



ABA Advantage
Web Portal User Guide

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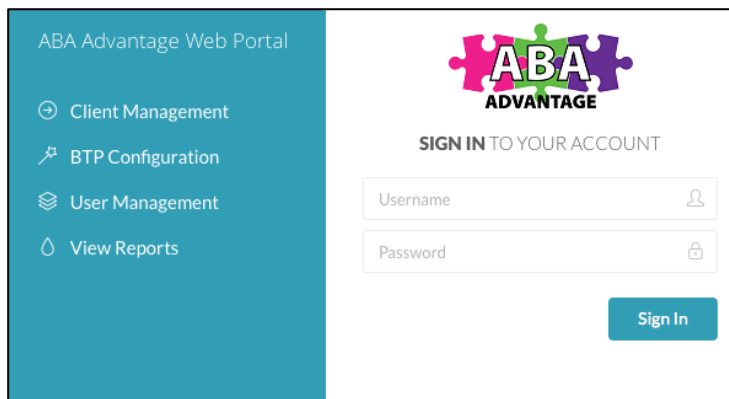
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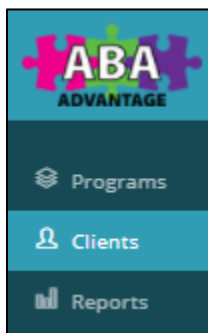
1.0 Signing in



From a Web browser, Chrome, Safari, FireFox, enter **abaadvantage.net** in the address bar and hit enter.

Login in with your username and password. If you forgot, contact your RCD.

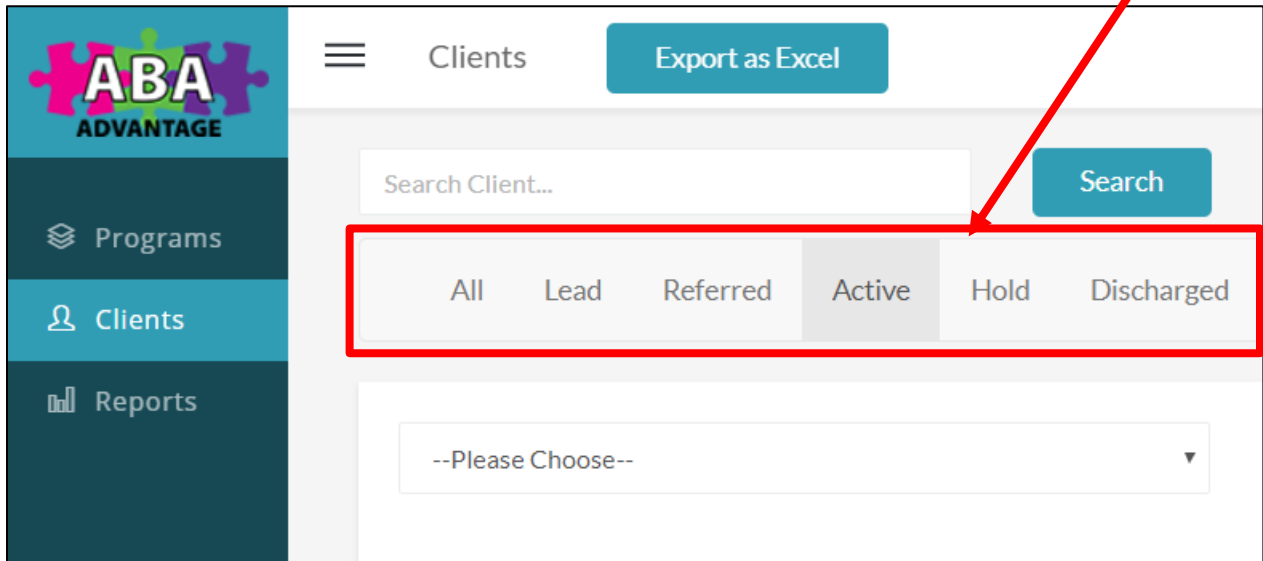
As a **BCBA** you will have access to Programs, Clients, and Reports. Your focus will be on Clients and Reports. You will be able to view programs and their content.



2.0 Clients

To view your case load, click on Clients from the Menu bar at the left. This is the default view that displays after logging in.

The Clients page allows viewing of your Clients or your case load. Information for each client can be viewed depending on their status from the Status Tab menu bar.



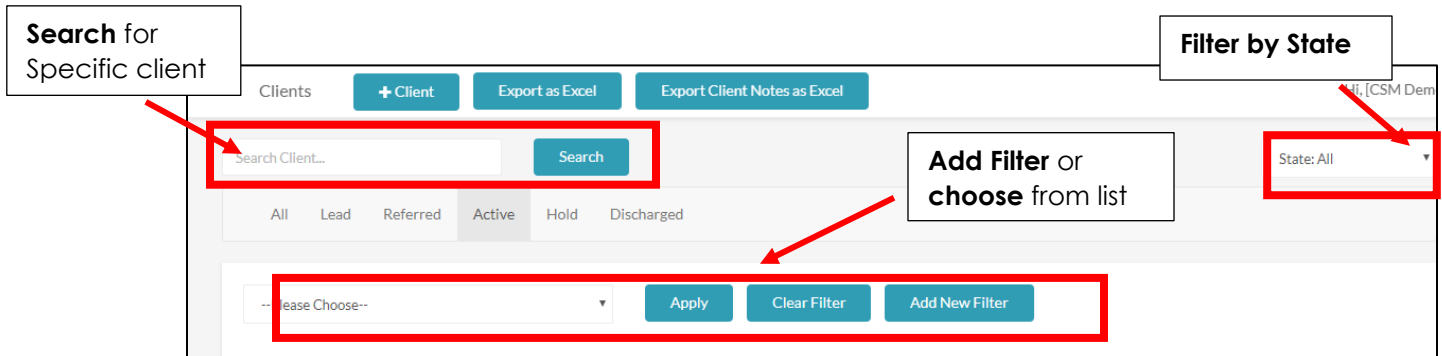
- All** All clients
- Lead** Leads that may become active
- Referred** Referred clients
- Active** Active clients
- Hold** Clients on Hold
- Discharged** Clients that have been discharged

Each view will list Clients in alphabetic order by last name. You can click on any column heading, from any Tab (above) to sort by the data in that column.

Last Name	First Name	State	Funding Src	oCSM	iCSM	BCBA	Therapist	Treatment Auth Expire	3 mo. Plan Revw Due	6 mo. Assmt Due	Annual Re-eval Due	Status	Action
-----------	------------	-------	-------------	------	------	------	-----------	-----------------------	---------------------	-----------------	--------------------	--------	--------

You may filter Clients in several ways –

- **Search** for specific Client – Enter name in the search
- **Add New Filters**
- **Choose** from the list
- Filter the list of users by **State**



2.1 Clients Status

The columns of information that are displayed will vary depending upon the Status chosen.

All

Last Name	First Name	State	Funding Src	oCSM	iCSM	BCBA	Therapist	Start of Care	3 mo. Plan Revw Due	6 mo. Assmt Due	Annual Re-eval Due	Status	Action
-----------	------------	-------	-------------	------	------	------	-----------	---------------	---------------------	-----------------	--------------------	--------	--------

Lead

Last Name	First Name	State	oCSM	iCSM	Initial Contact	ADOS Scheduled	ADOS Complete	ADOS Submitted	Status	Action
-----------	------------	-------	------	------	-----------------	----------------	---------------	----------------	--------	--------

Referred

Last Name	First Name	State	oCSM	iCSM	BCBA	Referral Date	Initial Contact	Assmt Auth Requested	Assmt Auth Received	Assmt Assigned	Assmt Completed	Assmt Recvd	Assmt Submitted	Status	Action
-----------	------------	-------	------	------	------	---------------	-----------------	----------------------	---------------------	----------------	-----------------	-------------	-----------------	--------	--------

Active

Last Name	First Name	State	Funding Src	oCSM	iCSM	BCBA	Therapist	Treatment Auth Expire	3 mo. Plan Revw Due	6 mo. Assmt Due	Annual Re-eval Due	Status	Action
-----------	------------	-------	-------------	------	------	------	-----------	-----------------------	---------------------	-----------------	--------------------	--------	--------

Hold

Last Name	First Name	State	Funding Src	oCSM	iCSM	BCBA	Therapist	Status Changed	Hold Reason	Resume Service	Status	Action
-----------	------------	-------	-------------	------	------	------	-----------	----------------	-------------	----------------	--------	--------

Discharged

Last Name	First Name	State	Funding Src	oCSM	iCSM	Discharge Date	Reason Change	Status prior to discharge	Status	Action
-----------	------------	-------	-------------	------	------	----------------	---------------	---------------------------	--------	--------

When a date is displayed and has a **YELLOW** box around it, the date is **within two weeks of today's date.**

The 6 Month Assessment Due date is displayed and has a **RED** box around it, the item is **within one week of today's date.**

2.2 Viewing a Client

Click on the Last Name (blue text) in the left column. This will allow you to **VIEW** the client's information.

Click on the Last Name in blue text

Last Name	First Name	State	Funding Src	oCSM	ICSM	BCBA	Therapist	Treatment Auth Expire	3 mo. Plan Revv Due	6 mo. Assmt Due	Annual Re-eval Due	Status	Action
Demo1	Client	MI	Macomb	CSM, DEMO	CSM, DEMO	BCBA, Demo	Tech, Demo	11/14/2018		10/09/2018		Active	
Demo2	Client	MI	Wayne	CSM, DEMO	CSM, DEMO	BCBA, Demo	Tech, Demo	11/14/2018		10/09/2018		Active	
Demo3	Client	MI	Livingston	CSM, DEMO	CSM, DEMO	BCBA, Demo	Tech, Demo	11/15/2018		09/26/2018		Active	
Demo4	Client	MI	Wayne	CSM, DEMO	CSM, DEMO	BCBA, Demo	Tech, Demo	11/02/2018		10/21/2018		Active	

All field boxes will have a grey background with one exception. You can change the **Service Location**. Pick the new location from the list and click **Update**. All other fields are the CSM's responsibility. You can change the **Clinician Recommended Hours** field. Enter the hours and click **Update**. Contact the client's CSM if any other changes need to be made.

Client Info

Last Name	First Name	Date of Birth	Member ID	Service Location	Status
Demo	Client - Deb	04/25/2014		In Home	Active
Client Address		City	County	State	
1234 Main St		Ohmaha	Frederick	MD	
Home Phone	Mobile Phone	Email	Mobile Prompt Type	Mobile Prompt Dur.	
(999) 888-1234		demod@test.com	Audio & Text	15	
Case Info		Status Info			
ICSM	oCSM	Director of Operations	Assessing BCBA	Supervising BCBA	Therapist
CSM, Demo	CSM, Demo	N/A	N/A	BCBA, Demo	Demo, Tech
Secondary Therapist	Funding Source	Age Out Period	Age Out	Auth Hrs/Wk	Clinician Recommended Hours
Tech 2, Demo	Aetna	21	04/20/2035	25	

Client Status

When viewing a client, the information that displays will depend on the status of the client. For example, if the client's status is **Active**, Status Info tab will have the Active tab selected when the client opens for editing.

Dashboard BTP BIP ABC Sessions Supervisor Notes **Details**

Client Info

Last Name	First Name	Date of Birth	Member ID	Service Location	Status
Demo	Client - Deb	04/25/2014		In Home	Active
Client Address		City	County	State	Zip Code
1234 Main St		Ohmaha	Frederick	MD	19434
Home Phone	Mobile Phone	Email	Mobile Prompt T	Mobile Prompt Dur.	MR#
(999) 888-1234		demod@test.com	Audiotext	15	DE-9999999-EMO

Update

Client ACTIVE Status

Case Info **Status Info**

Lead Referred **Active** Hold Discharged

Treatment Auth Rec'd	Treatment Auth Expire	Start of Care	Initial Care Call
12/29/2017	01/20/2020	06/02/2017	04/04/2017
Follow Up Care Call	Plan Review Due	Plan Review Complete	3 Month Plan Review Due
02/19/2018	01/04/2018	01/06/2018	04/04/2018
Assessment Completed	Assessment Submitted	6 Month Assessment Due	Annual Re-eval Due
10/04/2017	11/01/2017	03/19/2018	06/02/2018
Annual Re-eval Complete	Scheduled Hours Compliance Audit (10%)	Pending Auth	Supervision Audit Completed 10:1

When a date is displayed and has a **YELLOW** box around it, the date is **within two weeks of today's date**.

The 6 Month Assessment Due date is displayed and has a **RED** box around it, the item is **within one week of today's date**.

Client Lead Status

Lead Referred Active Hold Discharged

Referral Source	Referral Date	Initial Contact	Salesperson
Macomic	04/17/2018	04/18/2018	N/A
ADOS Scheduled	ADOS Complete	ADOS Submitted	ADOS Clinician
Diagnostic Provider			

Client Referred Status

Lead	Referred	Active	Hold	Discharged
Initial Contact	Assmt Auth Requested	Assmt Auth Rec'd	Assmt Assigned	
04/18/2018	04/18/2018	04/18/2018	04/20/2018	
Assessment Completed	Assessment Received	Assessment Submitted	Treatment Auth Rec'd	
04/26/2018	04/27/2018		05/11/2018	
Referral Date	Req Number	Planned Start of Care		
04/17/2018				

Client Hold Status

Lead	Referred	Active	Hold	Discharged
Hold Date	Resume Service	Days on Current Hold	Hold Count	
Hold Reason				
Hold Details				

Client Discharged Status

Lead	Referred	Active	Hold	Discharged
Exit ADOS	Discharge Date	Reason for Discharge		
Discharge Details				

Case Info

The Case Info tab contains additional field of information related to the case. **The CSM is responsible for maintaining this information.**

Case Info	Status Info					
iCSM CSM, Demo	oCSM CSM, Demo	Director of Operations N/A	Assessing BCBA N/A	Supervising BCBA BCBA, Demo	Therapist Demo, Tech	
Secondary Therapist Tech 2, Demo	Funding Source Aetna	Age Out Period 21	Age Out 04/20/2035	Auth Hrs/Wk 25	Clinician Recommended Hours <input type="text"/> <input type="button" value="Update"/>	
SC Agency Family Care	Supports Coordinator Demo Coordinator	MCPN	QBS Training Required Yes			
Parent/Guardian	Service Time Other	RCD N/A	Lead BCBA N/A			

General Notes

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, quote, source, styles, and format. The main text area is currently empty.

Authorizations

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, quote, source, styles, and format. The main text area contains the following text:

```

Current Authorization
Authorization #
Billing Code
Total Units Authorized
Date From
Date To

Current Authorization
Authorization #
    
```

3.0 Creating a Treatment Plan

When viewing a client, three tabs are available at the top of the screen, **BTP** – Behavior Treatment Plan, **BIP** – Behavior Intervention Plan and **ABC** – Antecedent, Behavior and Consequence. The following introduces the screens and steps for these three tabs.



When creating a Treatment Plan, you start out with the Standard programs. The program can be modified or customized if needed.


A standard program has been created by Centria using industry standard practices and methodologies. The program can be used as designed.

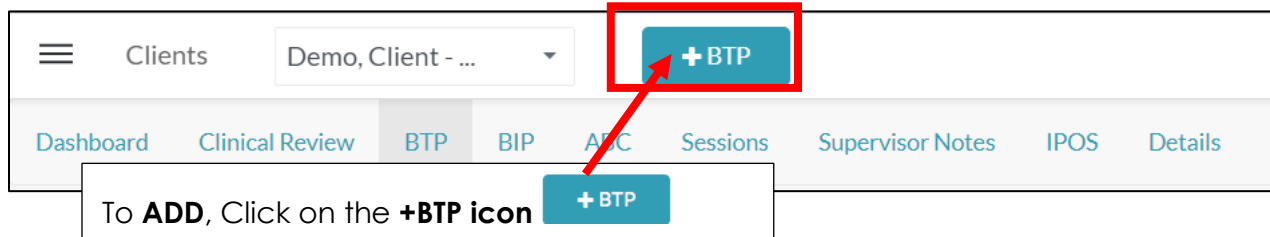
Modifications can be made creating a custom program for the client. Goals can be added, edited or deleted. Targets are designed specific to the program. Targets can be added, edited or deleted. New Targets can be added with two options: DTT and Tasks. This allows for customization of the program to meet the needs of the client.

3.1 Add or Edit a BTP


Click on the client from your case load.

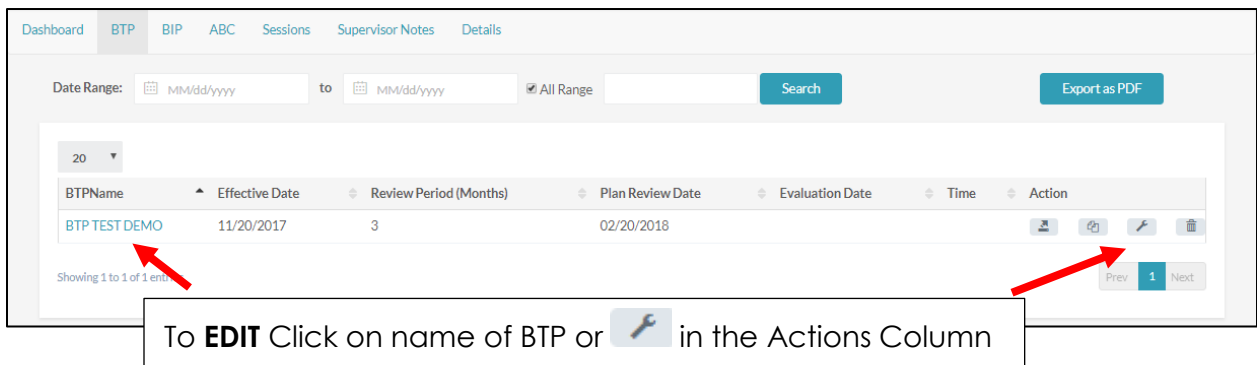
ADD

To **Add** a Behavior Treatment Plan, click on BTP, then in the next screen, click on the **+BTP icon**  at the top of the screen.



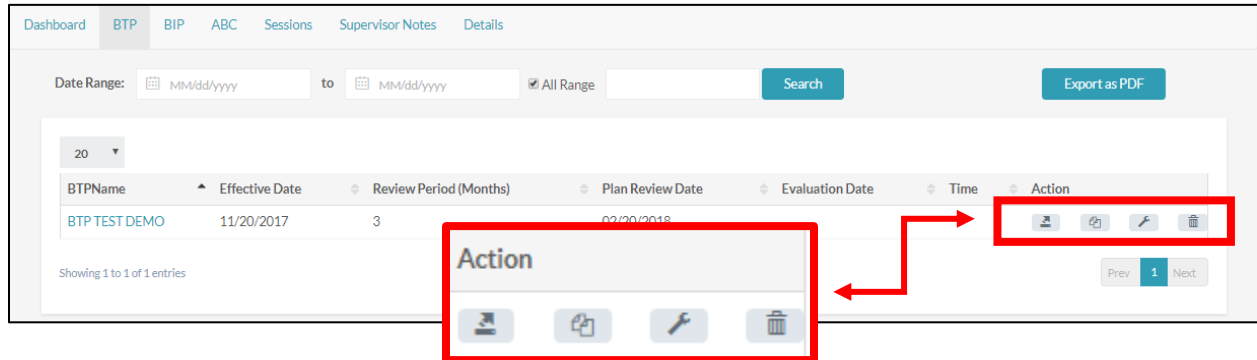
EDIT

To **EDIT** a BTP, click on BTP, then in the next screen, click on the **BTP name** or click on the **Wrench Icon**  in the Action Column.



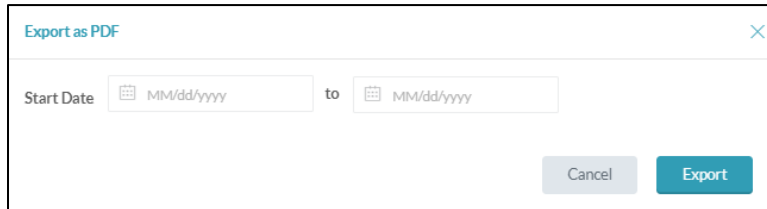
Action Icons

When viewing the BTP for a client, the Action column has several icons.



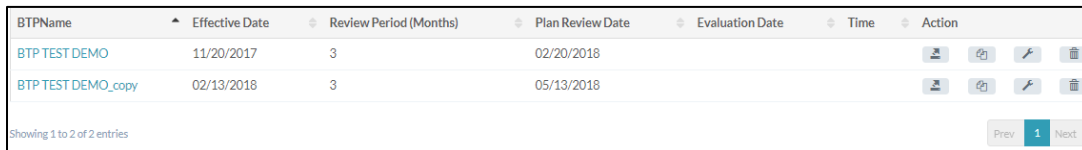
Export BTP -

The Export BTP icon allows you to choose a date range and export the BTP to a pdf file.



Copy BTP

The Copy BTP icon allows you to copy the BTP. You can then Edit the Copy and change the name and items within.

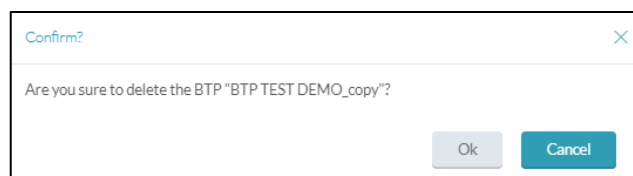


Edit BTP -

The Edit BTP icon allows you to Edit the BTP.

Delete BTP -

The Delete BTP icon allows you to delete a BTP. A Confirm screen will display asking to confirm the delete process.



3.2 BTP Components

BTP Basic Info

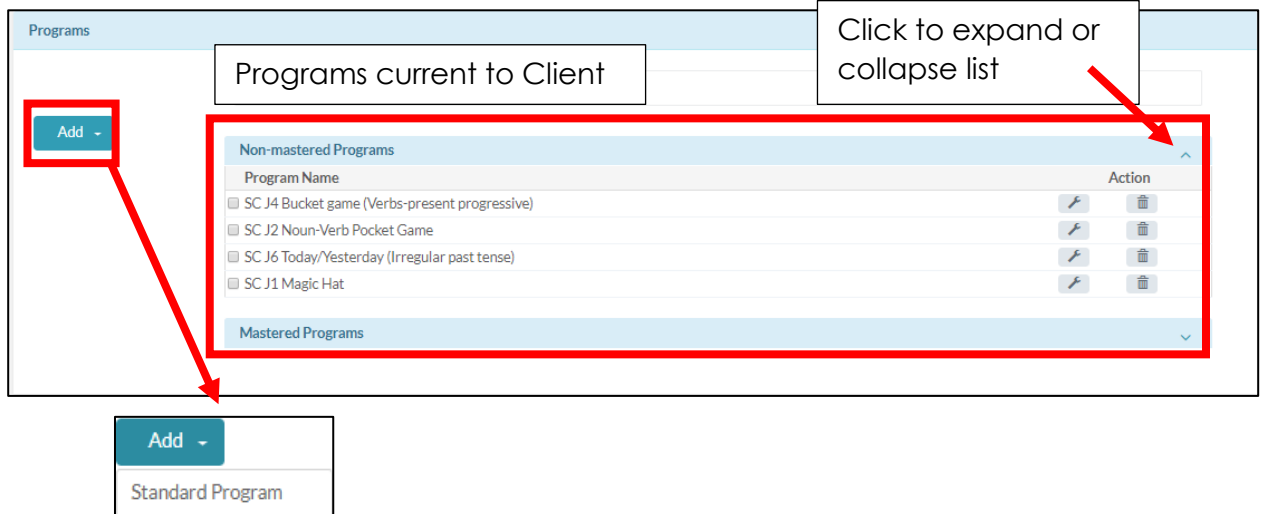
Enter the basic information for the BTP.

BTP Basic Info	
Name * <input style="width: 95%; border: 1px solid #ccc;" type="text" value="BTP TEST DEMO"/>	Effective Date <input style="width: 95%; border: 1px solid #ccc;" type="text" value="11/20/2017"/>
Review Period (Months) <input style="width: 95%; border: 1px solid #ccc;" type="text" value="3"/>	Plan Review Date <input style="width: 95%; border: 1px solid #ccc;" type="text" value="02/20/2018"/>
Date of Evaluation <input style="width: 95%; border: 1px solid #ccc;" type="text" value="MM/dd/yyyy"/>	Time <input style="width: 95%; border: 1px solid #ccc;" type="text"/>

Name	Name of BTP is required. For Example – Frances Wilson's BTP.
Effective Date	defaults to 'Today' – the day you are creating the BTP. Change to the Start of Care date
Review Period	3 months is usual length of time
Plan Review Date	This date will automatically be calculated.
Date of Evaluation	Enter the date of the Clients' evaluation
Time	Enter the time of the Clients' evaluation

3.3 Adding a Standard Programs

To add a Standard Program, click the **Add** button and choose **Standard Programs**.



Choose the **Assessment Type, Domains and Available Standard Programs**, then click **Add** at bottom of screen.

1. Choose one **Assessment Type – What assessment was used on the client?**
2. **Domains** displayed depend on the Assessment type selected
3. **Available Standard Programs** displayed depends on the Assessment Type and Domains selected
4. Click **Add** to add chosen programs to the BTP

1. Assessment Choose one

2. Domain Choices available depend on the Assessment Type selected above

3. Program Choices available depend on the Assessment Type selected and Domains Selected
Click on the **Add** box to add the Program
Click the **Met** box – If the client has already Mastered the program

4. Click Add or UPDATE to add programs

During the assessment, if the client has already mastered a program, click the box for Met. The program will display in the Mastered Targets section.

Then Click Save at the top of the screen. 

You should get into the habit of saving **OFTEN**.
The software will time-out if after **30 minutes** no activity. It will not prompt you to save if saving is needed.

Programs (Added) will appear in the program list. Check a program name and Targets will display in the target section.

Non-mastered Programs		Action	
Program Name			
<input type="checkbox"/> S: J4 Bucket game (Verbs-present progressive)			
<input type="checkbox"/> S: J2 Non-verb Pocket Game			
<input type="checkbox"/> S: J6 Today/Yesterday (Irregular past tense)			
<input type="checkbox"/> S: J1 Magic Hat			
<input type="checkbox"/> Hands Down			
<input type="checkbox"/> 1: Come Here			
<input type="checkbox"/> 1: Accepting No			
<input type="checkbox"/> Answering Questions: What Should-ASD and PDD simple questions			
<input type="checkbox"/> Answering Questions: What Do You Do When-ASD and PDD simple questions			

Targets –Targets will be displayed for the new programs or programs checked from above.

Non-mastered Targets				Action	
Target Name	Target Type	Program	Date	Mastered Date	% Correct
SD only	DTT	Hands Down			
2 second delay with partial physical prompt	DTT	Hands Down			
3 second delay with partial physical prompt	DTT	Hands Down			
0 second delay with partial physical prompt	DTT	Hands Down			

When adding a Program, if the box for **MET** was checked, it will appear in the Mastered Targets section. You may have to expand the section to view.

Targets	
Non-mastered Targets	
Mastered Targets	

Continue to add programs as needed. **Remember to Update and SAVE.**

4.0 Editing or Customizing a Program

Click the **Wrench** icon to **Edit** or **Customize** a Program.

Click to expand or collapse list

Programs

Programs current to Client

Add -

Program Name	Action
SC J4 Bucket game (Verbs-present progressive)	
SC J2 Noun-Verb Pocket Game	
SC J6 Today/Yesterday (Irregular past tense)	
SC J1 Magic Hat	

Mastered Programs

Program Name and SD

1. Program name should remain the same.
2. Edit the SD – More than one can be entered. The box can accommodate a large amount of text. This information appears on the iPad when the Tech is executing target trials for the program.

Program Name

Program Name *

SC Q7 Names Letters in Words

SD

Styles - Format -

Presentation of target word or,
 "Can you read this" , "Read these letters"

Mastery Criteria

- Adjust Mastery Criteria. The screen shows the defaults from the original program. You may want to adjust for the customization. Click the Apply to All New Targets button to have any changes added to new targets. All targets in the 'New' status will be changed to the new mastery criteria. Any target in acquisition will not be changed.

Mastery Criteria

Response Rate(%)	Consecutive Sessions	Trials Required	Apply to All New Targets
<input style="width: 90%;" type="text" value="80"/>	<input style="width: 90%;" type="text" value="3"/>	<input style="width: 90%;" type="text" value="5"/>	

Goals

- Change the existing goal or add another goal. If there is more than one goal, they appear in a list at the top.

Goals

Add New Goal

Add Goal >

Name	Condition	Baseline	# Targets to Complete	Expected Completion Date	Description Action
Sample Goal			4	04/30/2018	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 2px 5px;">⚙️</div> <div style="padding: 2px 5px;">🗑️</div> </div>

Add Goal ✕

Name *

Condition

Baseline

Targets to Complete *

Expected Completion Date

Description

[Add](#)

Edit existing Goal

Targets

5. Edit existing targets by clicking on the **wrench** or click **Add Target** to create new ones.

Target Type has two options, DTT and Task. If Task is chosen, Chaining Procedure becomes available, with options of Total, Backward chaining and Forward Chaining.

The screenshot shows the 'Add Target' form with the following fields and values:

- Target Name:** First Target
- Target Type:** Task (highlighted with a red box and arrow)
- Chaining Procedure:** Total
- Mastery Criteria:**
 - Response Rate(%): 80
 - Consecutive Sessions: 2
 - Trials Required: 10

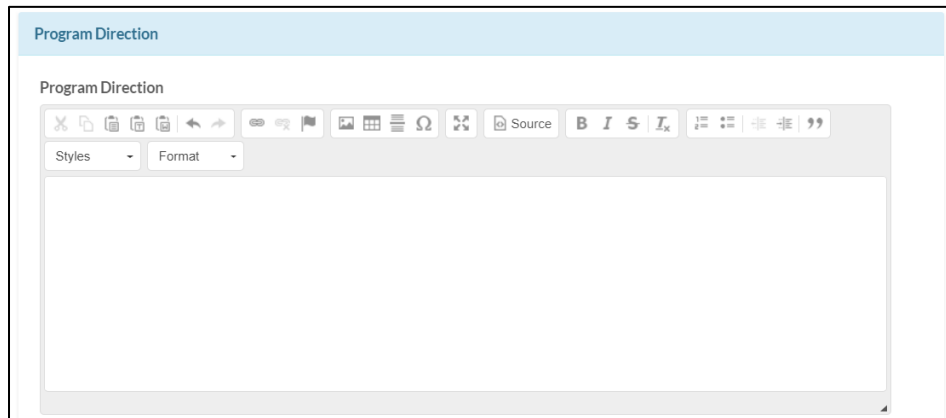
As targets are added, they appear in a list at the top of the target section.

The screenshot shows the 'Targets' list with the following data:

Target Name	Target Type	Chaining Procedure	Response Rate(%)	Consecutive Sessions	Trials Required	Status	Action
First Target	Task	Total	80	2	10	new	

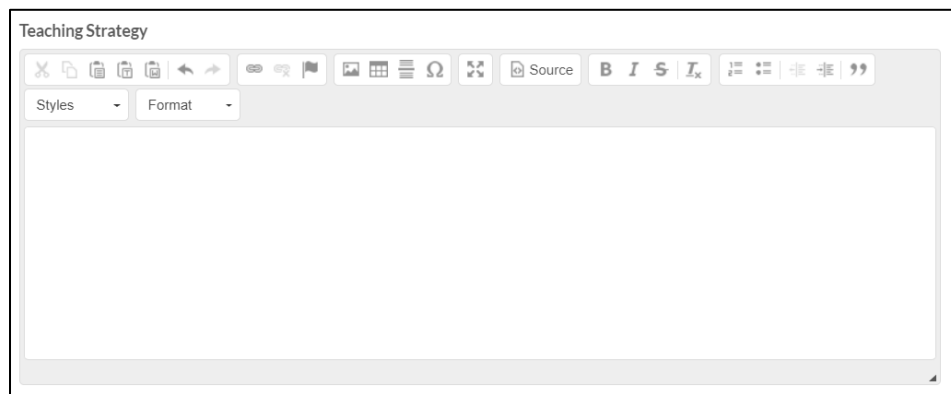
Program Directions

6. Change the directions for the Program to reflect customization if necessary.



Teaching Strategy

7. Change the Teaching Strategy for the Program to reflect customization if necessary.



Correction Procedure

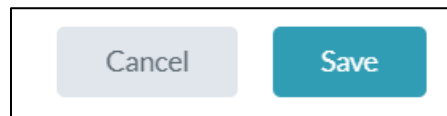
8. Change Correction Procedure to reflect customization if necessary – text can be edited if desired.

Reinforcement Procedure

9. Change Reinforcement Procedure to reflect customization if necessary – text can be edited if desired.

Correction Procedure	Reinforcement Procedure
<div style="border: 2px solid red; padding: 2px;">Trial and Error</div> <p>reinforcer.</p> <ul style="list-style-type: none">- If child still does not comply with the instruction, repeat the correction procedure until the child independently complies with the instruction.- Repeat Sd up to 3 times, if he still does not respond correctly, move on to a different trial/procedure.	<div style="border: 2px solid red; padding: 2px;">Standard</div> <ul style="list-style-type: none">- If the student responds correctly and independently within the 3 seconds, reinforce immediately with verbal praise along with tangible/ edible.- If student responds independently after receiving a prompt, reinforce immediately with praise and a smaller amount of the reinforcer.

10. **Changes to the individual Program must be saved.** Scroll down and Click **SAVE** to save the customization.



SAVING Changes to the BTP

There are 2 steps to saving changes. After editing the Program and saving/updating, you must save these changes in the BTP. The Save button is at the Top of the screen and at the bottom of the screen.

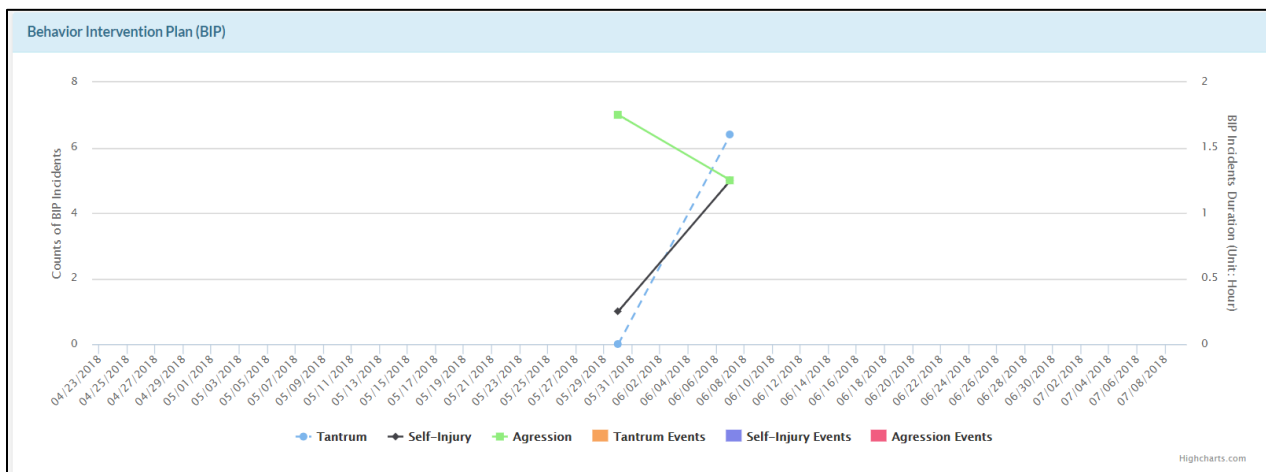
This 2-step saving process is important when programs or targets are deleted. You will be prompted to delete the selected item. You must also Save this changes to the BTP by clicking the Save button at the top or bottom of the screen.

5.0 BIP & ABC

Behavior Intervention Plan is a plan to manage a child's problematic behavior. It includes gesturing positive behavior, environmental changes, reinforcements, and other necessary supports.

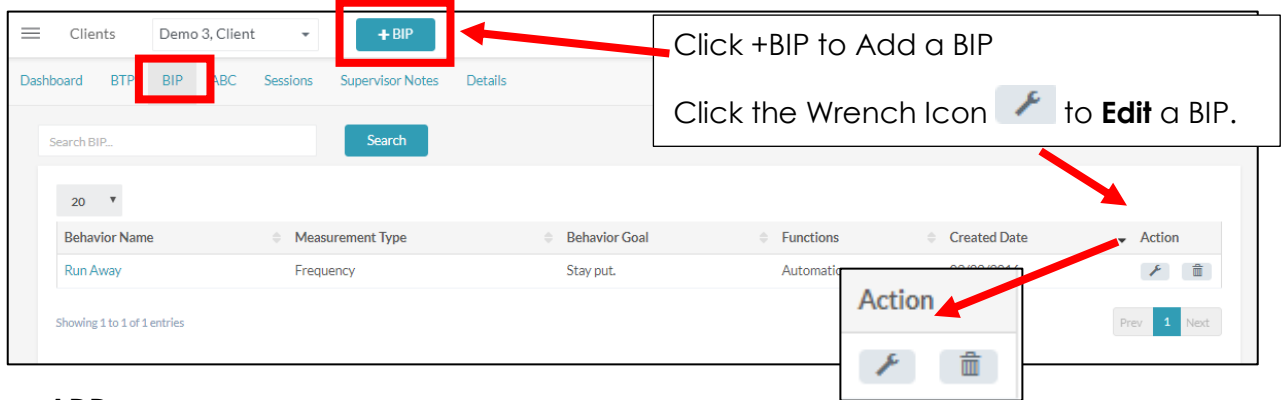
The Behavior Technician will record frequency, duration, etc. for any behavior listed in the BIP. Data from each session will be synced and available for viewing from the Dashboard tab in the client's screen.

Currently, Frequency and Duration data is charted in the Dashboard tab, currently the middle chart. Additional charts are planned for future releases of ABAA.



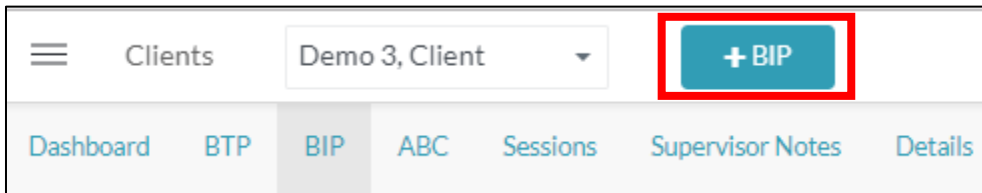
5.1 BIP

1. To Create a BIP, Select a client from the client list.
2. Click on the **BIP** tab to open the Behavior Intervention Plan Screen.



ADD

To Add a BIP, click **+BIP** tab at the top of the screen.



EDIT

To Edit a BIP, click the Wrench icon  in the Action Column.

Screens are the same for Add and Edit.

Fill in BIP Basic Info including:

- Behavior Name – Required field
- Behavior Goal
- Measurement Type
 - Duration
 - Frequency - Default
 - Inter Response Time
 - Latency
 - Rate
- Functions
 - Access
 - Attention
 - Automatic - Default
 - Escape/Avoidance
- Replacement Behavior – Required field
- Operational Definition
- Antecedent Modifications
- Consequence Manipulation

BIP Basic Info

<p>Behavior Name * <input type="text"/></p>	<p>Behavior Goal <input type="text"/></p>
<p>Measurement Type Frequency ▾</p>	<p>Functions Automatic ▾</p>
<p>Replacement Behaviors *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>X Copy Paste Undo Redo Bold Italic Underline Link Unlink Styles - Format -</p> <div style="height: 100px;"></div> </div>	<p>Operational Definition</p> <div style="border: 1px solid gray; padding: 2px;"> <p>X Copy Paste Undo Redo Bold Italic Underline Link Unlink Styles - Format -</p> <div style="height: 100px;"></div> </div>

<p>Antecedent Modifications</p> <div style="border: 1px solid gray; padding: 2px;"> <p>X Copy Paste Undo Redo Bold Italic Underline Link Unlink Styles - Format -</p> <div style="height: 100px;"></div> </div>	<p>Consequence Manipulation</p> <div style="border: 1px solid gray; padding: 2px;"> <p>X Copy Paste Undo Redo Bold Italic Underline Link Unlink Styles - Format -</p> <div style="height: 100px;"></div> </div>
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NOTE: The BIP will appear on the iPad for the Technician to gather data during the client sessions. After the data is synced, this data is charted in the Dashboard area of the client.



Click **Add** located at the top or bottom screen to Add the BIP. The new BIP will now appear in the list of BIPs.

5.2 BIP Event

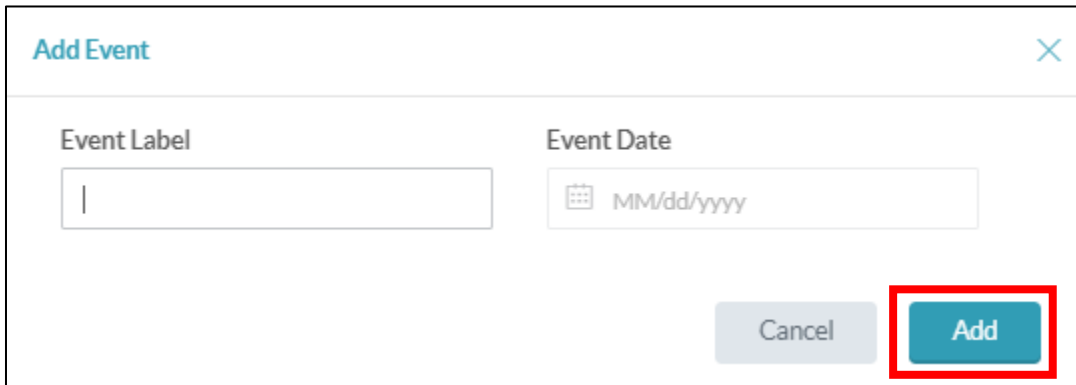
To create a Phase Change Line on the Behavior Intervention Plan chart, located on the Client Dashboard, follow these steps. Adding a BIP event will create a Phase Change Line between data points. For example, vacation, changed to gluten free diet, or new Tech. This vertical line will appear on the BIP graph in the clients Dashboard tab.

1. Select a behavior in the list of BIP behaviors.
2. Scroll down to the BIP Event Sections, then Click **Add Event**



The screenshot shows a table titled "BIP Events". The table has three columns: "Event Date", "Event Label", and "Action". A blue button labeled "Add Event" is located to the left of the "Event Date" column and is highlighted with a red box.

3. Fill in the Event Label and Event Date. Click **Add** to add the event. Repeat to add more events.



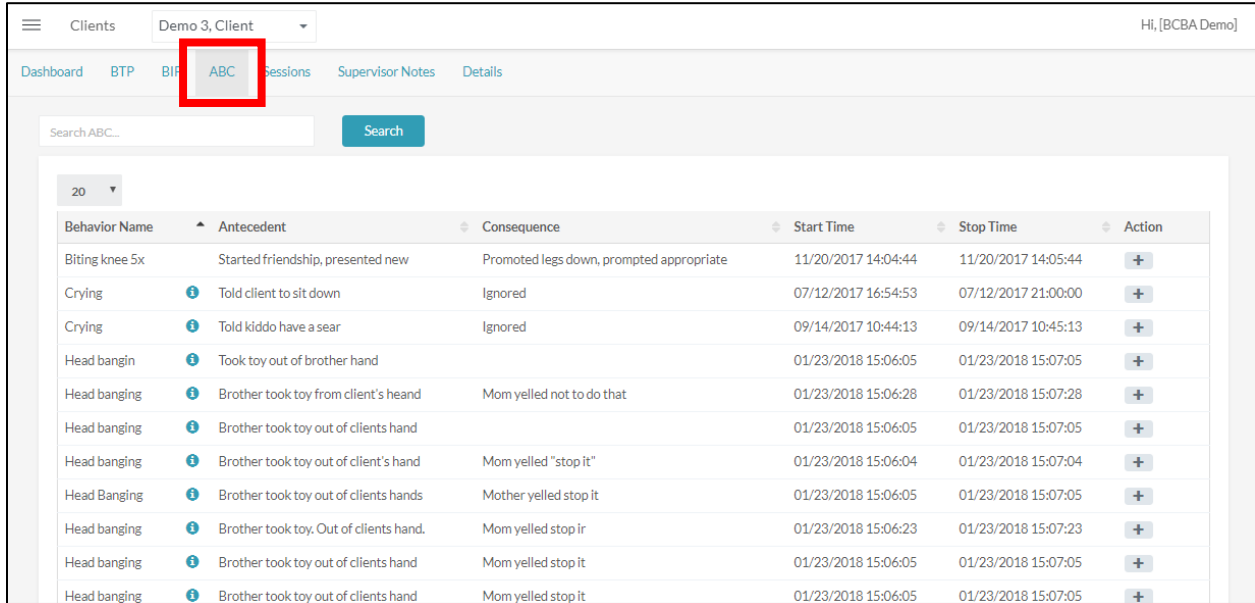
The screenshot shows a modal form titled "Add Event" with a close button (X) in the top right corner. The form contains two input fields: "Event Label" and "Event Date". The "Event Date" field includes a calendar icon and the placeholder text "MM/dd/yyyy". At the bottom of the form, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red box.

4. When you are finished adding events, Click **Save** at bottom or top of screen to save the BIP.

5.3 ABC

The behavior technician can record observed behaviors during a session that are not a part of the BIP. These behaviors are recorded on the iPad during the session. After the session data has been synced, these recorded behaviors appear in the ABC tab.

Click on the **ABC** tab at the top of the screen.



Behavior Name	Antecedent	Consequence	Start Time	Stop Time	Action
Biting knee 5x	Started friendship, presented new	Prompted legs down, prompted appropriate	11/20/2017 14:04:44	11/20/2017 14:05:44	+
Crying	Told client to sit down	Ignored	07/12/2017 16:54:53	07/12/2017 21:00:00	+
Crying	Told kiddo have a sear	Ignored	09/14/2017 10:44:13	09/14/2017 10:45:13	+
Head bangin	Took toy out of brother hand		01/23/2018 15:06:05	01/23/2018 15:07:05	+
Head banging	Brother took toy from client's heand	Mom yelled not to do that	01/23/2018 15:06:28	01/23/2018 15:07:28	+
Head banging	Brother took toy out of clients hand		01/23/2018 15:06:05	01/23/2018 15:07:05	+
Head banging	Brother took toy out of client's hand	Mom yelled "stop it"	01/23/2018 15:06:04	01/23/2018 15:07:04	+
Head Banging	Brother took toy out of clients hands	Mother yelled stop it	01/23/2018 15:06:05	01/23/2018 15:07:05	+
Head banging	Brother took toy, Out of clients hand.	Mom yelled stop ir	01/23/2018 15:06:23	01/23/2018 15:07:23	+
Head banging	Brother took toy out of clients hand	Mom yelled stop it	01/23/2018 15:06:05	01/23/2018 15:07:05	+
Head banging	Brother took toy out of clients hand	Mom yelled stop it	01/23/2018 15:06:05	01/23/2018 15:07:05	+

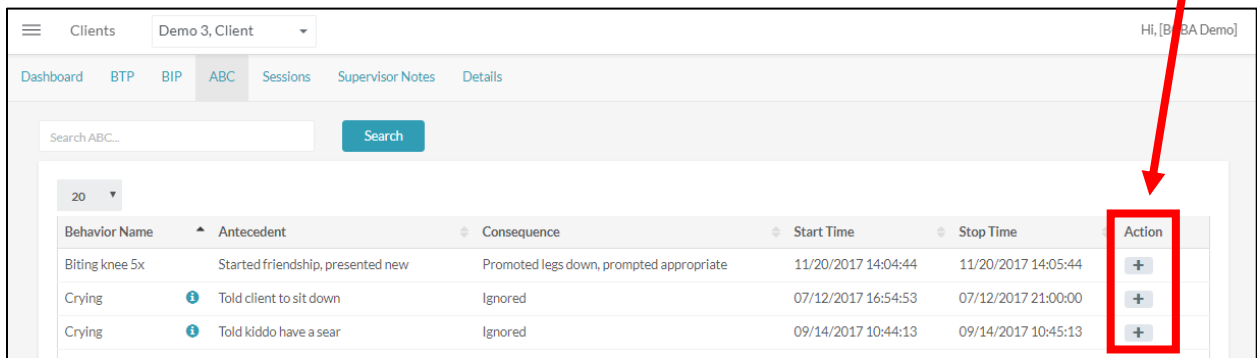
The list of behaviors entered by the Tech from client sessions displays. As the Tech observes a behavior they can add it to the Behaviors section on the iPad. The list then becomes the ABC. The data recorded and displayed include:

- Behavior Name
- Antecedent
- Consequence
- Start time
- Stop time
- Action

5.4 Create a BIP from ABC Data

ABC data is collected during client session. Behavior is observed and documented. Analysis of this data may warrant the creation of a BIP to monitor the behavior more closely. The following step allow you to take an existing ABC record and use it as a starting point for creating a BIP record. When the record has been created it will appear in the BIP list and on the iPad. It will be part of the BIP for the client and available at the next session for the Tech to track.

1. Click on ABC from the menu. To create a BIP from a ABC record, click on the  in the Action column.



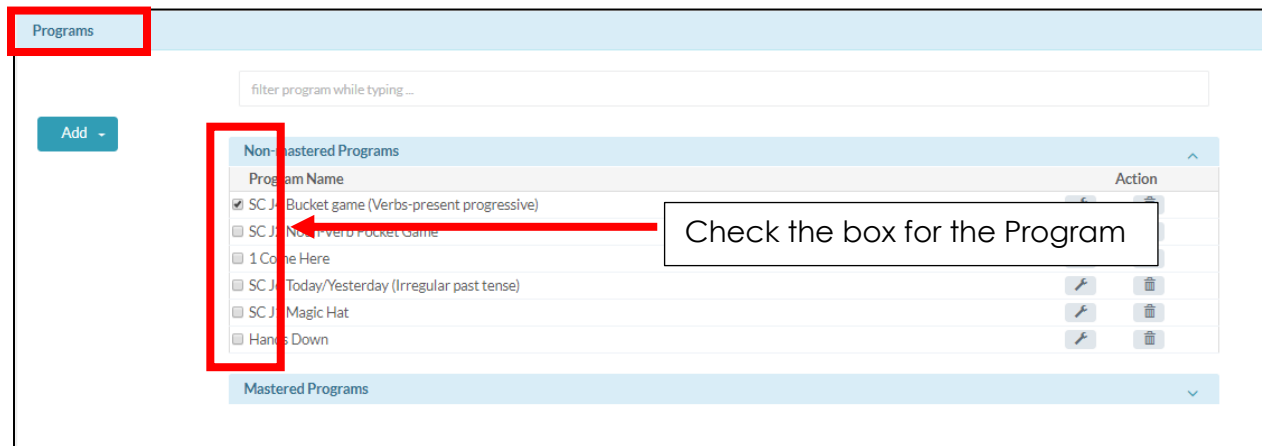
The program will open the BIP screens. The Behavior name of the BIP will be filled in from the ABC behavior name, but can be edited.

2. Enter data in the fields to define the BIP. Click on **Add** at the top or bottom of the screen.


6.0 Reviewing Target Data

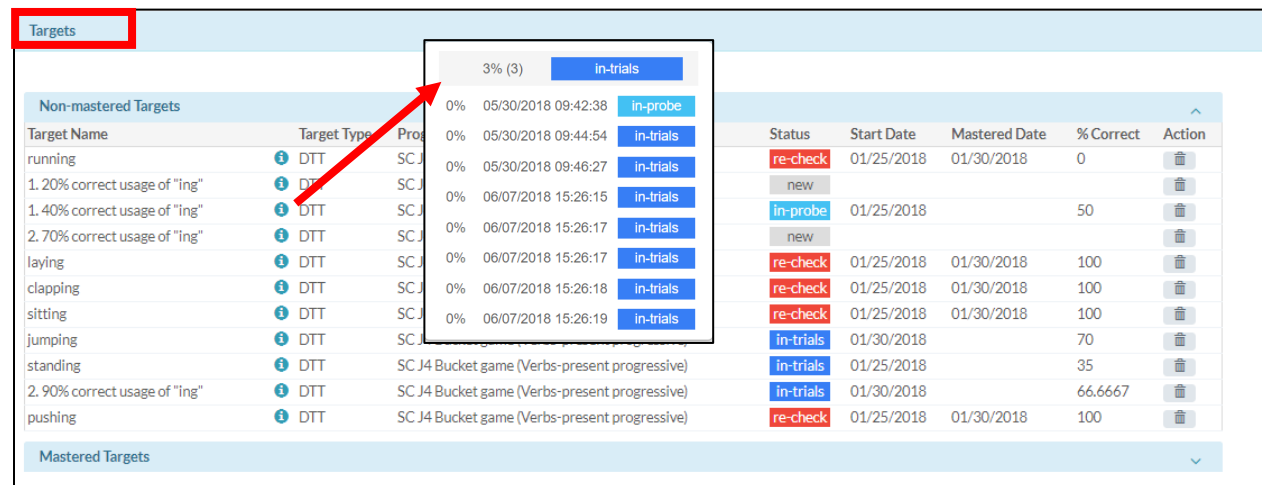
The Technician takes data for a program during a session. The data is synced with the ABAA database at the end of the session. To view the data taken for each trail follow these steps.

1. Select a Client. Click on the BTP for the client.
2. To view data for a program, check the box for the Program name in the Program Section of the BTP.



3. Scroll to the Target section. The Target Data for that program will populate in the Target Section. This is data collected by the Tech on the iPad in the last session synced with the database.

Click on the  for the target to see the data. Tap elsewhere on the screen to close data box.



7.0 Sessions Data

This selection allows you to view data recorded for the programs/targets/trials executed in the sessions with the clients.

1. **Click** on the Last Name from the client list.
2. Click on the **Sessions** tab at the top of the screen. A list of the selected client's sessions will display.



3. From the displayed list, click on a **Start time** (blue text) for a session. The information from the session, program/targets and signatures will display.

Start Time	End Time	Therapist Name	Status
01/30/2018 15:19:42	01/30/2018 15:23:26		Completed
01/29/2018 15:20:46	01/29/2018 15:22:15		Completed
01/29/2018 15:09:38	01/29/2018 15:16:01		Completed 
01/29/2018 15:09:36	01/29/2018 15:15:59		Completed 
01/29/2018 15:09:36	01/29/2018 15:16:00	Demo, Tech	Completed 

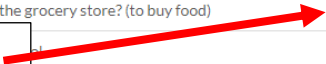
Click on the  to display session comments

Data for the Session will display. Information icons can be clicked on to see individual trials for a target.

Session Info			
Start Time	02/03/2018 11:11:15	End Time	02/03/2018 16:17:53
Override Start Time	02/03/2018 09:30:00	Override End Time	02/03/2018 16:30:00
Override Reason	Session was 7 hours from 9:30 - 4:30 and transportation was 20 miles.		
Therapist	Dowling, Patricia		
Comments	Kiddo did well at table. Community outing and participation in Native American story telling circle and sing a long went well with kiddo following directions and participating in group activities. One poor transition refusing to get up from computer. Kiddo did not receive tablet in the car as a consequence and will no doubt remember and do better next time.		

Programs		
H2 Fill in blanks regarding fun items and activities		
Program	Targets	% Correct
H2 Fill in blanks regarding fun items and activities	" Winnie the ___."	100
H33 Answers "Why" questions		
Program	Targets	% Correct
H33 Answers "Why" questions	why do you go to the grocery store? (to buy food)	60
H33 A	teeth?	60
H33 A		
H33 A		
H33 Answers "Why" questions	Why do you wash your hands?, Why do you sleep?	
H33 Answers "Why" questions	why do you eat? (because your hungry)	

Click on the to display Trial Data
If no data shows, trials are In-Probe

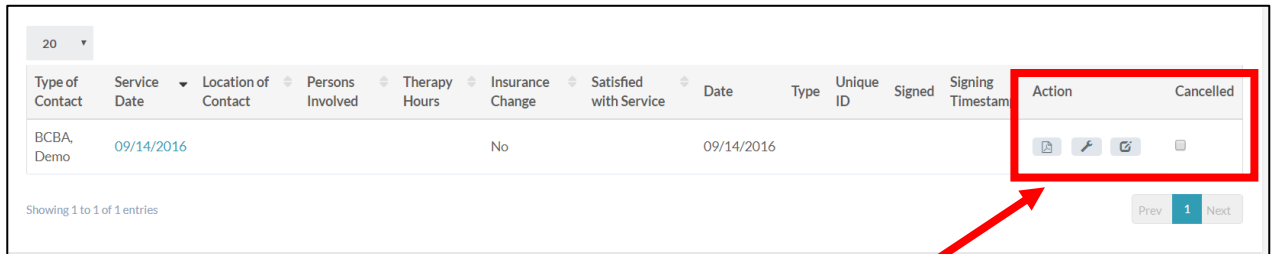


Trial	Result	Prompt	Notes
1	+		
2	+		
3	+		
4	+		
5	+		
6	-	V G P F N/A	
7	-	V G P F N/A	
8	-	V G P F N/A	

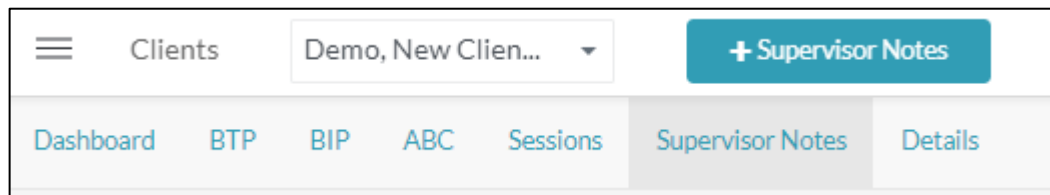
Program	Targets	
H21 Name people previously observed	Go outside and play with students in a sandbox, come back i classroom and name the people who were in the sandbox	
Manni's Weekly Routine		
Program	Targets	% Correct
Manni's Weekly Routine	What days are the weekend?	60
Signatures		
Client Signature	Therapist Signature	

8.0 Supervisor Notes

- To Add or edit the Supervisor Notes, select a client from the client list, click on Supervisor notes at the top of the screen.



- To **Add**, click on **+Supervisors Notes** at the top of the screen to add a new note.



- Fill in the information required for the note. See the following screen samples. Click the **ADD** button at the top or bottom of the screen to add the note.

To **View** a Supervisor note, click on the Service Date, **blue text** will allow viewing of the note.

To **Edit** a Supervisor note, click on the Wrench icon in the Action column. Make changes as needed and click Save at the top or bottom of the screen.

- Once the note is completed and reviewed, click the **Sign** icon in the actions column. Your signature on file will be attached to the document. Once the note has been signed, no further editing is allowed.

The Actions column allows for **PDF View**, **Editing** the notes and **Signing** the note.

If the Supervision has been **cancelled**, **check** the box in the last column.

Sample Supervision screens

Supervisor Note Info

Service Date 04/10/2018	Location of Contact Center
Residence 41521 W. 11 Mile Road, Novi, VA, 48375, Accomack	Persons Involved Client Demo 2, Demo BCBA, Tech Demo
Therapy Hours 	Insurance Change No
Satisfied with Service --Please Choose--	Explanation
Start Time 04/10/2018 10:28	Stop Time MM/dd/yyyy HH:mm
Total Minutes 	County Accomack
CPT Code 	Billable MM/dd/yyyy
Type --Please Choose--	

Notes

Rich text editor toolbar: X, Undo, Redo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Styles, Format

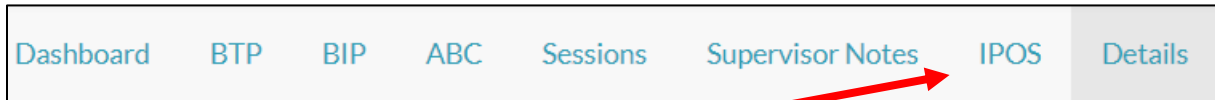
Progress Monitoring of Behavior Plan

Rich text editor toolbar: X, Undo, Redo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Styles, Format

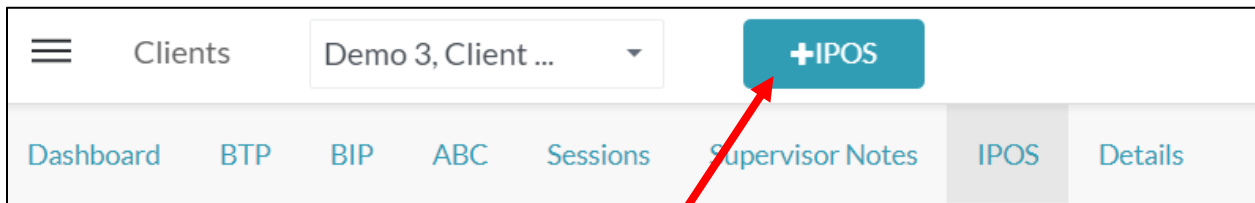
9.0 Web Portal - IPOS for the Clinician

Description of IPOS – Individual Plan of Service – Training during case open or switching of techs on a case.

1. Start by choosing the client from your case load.



2. Select IPOS from the menu.



3. Click +IPOS at the top of the screen.

The 'IPOS Info' form contains the following fields:

- Date: 10/02/2018
- Client Name: Client - IT Training Demo 3
- IPOS Case Holder Agency (if applicable): [Empty text field]
- Behavior Technician Name: --Please Choose--
- Supervisor Name: Demo BCBA

The form is divided into a 'Signatures' section with two rows:

- Behavior Technician Signature: [Empty text field]
- Supervisor Signature: [Empty text field] with a blue 'Sign' button to its right.

At the bottom of the form are two buttons: 'Cancel' and 'Add'. The 'Sign' and 'Add' buttons are highlighted with red boxes.

4. Fill in the fields on the screen. Client name and Supervisor name will pull from the client's data.
5. If you are ready to sign, click the **Sign** button to the right of the Supervisor Signature.

Confirm? ✕

Electronically signed by (Demo BCBA). I hereby certify that this form was signed off on (10/02/2018 14:01).

Ok
Cancel

6. When all data is filled in click the **Add** button at the bottom of the screen.

Client Name	Date	Supervisor Name	Behavior Technician	Signed	Action
Client - IT Training Demo 3	09/18/2018	Demo BCBA	Training Demo 6	☑	

The Check Indicates **both BCBA and Tech** have signed the document.

Click icon to download PDF of Document

7. Click the icon to Download a PDF of signed IPOS.

Proof of Training on Client's IPOS/Treatment Plan

Date: 09/18/2018

Client Name: Client - IT Training Demo 3

I certify that I have been trained on the above Client's IPOS and Treatment Plan.

IPOS Case Holder Agency:

I have reviewed the BTP/IPOS with the technician. We have discussed behaviors and how to handle them as well as session structure, alternative strategies and practiced those strategies in different ways. We modeled out programming and discussed familial and environmental conditions related to the care of this client.

Behavior Technician Name: Training Demo 6

Behavior Technician Signature: Electronically signed by (Training Demo 6). I hereby certify that this form was signed off on (09/18/2018 10:45:32)

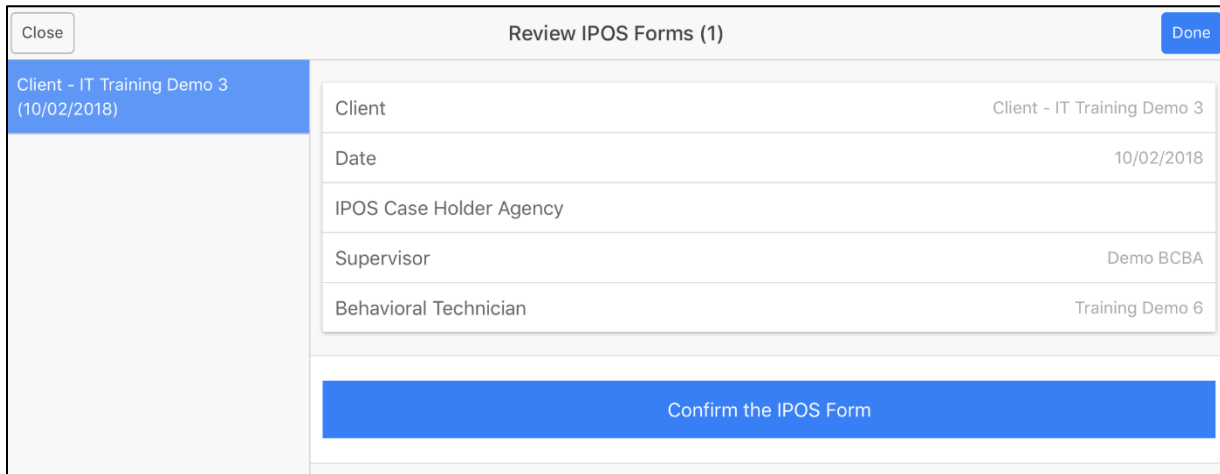
Supervisor Name: Demo BCBA

Supervisor Signature: Electronically signed by (Demo BCBA). I hereby certify that this form was signed off on (09/18/2018 10:44:32)

10.0 iPad – IPOS signing for the Behavior Technician

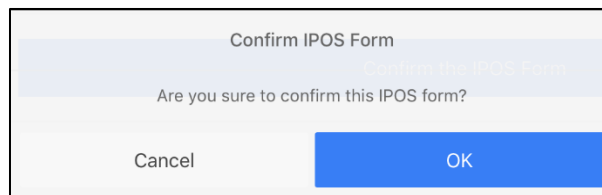
Each time a new IPOS form is created by the Clinician in the web portal, the Behavior Tech will be able to verify that they have been trained on the client's care plan and can confirm their signature with the following screens.

When Technician logs into the ABA on the iPad the following screens will appear.



1. If the Behavior Technician **has not been trained** on the changes in the Client's care plan, they can click **Done** in the upper right corner of the screen and then **OK** on the next message screen. The system will take them to the client's screen and to start the process to initiate the session.

If the Behavior Technician **has been trained** on the Client's care plan, click on the **Confirm the IPOS Form** button. The following screen will appear. Click **OK**.



2. The button changes to **Confirmed** and the color changes to green.
3. Click the **Done** button in the upper right corner

4. Click the OK button to finish the process.

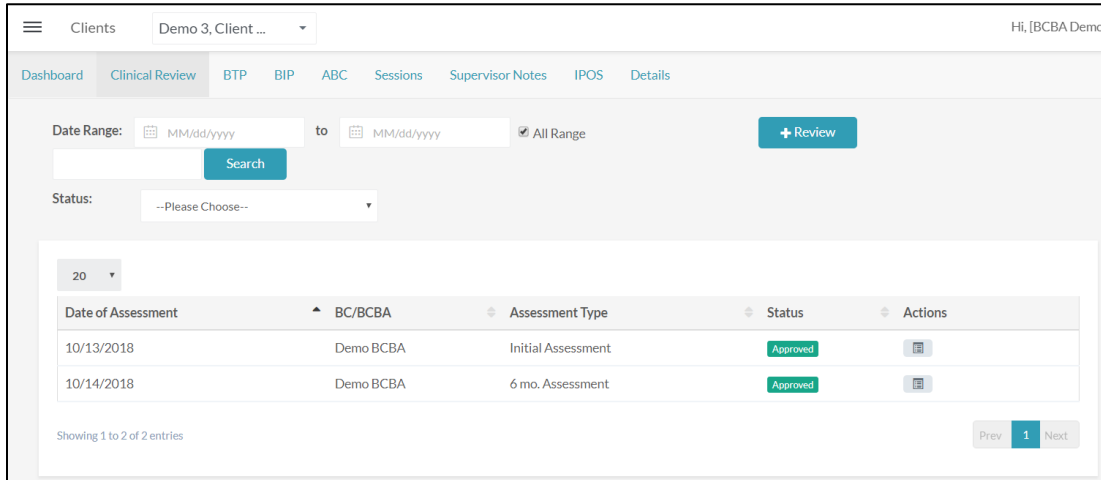
The iPad will then display the Client screen for the technician to start the process to initiate the session.

11.0 Clinical Review

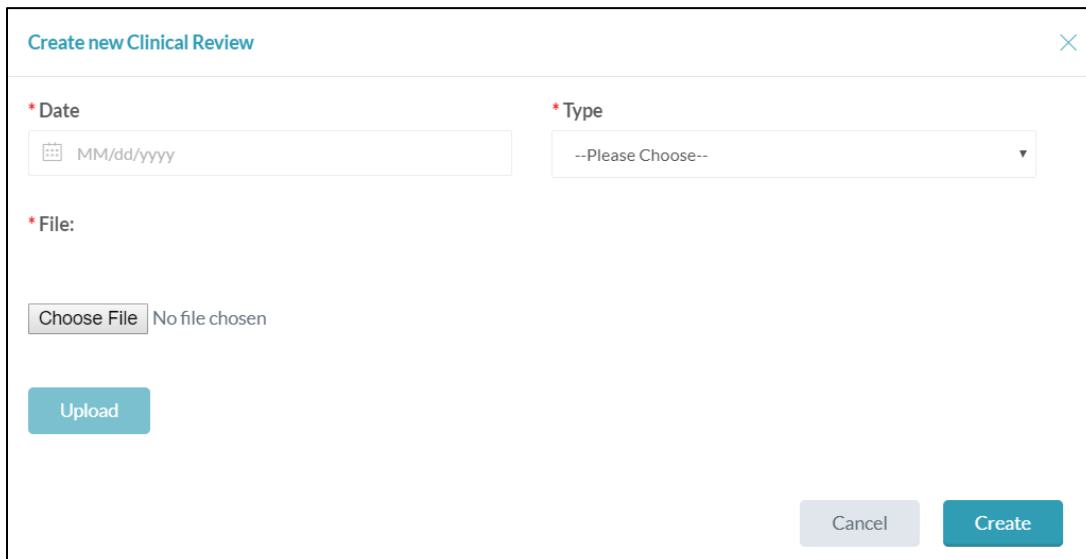
The Clinical Review tab in ABA Advantage allows for the documented assessment to be uploaded and sent to the RCD for review.

To upload an assessment document for review

1. From the active client, click Clinical Review at the top of the screen.



2. Add the required fields
 - Date of Assessment
 - Type of assessment
3. Click – Choose File and locate assessment file on computer hard drive. File must be a have one of these extensions - .doc, .docx, .pdf.
4. Click Upload
5. Click Create

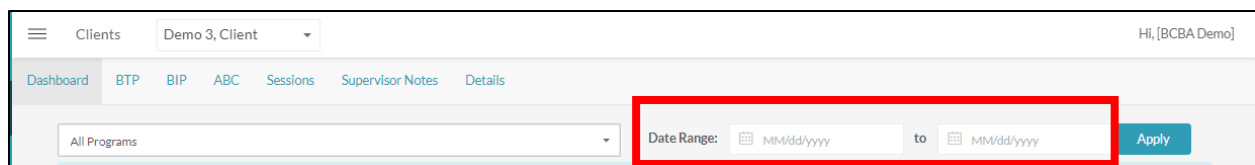


12.0 Dashboard tab

The Dashboard tab is a graphic display of your client's Mastered Targets, Behavior Intervention Plan - BIP, and Percent Mastered by Target.

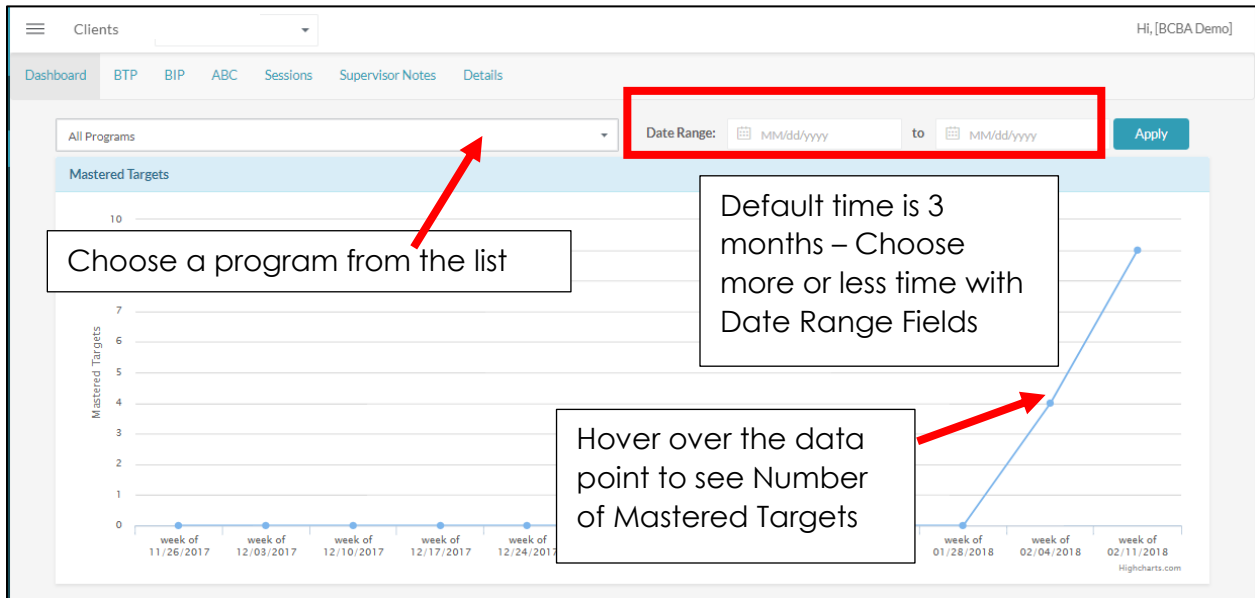
Data Range

Data from sessions recorded on the iPad can be viewed in a Graph. A date range selection can be used to have data graphed in different time periods. The range is used for the three graphs that display in the Dashboard area.

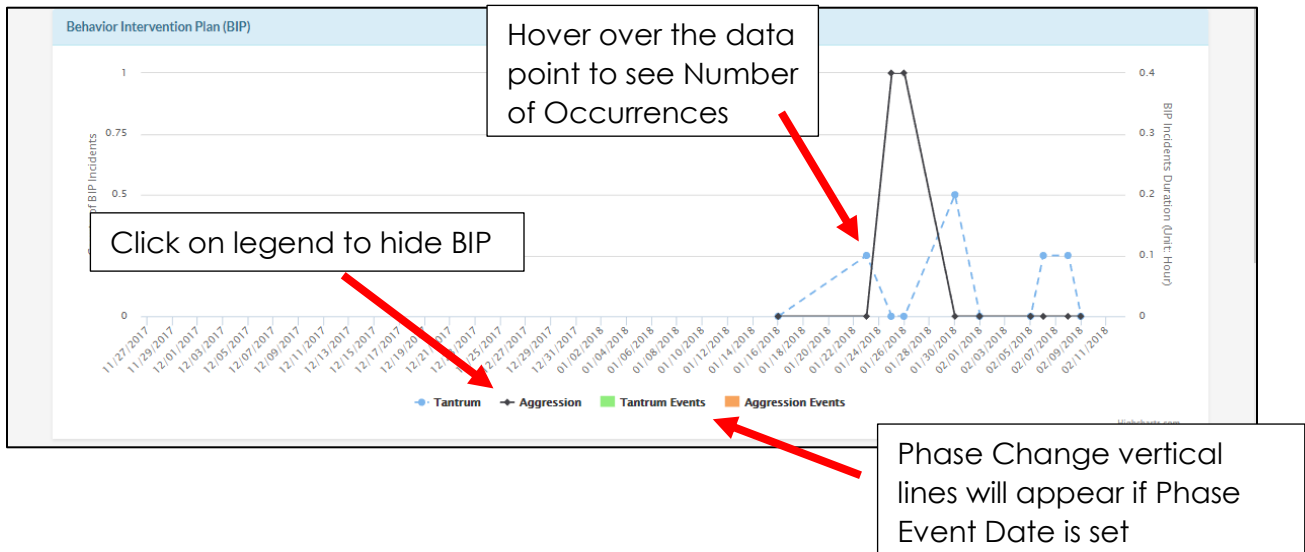


12.1 Mastered Targets – Choose Programs and Date Range

- Users will be able to choose a date range to display data on the graphs on the Client Dashboard – 3 months is the default date range.
- The same date range will apply to all graphs - Mastered Target graph, Behavior Intervention Plan graph, and the Percent Mastered by Target graph.



Behavior Intervention Plan (BIP)



Percent Mastered by Target - This graph will show progress of individual targets across sessions over a set period. Select a Target within the previously selected Program (above for Master targets).

- On this graph, the X-axis is set to time (per session) and the Y-axis is set as the Percent Correct Response
- If there are two sessions in 1 day, they will both graph on the same day, one on top of the other.
- Users can hover over the data point to see more information about the date and value of the point.
- *This graph will remain blank until a program, target, and date range is selected.*

Pick a program from drop down list. Choose a Date Range.

The screenshot shows a web portal interface. At the top, there is a dropdown menu with the text "C3 Follow instructions to look at reinforcing item" and a downward arrow. To the right of this is a "Date Range" selector with two date input fields (MM/dd/yyyy) and a "to" label between them. A blue "Apply" button is located to the right of the date range fields. Below these elements is a light blue bar with the text "Mastered Targets".

Scroll down to the Percent Mastered by target and click the drop-down button. Choose individual target within the program chosen above. And the graph will show ...

The screenshot shows a dropdown menu with three options listed: "3. Cup, ball, block, etc.", "2. Cup, ball, block, etc.", and "1. Cup, ball, block, etc.". The dropdown is open, and the options are visible. A red box highlights the list of options.

12.2 Export as Excel

At the top of the Clients main screen are options to export client data to Excel. All Clients can be exported or use the filter choices to narrow to choices to specific client.

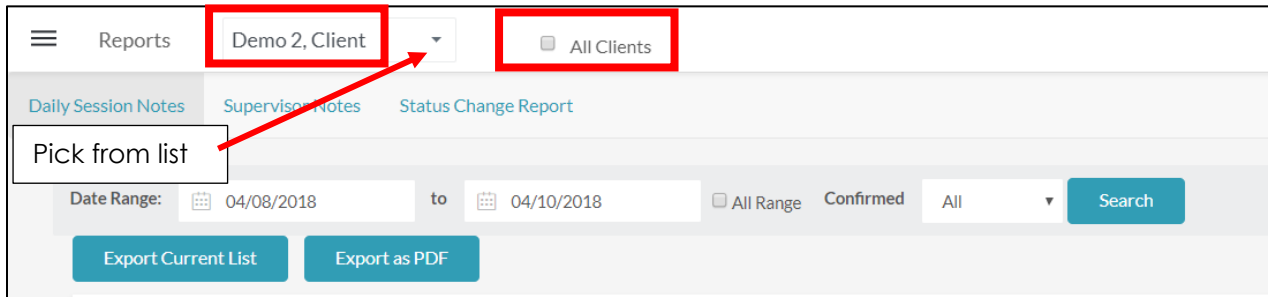


Export as Excel selected with our case load. You will need to scroll to the right, there are **many columns of data** exported.

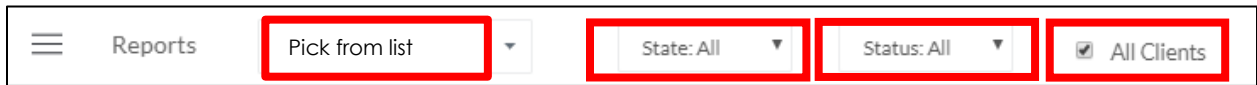
13.0 Reports

The Reports menu selection on the left provides several reports.

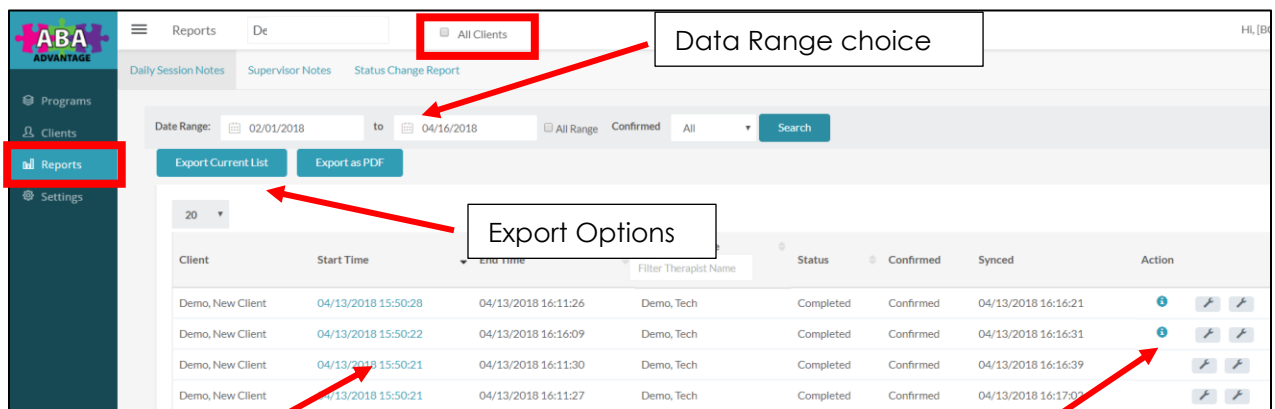
- Daily Session Notes -
- Supervisor Notes – Allow for viewing and pdf creation of supervisor notes within the date range selected.
- Status Change Report – Exports to excel any clients whose status has changed, i.e. from lead to active along with date timestamp within the date range selected.



Pick from your case load (pick from list) or All Clients. If All Clients is checked, State and Status filter become available.



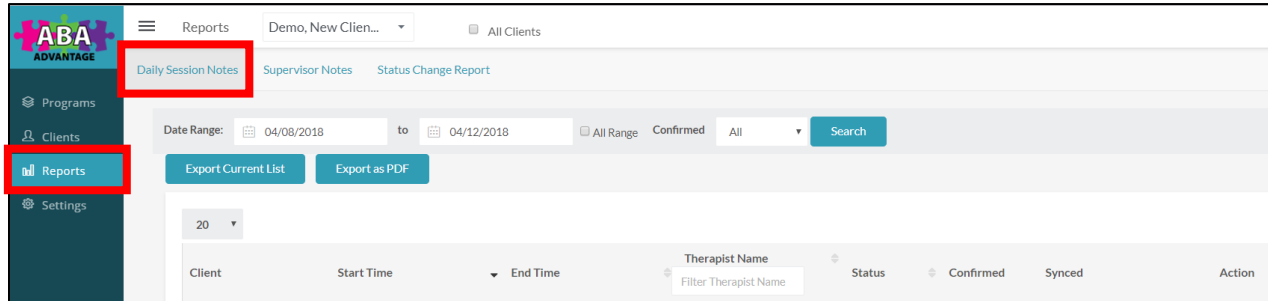
The Reports tab is divided into **Daily Session Notes**, **Supervisor Notes**, and **Status Change Report**. A Date range can be selected for both Notes tabs, Daily Session Notes and Supervisor Notes. The data can also be Exported to Excel or PDF.



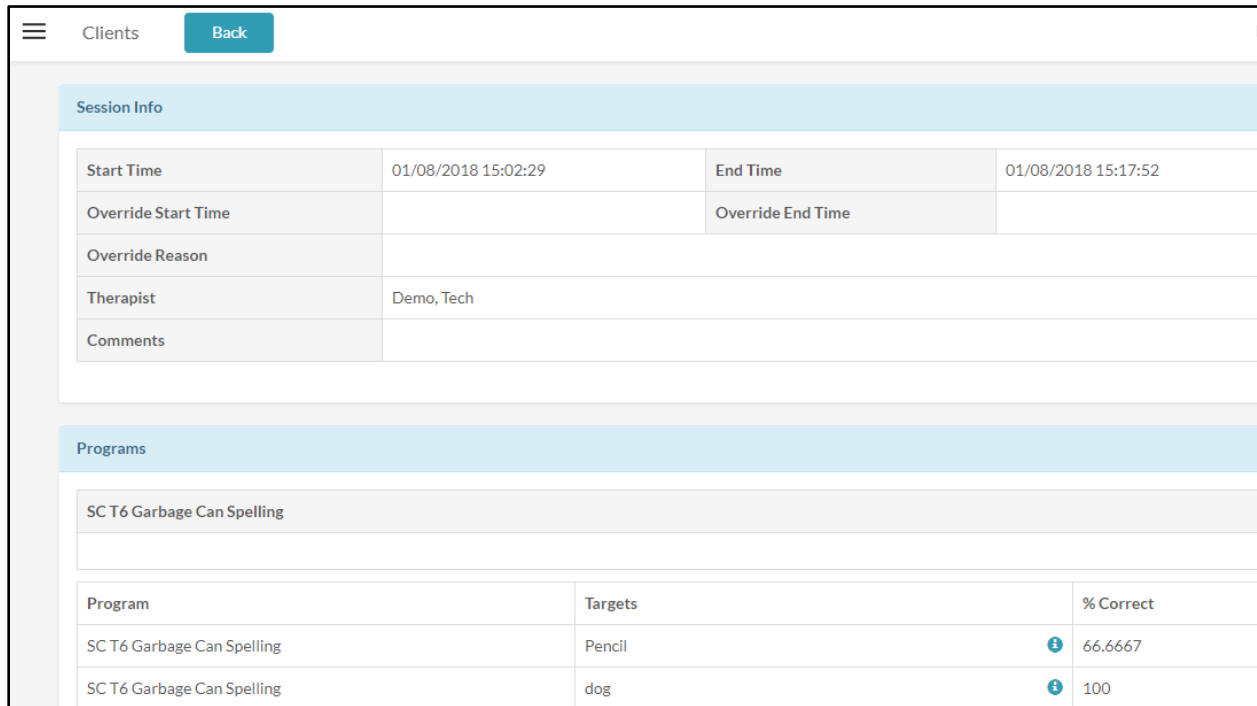
Click the to view Session Comments, start and end time along with Mileage

13.1 Daily Session Notes

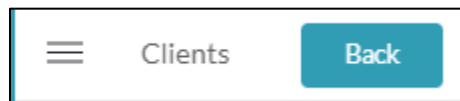
1. Select **Reports** from the menu on the left.
2. Select **Daily Session Notes** from the tabs at the top.
3. Select a client from the drop down at the top of the screen.



4. Click on a **Start Time** (blue text) to see the Session Notes for that date.
5. Scroll down to view all notes.



6. Click **Back**, at the top of the screen to return to the list of sessions for the chosen client.



13.2 Supervisor Notes

1. To View the Supervisor Notes, click on **Supervisor Notes** at the top of the screen.
2. Select a Date range, if needed, and click Search.

3. Click on the Service Date from the list, (blue text). Supervisor notes will display in new window.

Client	Type of Contact	Service Date	Location of Contact	Persons Involved	Therapy Hours	Insurance Change	Start Time	Stop Time	Confirmed	Type	Unique ID	Signed	Signing Timestamp	Action
Demo, New Client	BCBA, Demo	04/09/2018	Center	New Client Demo, Demo BCBA, Tech Demo		No	04/10/2018 02:00 AM	04/10/2018 11:11 AM		Parent Training	106-742			
Demo, New Client	BCBA, Demo	03/22/2018	Center	New Client Demo, Demo BCBA, Tech Demo		No	03/27/2018 16:07 PM			Supervision Notes				

Sample Supervisor Note

Supervisor Notes Details ✕

Supervisor Note Info

Child Name	Demo, New Client	DOB	
Type of Contact	BCBA, Demo	Service Date	04/09/2018
Location of Contact	Center		
Residence	2929 Plymouth Rd., Ann Arbor, MI, 48105, Washtenaw		
Persons Involved	New Client Demo, Demo BCBA, Tech Demo		
Therapy Hours			
Insurance Change	Satisfied with Service		
Explanation			
Start Time	04/10/2018 02:00 AM	End Time	04/10/2018 11:11 AM
Total Minutes	551	County	Washtenaw
CPT Code		Billable	
Type	Parent Training	Unique ID	106-742

Notes

test note

Progress Monitoring of Behavior Plan

test note

Signatures

Behavior Consultant

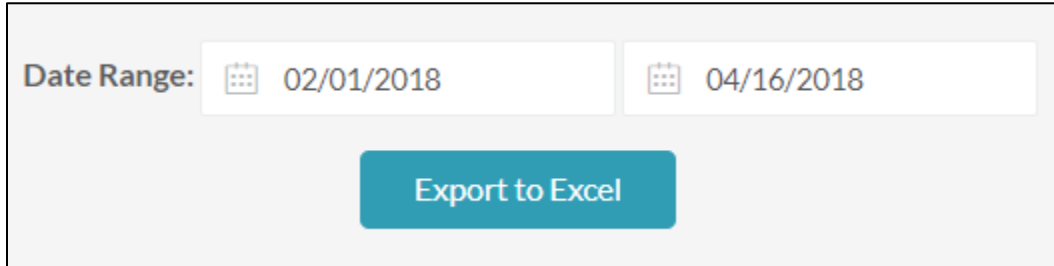
BCBA, Demo

Date: 04/09/2018

Status Change Report

This report allows you to see the status changes for clients, the date the case went from Lead to Referred to Active Status. The report can display all the dates that a case was put on Hold.

1. Select a date range.



The screenshot shows a web interface for selecting a date range. It features a "Date Range:" label followed by two date input fields. The first field contains "02/01/2018" and the second field contains "04/16/2018". Below the date fields is a teal button labeled "Export to Excel".

2. Click **Export to Excel**.

14.0 How to's

14.1 How do I add a BTP (Behavior Treatment Plan)?

1. Select a client from the Client List. Click on the BTP tab to open BTP section.
2. Select the +BTP icon.
3. BTP Basic Info – Input client's name.
4. Enter Programs – Add standard or custom programs pertaining to your client. (See below for steps to adding standard and custom programs)
5. Enter Goals – Will be auto-populated after adding standard program. Goals for custom program will need to be added.
6. Targets – Will be auto-populated after adding program. Targets for customer programs will need to be added.
7. Treatment Summary – Complete entry of - Displays Treatment Setting, Treatment Strategies, Reason for Referral, Treatment Recommendations, Miscellaneous Comments, and Teaching Strategies.
8. Click **Add** at the bottom of the screen – to save the program
9. Click **Save** at the top of the screen – to save the BTP.

14.2 How Do I Add a Standard Program?

1. Click on a client from your case load.
2. Click the BTP tab at the top of the screen.
3. Click on the +BTP at the top of the screen.
4. Scroll to the Programs section and Click on Add
5. Click Standard from the List.
6. Select the Assessment Type– VBMAPP is standard assessment Phase 1.0
7. Select the Domain – Select the Domain of client per assessment
8. Select Programs- After clicking on Domain, select programs you want to include in Behavior Treatment Plan.
9. Click **Update** at the bottom of the screen – to save the program
10. Click **Save** at the top of the screen – to save the changes in the BTP.

***Tip:** If your client has mastered out of programs in selected domains, click **MET** and programs will be added to cumulative mastered targets graph.

Tip: The red (*) for Assessment Type, Domain or Program, means that you are currently targeting this program.

14.3 How Do I Edit or Delete a Program?

Once programs have been added to BTP, you have the option of *editing* or *deleting* a program.

To Edit Program:

1. Click on a **client** from your case load.
2. Click the **BTP tab** at the top of the screen.
3. Click on the **BTP** that needs editing or click the **Wrench icon** in the action column.
4. Scroll to areas that need editing. **SAVE** the changes in that area. **SAVE** the changes to the BTP – save icon at the top of the screen.

To Delete Program:

1. Click on a **client** from your case load.
2. Click the **BTP tab** at the top of the screen.
3. Click on the **BTP** to delete and click the **Trash icon** in the action column.
4. **Click OK**– to confirm that you want to delete.

14.4 How Do I Edit a Target?

When inside a program for editing, targets can be modified to individual's needs

1. Click on a **client** from your case load.
2. Click the **BTP tab** at the top of the screen.
3. Click on the **BTP** that needs editing or click the **Wrench icon** in the action column.
4. Scroll to the Program you want to make edits and click the **Wrench icon** in the action column.
5. In the new window, scroll down to **Target** section.
6. Locate the Target to edit and Click on the **Wrench icon** in the action column.
7. The window will expand below the list of all targets, you may need to scroll down.
8. Edit as needed and click **SAVE**, to save the changes to the **target**.
9. Scroll down and click **SAVE** – to save changes to the **program**.
10. Click **SAVE** at the top or bottom of the screen to save changes to the **BTP**.

14.5 How do I add a BIP - Behavior Intervention Plan?

1. Click on a client from your case load.
2. Click the **BIP** tab at the top of the screen.
3. Select **+BIP** tab near the top of the browser.
4. Fill in BIP Basic Info.
5. **Click on Add-** the Behavior Intervention Plan will now appear on BIP Home Screen.

BIP events- a BIP event will create a Phase Change Line between data point.

1. Click on **Add event**, and fill out pop-up that includes event name and date.
2. Click on Add.

Return to the client and click on the **Dashboard** Tab. Scroll to view the **Behavior Intervention Plan (BIP)** graph. A vertical line will appear on the graph at the date of the BIP event added.

14.6 Where Can I see A-B-C Data input from my Therapist?

1. Click on a client from your case load.
2. Click the **ABC** tab at the top of the screen.
3. A list of behaviors entered on the iPad from client sessions will display

14.7 Where Can I See a List of Completed ABA Sessions?

1. Click on a client from your case load.
2. Click the **Sessions** tab at the top of the screen.
3. Click on the **date** of the session to view session information.

Tip: You can change the number of sessions displayed by clicking the number drop down above the Start Time section. Can view 10-100 at a time.

14.8 How Do I Add a Supervision Note?

1. Click on a client from your case load.
2. Select **Supervisor Notes** at the top of the screen.
3. Click on **+Supervisor Notes** at the top of the screen.
4. Fill in Supervisor Note fields.
5. Scroll down to fill in **Notes** section, include any changes in programs.
6. Fill in **Progress Monitoring of Behavior Plan**.
7. Click **ADD** at the top or bottom of the screen.
 - You can edit a note by clicking the **Wrench icon** in the Action column.
 - You can make PDF copy of note by clicking **PDF icon** in the Action column.
 - After reviewing / editing the note, click the **Sign the supervisor note icon** in the Action column.

15.0 ABA Advantage System Tips

15.1 Saving

Be Safe - Not Sorry – Save often.

When creating the BTP you should **get into the habit of Adding/Updating and Saving Often**. Once the basic information has been entered, Click **ADD** at the top of the screen. This will create the BTP and it will be added to the BTPs for the client. You will then **Edit** the BTP to continue creating the plan.

You will create the plan with basic information, then click **Add**. Then **Edit** the plan, add a program – picking Assessment Type, Domain and programs – then click **UPDATE**. And Click **SAVE** at top of Screen. You will repeat this process to complete the BTP.

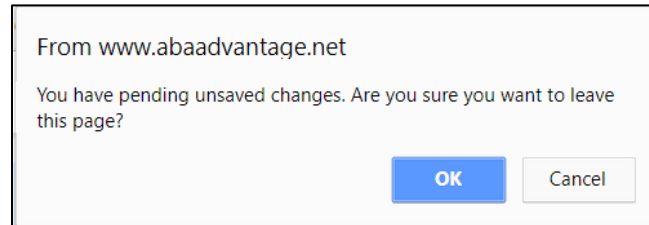
15.2 Software Logout / Time Out

The software will **log you out** if you are INACTIVE for 30 minutes. If there is no activity in the system, no typing or mouse movement – the system will log you out. You may think that you were kicked out, but this is planned. You do not want to leave the system available for others to access. This is a HIPAA compliance requirement. You may be sitting at the computer and are logged in, but you may be reading or concentrating on something else and you get logged out. It is because you were inactive in the software and it timed out. You may have been editing a BTP and were logged out. If you didn't save, you will have lost some work.

Be Safe - Not Sorry – Save often.

15.3 Message Window

If you **click** in the **X** in the upper right corner of **editing windows**, the following message will appear.



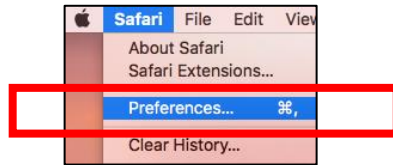
You may have made changes and missed clicking on SAVE. **Click OK** to leave the window without saving or **Cancel** to return to the window and Save the changes.

15.4 Clearing CACHE

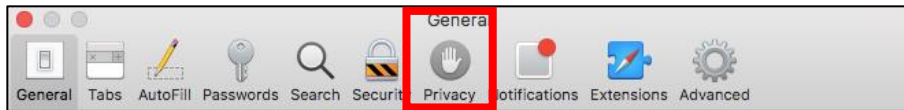
The Browser Cache should be cleared on a weekly basis.

Clearing Cache in Safari

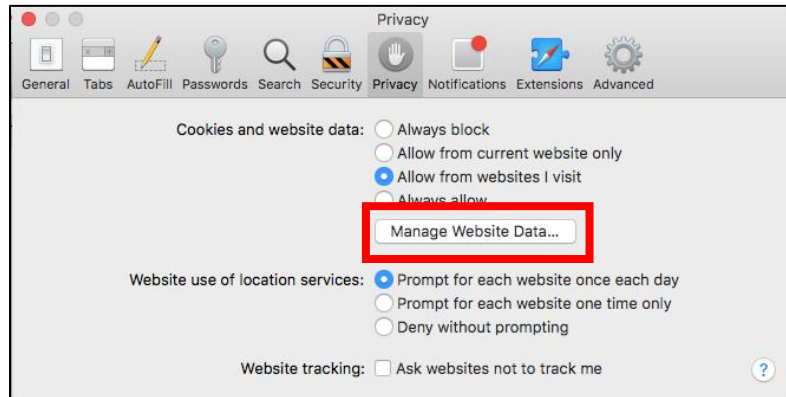
1. From the menu in at the top of the screen, click on **Safari** and the from the dropdown menu, **Preferences**.



2. Click on the **Privacy** Icon at the top of the screen.



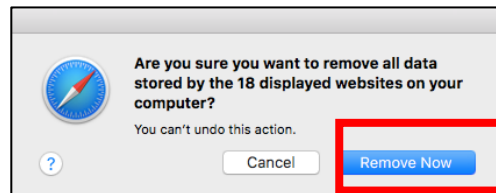
3. Click on **Manage Website Data...** in the center of the window.



4. Click on **Remove All** at the bottom of the window.



5. Click **Remove Now**.

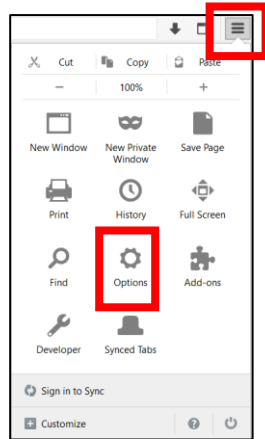


6. Click **Done** in the lower right corner of the window. **Then close and reopen Safari.**

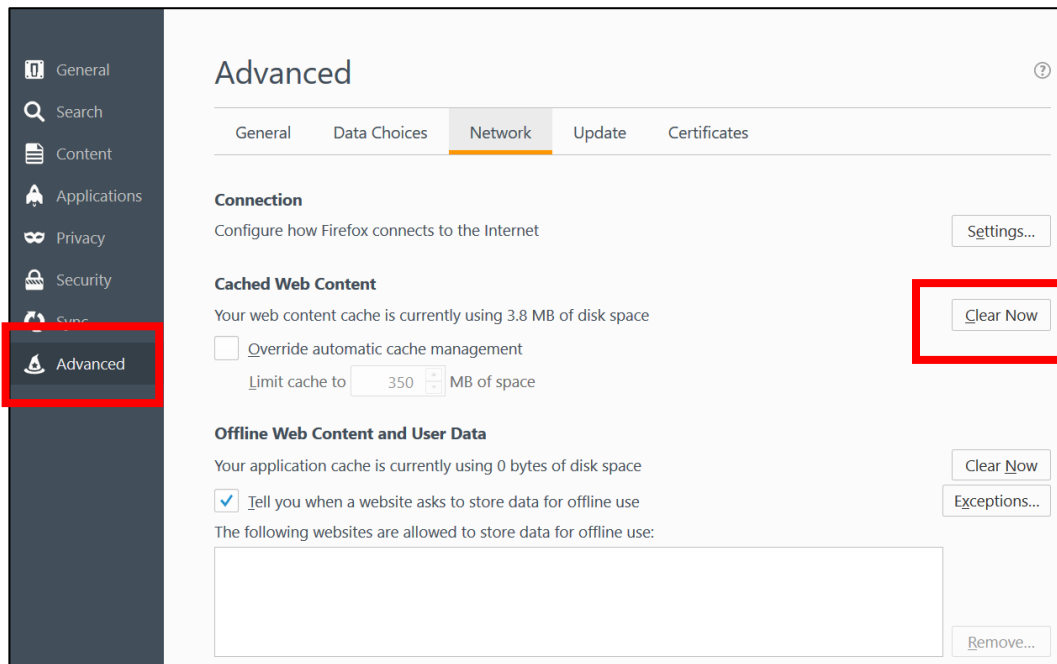


Clearing Cache in Firefox

1. Click the menu button  in upper right corner of screen and choose **Options**.



2. Select **Advanced** in the panel on the left



3. In the **Cached Web Content** section, click **Clear Now**.
4. Close the *about:preferences* page. Any changes you've made will automatically be saved.

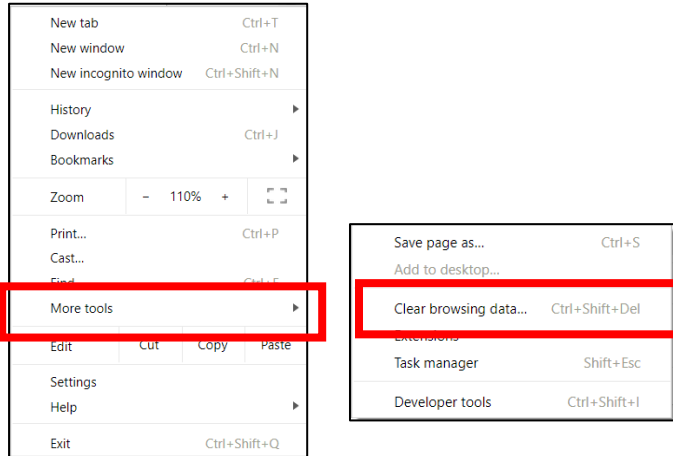
Clear Cache in Chrome

1. On your computer, open Chrome.

2. At the top right, click

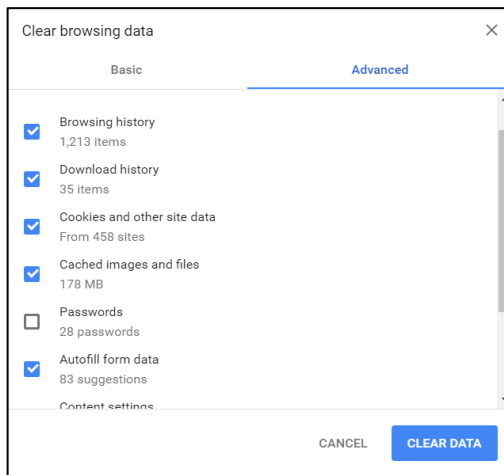


3. Click **More tools** > **Clear browsing data**.



4. At the top, choose a time range. To delete everything, select **All time**.

5. Next to "Cookies and other site data" and "Cached images and files," check the boxes. You may also want to check "Autofill form data".



6. Click **Clear data**.

You should close and reopen Chrome.