

OGBC Contact Sheet

Reason	Individual(s)	Email	Phone
Sandata Fixes/Issues	Melissa	mcombee@ogbehavior.com	(720) 400-4471
Aloha Signatures/Issues	Melissa or Admin	mcombee@ogbehavior.com admin@ogbehavior.com	(720) 400-4471 (720) 755-2207
Tablet/IT Issues (NON-emergency, i.e., issues with or loss of tablet, etc.)	Supervising BCBA <i>(to contact IT)</i>	Emails of Supervising BCBA	# of supervising BCBA(s)
IT Issues - EMERGENCY ONLY (loss of computer, security breach, etc.)	IT	N/A - Must Call in Emergencies	(720) 986-6781
Payroll/Benefits	HR	hr@ogbehavior.com	N/A
Florence Clinic	Breanna or Melissa	bknowles@ogbehavior.com mcombee@ogbehavior.com	(720) 400-4471
Boulder Clinic	Cara	csevec@ogbehavior.com	(720) 771-0852
Time Off Requests (including last-minute requests)	Supervising BCBA(s)/HR	Emails of Supervising BCBA(s) + Time Off Request	# of supervising BCBA(s)
PTO/Sick Leave Use Request (after time off has been approved by supervisor(s))	Varies	Supervising BCBA(s) Emails + Time Off Request	N/A
Scheduling Needs	Regional Director	chighfill@ogbehavior.com tbenavidez@ogbehavior.com	Email only
Compliancy/HIPAA (The Guard) Issues or Completion	HR and Admin	admin@ogbehavior.com hr@ogbehavior.com	Email only
BLS/First Aid Issues or Completion	HR and Admin	admin@ogbehavior.com hr@ogbehavior.com	Email only
Client-Specific Questions and Emergencies	Supervising BCBA	Supervising BCBA Email	Email only
RBT Certification and Recert Issues or Completion	HR and Admin	admin@ogbehavior.com hr@ogbehavior.com	Email only
Safety Care	Ashley W	awhite@ogbehavior.com	Email only