisors are also part of the program and take place outside the sessions. ABA Imperium will hereby meet with a representative of the client and in these meetings, they will review the coordination of care, the evaluation and revision of the goals and necessary changes to the plans. You can expect this to be held about once every six months.

### **INTERVENTIONS IN EMERGENCY SITUATIONS**

BCBAs must comply with BACB ethical standards. These standards determine when emergency behavioral interventions are used. This is used taking into account the physical freedom and social interaction of the client and should be applied in a way that respects the human dignity and personal privacy of the clients.

No interventions that cause pain or trauma should be used. The interventions should only be used if the client exhibits unpredictable, spontaneous behavior that is a clear and present risk of serious physical injury to himself or third parties, and if this cannot be prevented by a less intense approach. The well-being of the client is at all times the highest priority.

The following strategy can be used:

*Timeout of positive reinforcement:* This procedure is evidence-based and is used to reduce the future possibility of a behavior by limiting the amount of ratification for a short period of time. The timeout procedure is only carried out with the (R)BT in the same room as the client. During this procedure, the client can be removed from his environment or the existing environment is changed. An example of a timeout may be that the client does not have access to the reinforcement/ratification.

### **COMPLAINTS PROCEDURE**

Questions regarding the complaints procedure of ABA Imperium can be addressed to the management. ABA Imperium will try to solve any problems related to the client's goals in an informal manner. If a problem arises that cannot be solved informally, the client or representative can request a complaints procedure. The procedure is as follows:

1. Complaints must be submitted by e-mail to [info@abaimperium.nl](mailto:info@abaimperium.nl). Then mention "Complaint" in the subject line of the e-mail.

2. ABA Imperium will contact you within 5 working days after receiving the complaint.
3. During the complaints procedure, the service and care will remain the same.
4. Together with the client/representative, an attempt is made to achieve a reasonable solution.
5. All documentation relating to the complaint is stored in the client's file.

### **DISEASE AND DISEASE POLICY**

Being sick and ill occurs to everyone. The following policy has been developed to protect both your health as well as that of the ABA Imperium team. Multiple treatment sessions can be held on one working day, so it is important that our staff and your children are protected from exposure to a possible infectious disease.

A treatment session should be cancelled if the client himself has shown one of the following symptoms in the last 24 hours:

- Temperature that can be classified as fever (*37.5 degrees or higher*)
- Rash
- Eye infection
- Cold with persistent cough
- Diarrhoea (2 times within 24 hours)
- Vomiting (1 time within 24 hours)
- Extreme irritability or exhaustion

If someone else in the family experiences any of these symptoms, they should be kept away from the caregivers.

If the client, legal representative, family member or responsible adult show any of the following symptoms, the session should also be cancelled:

- COVID-19 symptoms
- Currant beard (Impetigo)
- Pink eye
- Hand-footh-and mouth disease
- Streptococcal infection
- Head louse
- Any other highly contagious disease

In the current pandemic, ABA Imperium has chosen to apply the guidelines of the RIVM during the work and is counting on the representative to do the same. The timely cancellation of the treatment sessions in the event of a finding of COVID-19 symptoms in one of the residents is therefore considered by the representative.

If the cancellation does not happen and the ABA Imperium employee discovers one of the above symptoms in one of the resident or the adult responsible, the caregiver may cancel the session immediately. The cancellation fee in case of no cancellation or late cancellation will be charged 100% of the relevant treatment.

We appreciate your respect for the well-being of our employees and other clients and families who use our services.

### **FINANCIAL RESPONSIBILITY**

ABA Imperium strives to support their clients and families in understanding the financial responsibilities and making the most of the allocated budgets of the health insurance or municipality. Once the representative has been informed of financial responsibility, it is her own task to continue this in good order.

ABA Imperium agrees with the client/representative before the first treatment session how and when the payments should be made. To ensure that you do not incur unnecessary or unexpected costs, we will not start providing the services until permission has been obtained. When our services are provided, we will do everything we can to ensure that the services will not expire while obtaining the new decision. If a reason is given for not receiving a new decision before the current decision expires, we may postpone the services until the new decision is received.

### **YOUR PAYMENT RESPONSIBILITY**

If the services provided are for the account of the representative himself, ABA Imperium will send a monthly invoice in advance that must be paid within 30 days at the latest. In the event that the financial obligations cannot be paid or cannot be paid in full within the period of 30 days, the representative may contact ABA Imperium for any payment arrangement. If you do not take responsibility for this, there is a possibility that we will stop the sessions.

In the event that ABA Imperium is not a contracted provider of your source of funding or municipality, we will do everything we can to obtain a special authorization to provide our services. Once you have been informed of your financial responsibility in this, it is your responsibility to comply with it. If you do not currently have a support-agreement with your municipality or other funding, you are responsible for all treatment costs. We have private payment options, should this be necessary for you. Talk to our General Manager about the possibilities for this. When your decision or funding ends and you do not notify ABA Imperium staff, you are responsible for all costs incurred after the end date of your decision or other financing opportunity. Contact our office for information about credit card payment.

### **TIMELY PAYMENT POLICY**

ABA Imperium will send a monthly invoice afterwards that must be paid within 30 days at the latest.

In the event of late payment and contact, ABA Imperium will go through the following process with the representative to maintain cooperation:

1. If an invoice is not paid on time or not in full, ABA Imperium will contact the representative for further explanation.
2. If it is not possible for the representative to pay the invoices on time and in full, ABA Imperium will draw up an appropriate payment arrangement agreement with the representative. The payment arrangement, with a detailed plan, will be provided to the client. The client or representative is asked to sign it.

3. If, after the agreed payment arrangement, the representative still cannot pay or refuses to pay the invoices on time or in full, ABA Imperium may terminate this agreement immediately.
4. If the agreement is terminated, the representative will be given a maximum of 1 month to pay the unpaid invoices in full. If this does not happen, ABA Imperium will engage a debt collection agency and transfer the unpaid amounts to them. From that moment on, the collection agency will make arrangements with the family.

### **TERMINATION OF ABA TREATMENT**

ABA Imperium reserves the right to terminate the Services at any time.

ABA Imperium may terminate the Services immediately for the following reasons:

- Parents/caregivers participated in less than 80% of the treatment sessions for 2 consecutive months
- Cancellations are more than 3 sessions per month and for 2 consecutive months
- The client's problem behavior is so serious that the employees of ABA Imperium are at risk of serious injury and cannot be prevented from causing serious injury to the client himself.
- Parents/caregivers try to employ staff of ABA Imperium outside the services provided by ABA Imperium
- Sources of funding refuse to issue a decision/pay for a treatment
- The parent changes the source of funding without informing ABA Imperium
- Violating a policy included in this document.

The costs for the already scheduled session(s) will be charged in full.

The client/representative can stop the treatment at ABA Imperium. ABA Imperium hereby applies a notice period of 30 days.

ABA Imperium makes every effort to provide the best possible care and asks parents/guardians to immediately inform the staff of any concerns regarding the treatment and/or staff so that problems can be solved. In the event that the family still chooses to terminate the services, ABA Imperium requests that this be confirmed in writing or by email to ABA Imperium.

### **PHOTOGRAPHY/VIDEO RECORDING**

ABA Imperium believes the use of videos and photos can be a crucial part of the client's treatment program. However, photography and video recordings are only permitted if it is recorded by the staff of ABA Imperium and with the prior written permission of ABA Imperium.

In order to guarantee the highest quality of service, the employees of ABA Imperium can consult with other professionals, both inside and outside the ABA Imperium. This may include sharing of videos, photos, and written documentation. Through this exchange of information, clients and their caregivers can receive additional expert guidance and the employees of the ABA Imperium will improve their skills through this way.



ABA Imperium expects all staff, clients and legal guardians to comply with the applicable laws, policies and procedures of ABA Imperium regarding photography and video recording of the treatments. ABA Imperium will hereby comply with the GDPR EU rights. ABA Imperium assumes that the representative is aware of its rights and obligations regarding privacy. (contract)

By signing the form below, you agree to the staff of ABA Imperium to take photos or record videos of the client. The people shown in the media are not disguised and are identifiable. Legal guardians and clients will have to understand that participation in photos or videos is entirely voluntary. Parents and legal representatives of clients, and clients, agree that they do not hold ABA Imperium responsible or make a claim for royalties, damages, obligations or liability in any way whatsoever, arising from this consent of photographs and video recording.

### **PERMISSION FOR PHOTOS AND VIDEO RECORDINGS**

I am the legal guardian of the client, the client is a minor or is not deemed able to give consent or I am the legally authorized representative of the client, who is an adult but is unable to consent to medical treatment. I receive [the client receives] treatments from ABA Imperium.

I hereby give permission to the client or myself, and myself [legal guardian] to be photographed and/or filmed by employees of ABA Imperium while I, the client, receive treatment.

The terms photo and video include any video or photo, any other image format, and any other means of recording or displaying images. I consent to the disclosure of the photo(s) and/or video(s) and the use of the photo(s) and video(s) by other agencies and service providers working with ABA Imperium, so that the employees of ABA Imperium can receive additional expert guidance for other treatments, training and training.

My rights include:

- I may inspect or obtain a copy of the photo(s) and/or video(s), which I have given permission to take, use and disclose.
- I can refuse to sign this permission. My refusal does not affect the ability on me or the client to receive treatment.
- I have the right to receive a copy of this authorization.
- I understand that I, the client, my spouse and I, (or other legal guardian/representative) will not receive financial compensation for photos or video(s), or have other rights to the photo(s), except the right to receive and use them personal upon request.

Hereby declare I, \_\_\_\_\_, the parent(s)/legal representative(s) that I have read the Manual and give my agreement to the conclusion of this agreement and the associated General Terms and Conditions.

\_\_\_\_\_  
Signature parent(s)/legal representative(s)

\_\_\_\_\_  
Signing date

\_\_\_\_\_  
Signature healthcare provider ABA Imperium

\_\_\_\_\_  
Signing date