ABA Advantage Mobile

Users How to Guide

CENTRIA
AUTISM SERVICES

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iPad Basics

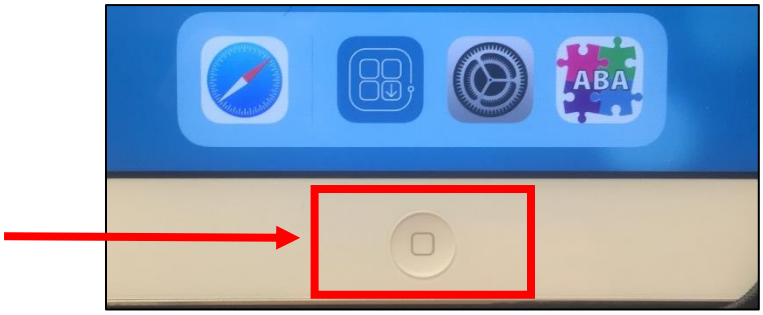
On/Off button

This button is in the upper right edge of the iPad, opposite the home button. Hold down the button for 2-3 sec and the Apple icon will appear. The iPad will take 15 – 20 seconds to turn on.

When the iPad is in the black cases it can move around and be moved to the edges causing the On/Off button to be pushed, turning off the iPad. Tap the Home button twice to get the log in screen, enter the password for the iPad – 4578.

Home button

Tapping the home button wakes up the iPad. Tapping twice bring up the login screen.

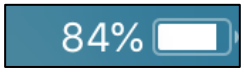


Tapping the home button returns to the iPad Home Screen, this may accidentally happen while holding the iPad. Tap the ABA icon to return to the session.

iPad Password

The same password is used for all iPads– 4578.

Charging

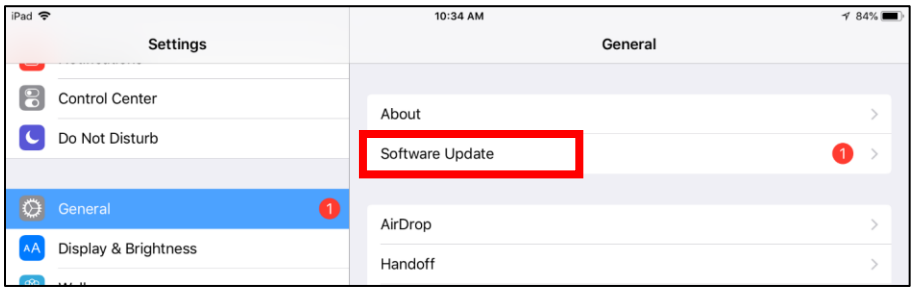


Keep the iPad charged – always keep the charging block and cable in the case. Be careful with the cables, they can be bent causing the wires inside to break. If the iPad won't charge, it may be the cable, try a different cable to test if the problem is the cable or the charging block. Call IT Support at 248-912-1659 or Email ITSupport@centriahealthcare.com for further assistance.

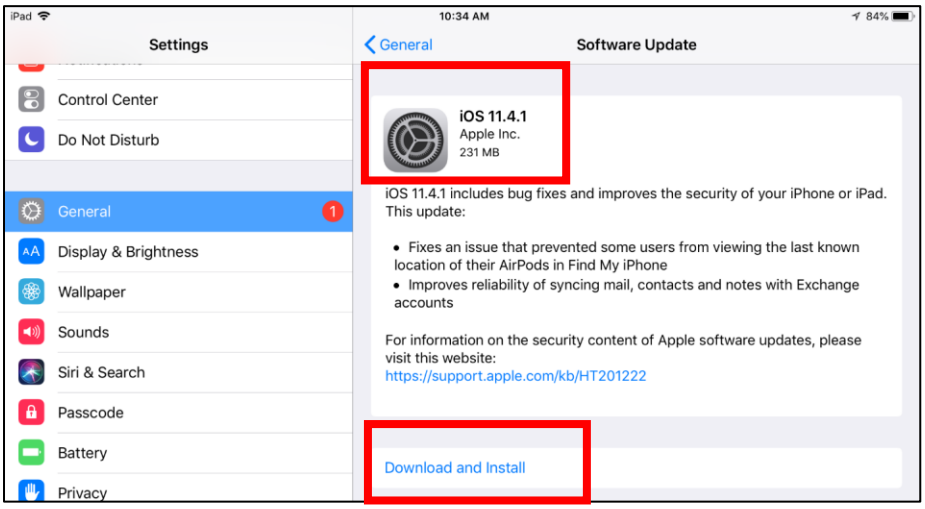
Updating iOS on the iPad

The operating system (iOS) on the iPad will need to be updated. The system icon will have a number on it when the operating system needs to be updated. Perform the update at the end of the day, not before a session.

- Tap the **Settings** icon.
- Tap **General** from the list on the left.
- Tap **Software update** on the right.

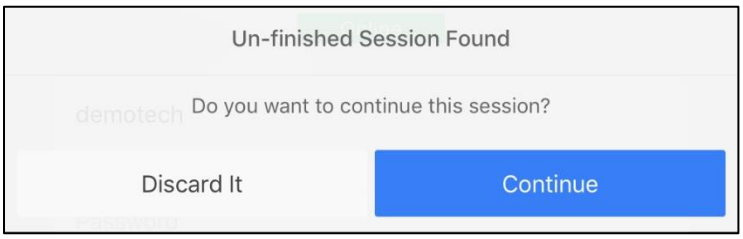


- Tap Download and Install. This process will take several minutes. **The iPad needs to have at least 50% charge or be plugged in for the update to proceed.** This update process will take a few minutes.



iPad Turns off

If the iPad turns off during a session, turn the iPad back on and log into the iPad. Tap the ABA icon, at the login screen the Tech may be prompted to 'discard' or 'continue' the current session. If they were already collecting data in the session they should respond with 'continue' the session. The login screen may indicate that it is 'Offline' – the Tech will still be able to return to the session by tapping 'Continue'.



iPad Crash

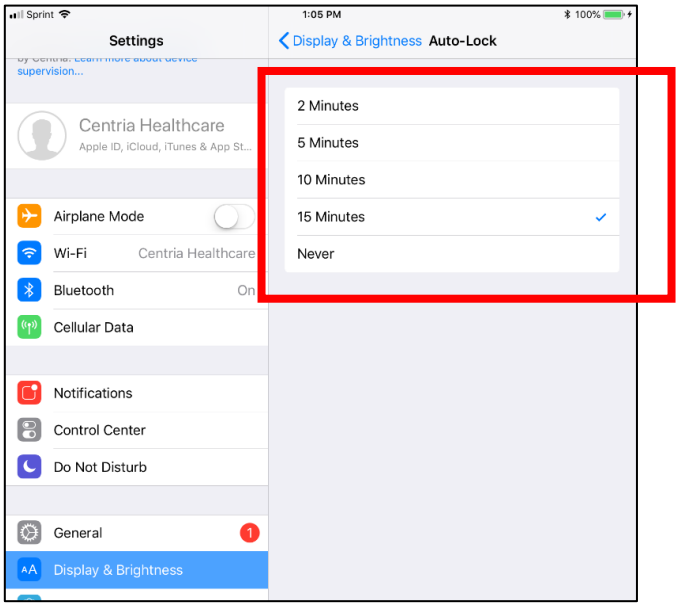
The iPad saves data every 5 minutes automatically. If the iPad crashes or ABA Software crashes, there is the potential to recover the current session.

Log into the iPad, if necessary. Tab the ABA icon, the above message will appear on the login screen. Tapping Continue will load the saved session. The Tech will need to review the data collected for any missing data that was entered but not saved before the iPad or ABA crashed.

iPad Time out

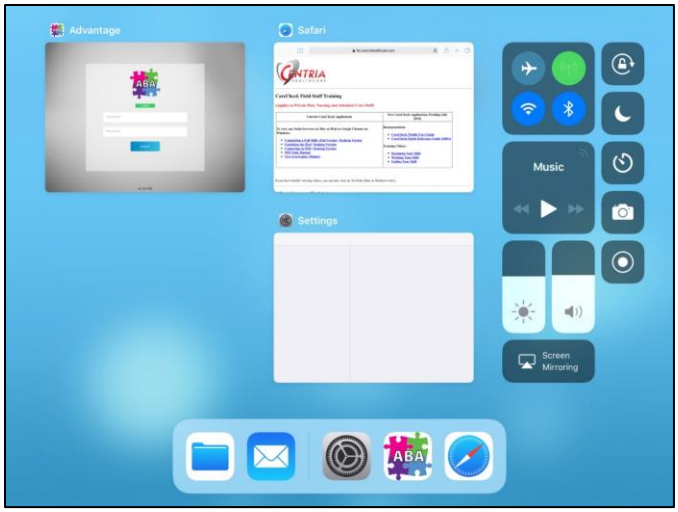
The iPad is designed to time out, the screen goes black, after no activity - between **2 -15 minutes.** We must follow HIPAA regulations for protecting client data. It also times out to reduce battery usage. Just tap on the home button, log in to the iPad and if necessary, tap the ABA icon to return to session.

To change the Time out settings – access the Settings icon. Tap on Display & Brightness. Choose time out length. **DO NOT choose – Never.**



Opened Apps

Periodically double tap the home button and close any app that had been opened and you are not using – Tap and hold onto the image and swipe off the screen. This will free up memory on the iPad.



iCloud / iTunes

If prompted to enter password, Tap **Cancel.** A password can be typed in, but it will ask again if a few days/week/months.

Password = Centria248$

Documentation

ABA Advantage Documentation

There is an icon on the iPad – **Tablet Training** - that is a direct link to this ABAA documentation. Scroll down to the ABA Advantage Training section. Written documentation is available for the Web Portal – **View User Guide (Mobile).** There are also videos that can be viewed.

ABA Advantage Training

(Applies to Behavior Technicians, BCs and BCBAs)

To view, use Safari browser on Mac or iPad or Google Chrome on Windows.

- View UserGuide (Mobile)
- View UserGuide (Portal)
- Update ABA Advantage Mobile App
- Using A Wi-Fi Connection: Quick Reference Guide

Video Training

Select an item by topic below to view a short video instruction. Please allow about 20 seconds for the video to load.

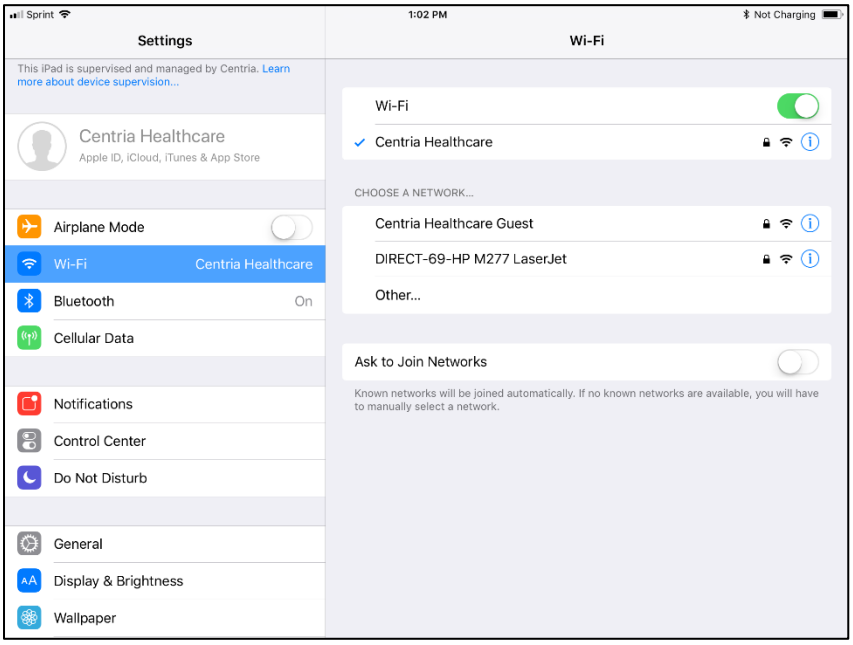
- Using A Wi-Fi Connection
- Log In and Out
- Setting Up a Client Session
- Starting a Sesion and Performing Trials
- Tracking Behaviors
- Maintenance Tab
- Ending A Session
- Session History
- Secure Wi-Fi

From a computer, documentation for ABAA Web Portal can be found at the following web site - **fm.centriahealthcare.com/training.**

Secure WIFI Network Connection

The iPad must be connected to the internet to **Login to** ABA Advantage. There are several options for connecting to WIFI.

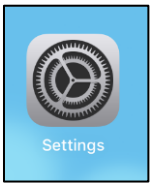
Public WIFI networks are not secure. Coffee shops, sandwich shops, libraries, are examples of locations that have public WIFI that are not secure. A Secured WIFI connection, one that requires a **password** to access, is needed to log into the ABAA mobile app and also to Sync the saved session to the database. After the Tech has logged into the ABA Mobile app, WIFI is not necessary to perform the session. If during a session, the iPad times out, just login to the iPad and tap the ABA icon, if necessary, to return to the session.



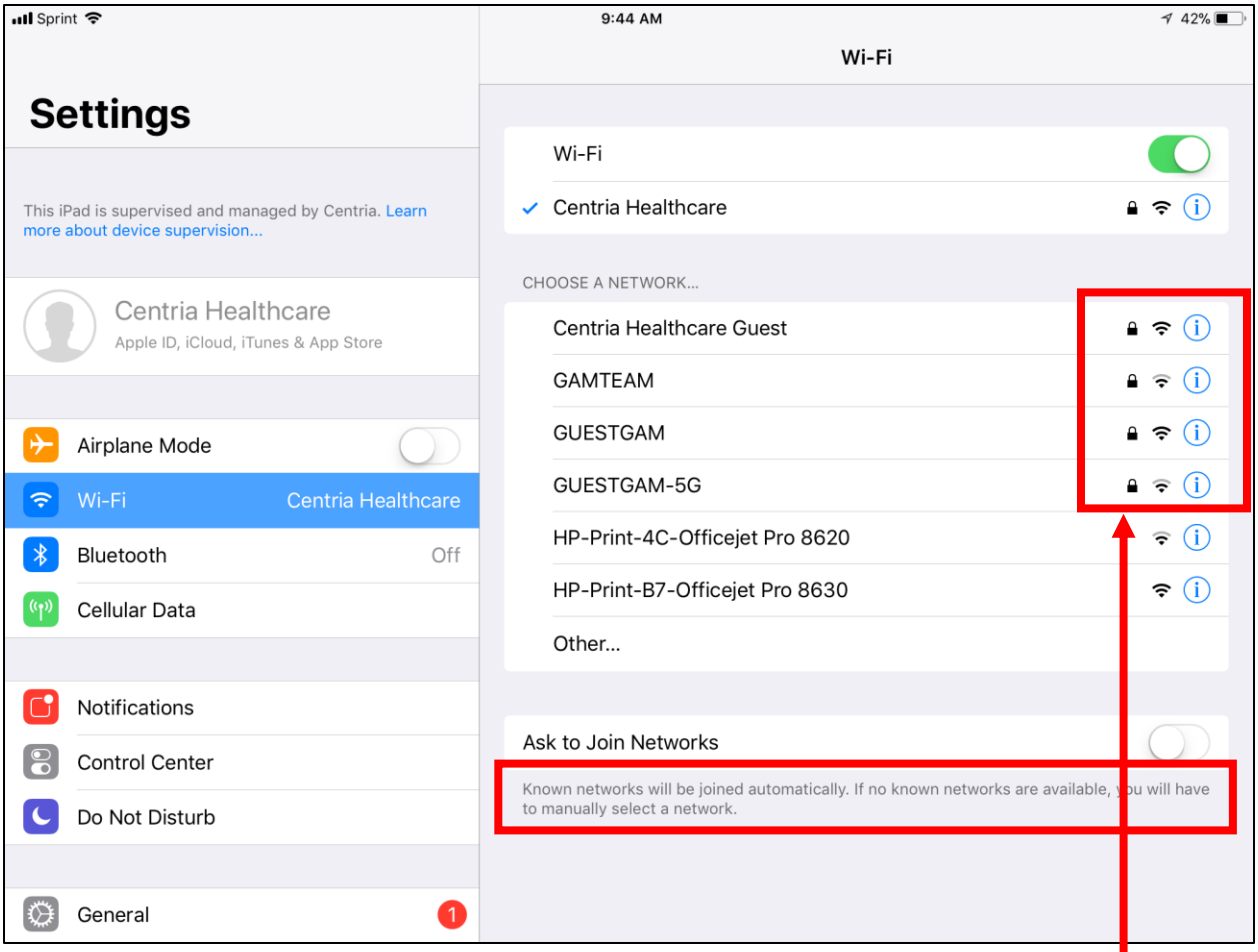
Secure WIFI connections require a password to access. Free WIFI available at locations such as stores, restaurants, etc. are not secure and should **NOT** be used to transmitting client session information (logging into ABA and Syncing session data).

To change WIFI networks on the iPad

1. Return to the Home page of the iPad (**Tap the Home Button**)
2. Tap **Settings**



3. Tap **WI-FI** on the left

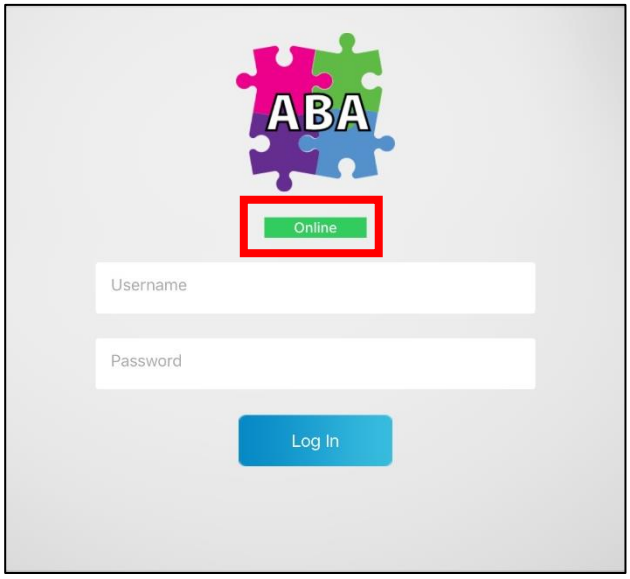


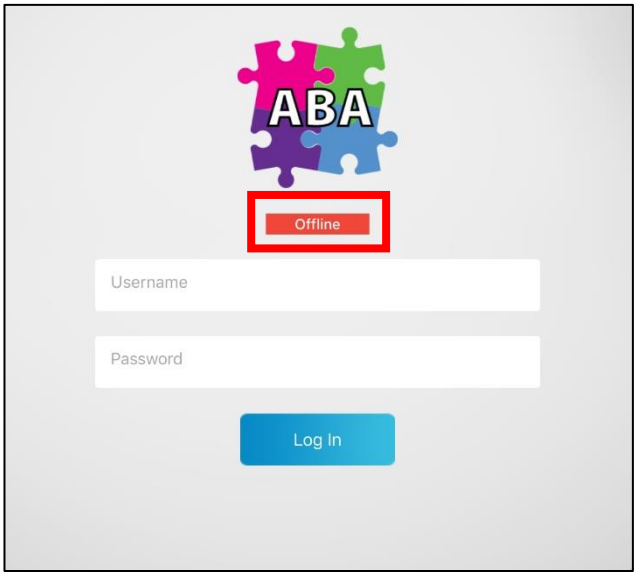
4. A padlock – indicates a secure network that requires a password. Tap the one you wish to connect. Your list will be different that the one shown here.

5. **Choose a network** local to you and **Enter the Password** for the network chosen. The iPad will remember this network.

WIFI Options

iPad must be connected to the internet to log in to the ABAA Mobile app.





If Tech goes to a Centria center there should not be a problem, all centers have WIFI internet. If the Tech goes to a client's home, they may be able to connect to the clients' WIFI. CSM or BCBA may have discussed this with the parent/guardian prior to case open. If there is no WIFI or the client will not allow Tech to access it, a few options are available to connect the iPad to the internet.

Option 1 – Login at Techs home using home internet (must be secured internet password is required for connection)

If the Tech has internet at their home,

- Choose settings on the iPad, choose the home network and enter password
- Open ABA and login to ABA at home and then drive to the client's home
- At the clients' home, login to iPad, tap ABA icon (it will say Offline), initiate and start the session as normal
- At the end of the session, save the session locally
- Drive home, the iPad will automatically connect to the home WIFI network. Login to ABA to sync using the manual sync icon or from the History page. Both icons are in the black bar on the left on the client's screen.

Option 2 – Hot Spot on Smart Phone

- If the Tech has a smart phone they can access a hot spot on their phone.

- From their phone, Turn the Hot Spot on, there will be a password associated with this network.
- On the iPad, go to settings and connect WIFI to the phone's Hot Spot in the list of available networks and enter the password from the phone.
- Log into the ABA on the iPad.
- Return to the phone and turn off the Hot Spot– This will disconnect the iPad from the internet. The internet is not needed to perform the session.
- At the end of the session, save the session locally
- The hot spot can be turned back on to sync the session using the manual sync or from the History page.

Additional option

- The CSM/BCBA can contact ITSupport@centriahealthcare.com (248-912-1659) and arrange for a data plan to be added to the iPad.

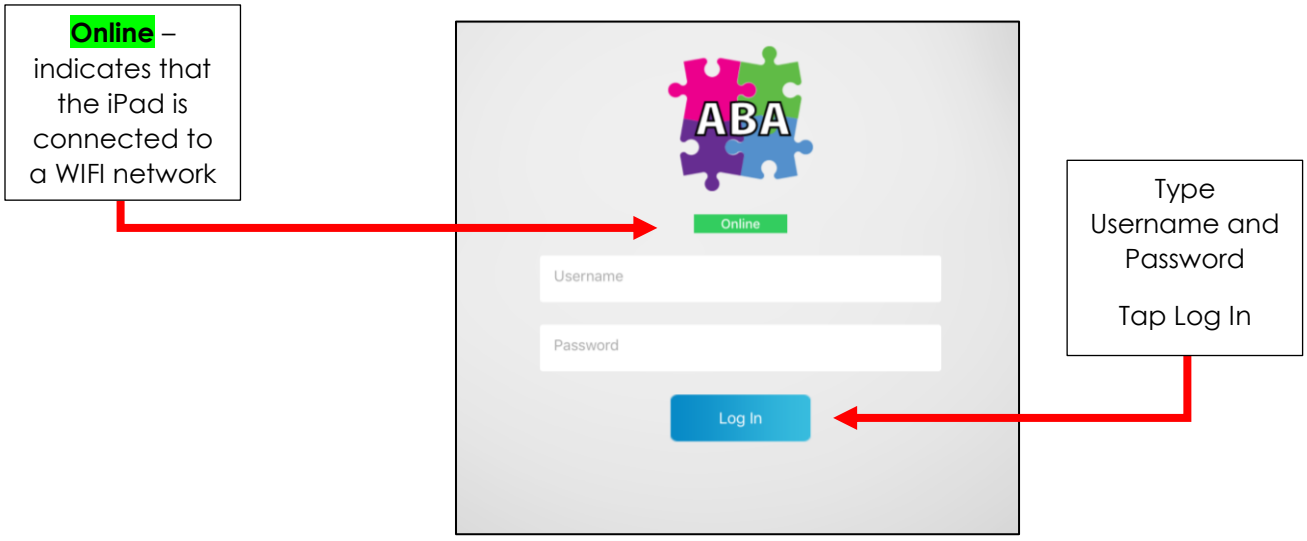
Login to ABA Advantage

You will need to login to the iPad and then into the ABA Advantage app. The usernames and passwords will be given to you by your BC/BCBA.

1. To sign in, **Tap** the **ABA Advantage** app from the iPad home screen.

2. Enter your **Username** and **Password** and **Tap Log In**.

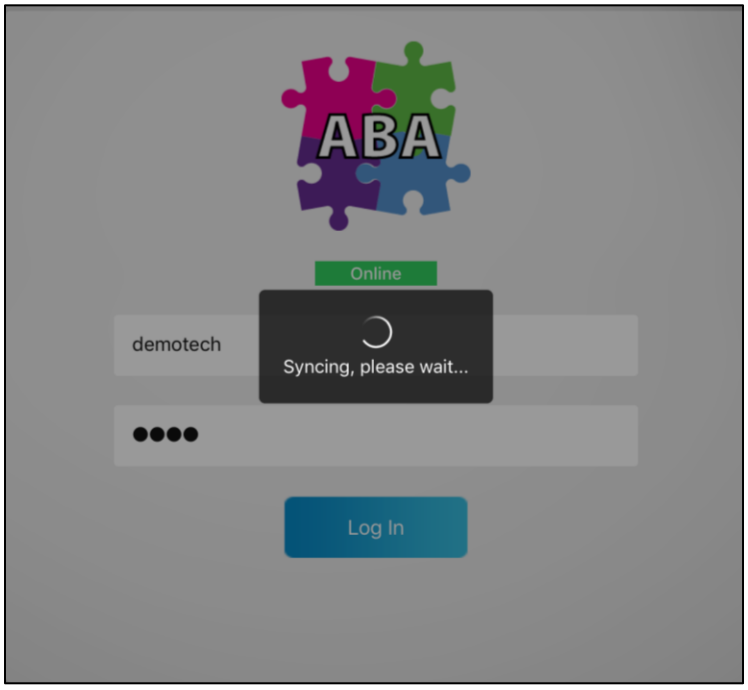
   Your username and password will be given to you by your CSM. Contact your CSM if necessary.



NOTE - Signing in does not automatically start an ABA session.

What Happens After I Sign In?

After tapping **Log In** the ABA Advantage software will sync the client information with the iPad. Any changes to the client's program are updated on the iPad.



During the syncing process several items are checked.

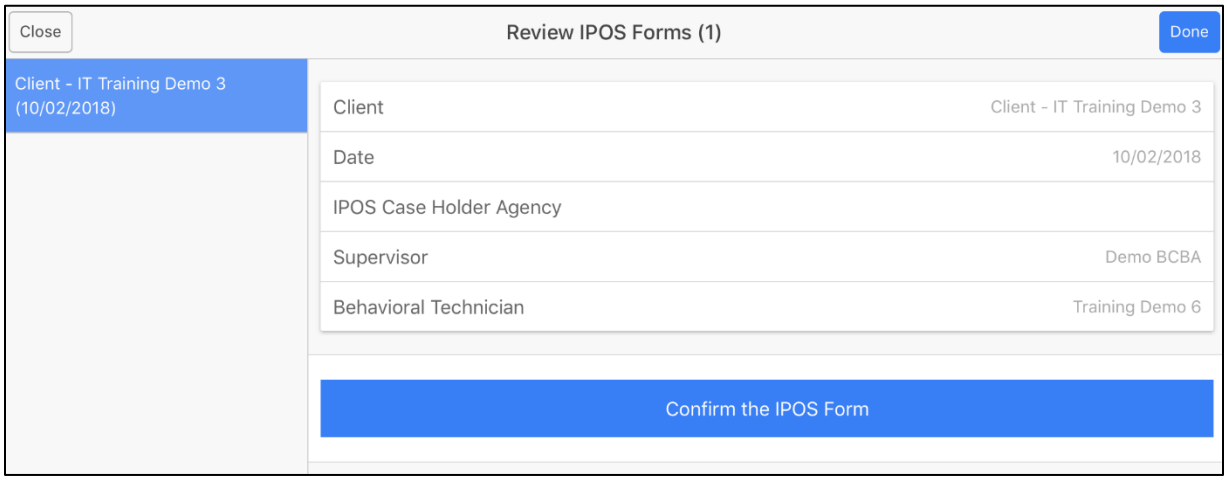
- Your username is verified.
- Your assignment to a Case/Client is verified and that the case is **active**. If you get the following error message you should contact your CSM.

- The current Case/Client information is downloaded to the iPad.
- If the **Initiate** button in the upper right corner is greyed out, contact the BCBA on the case. They need to add a BTP to the case.
- When the BCBA has completed the update. Tap the **Sync** button in the black bar on the left, to sync the iPad with the updated client information. The BTP will be available and the Initiate button can be selected. (A WIFI internet connection is needed to sync).

iPad – IPOS signing for the Behavior Technician

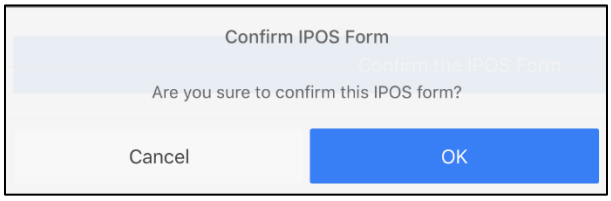
When the Behavior Tech is new to a client, the BCBA will work with tech on learning and understanding the BTP and will be able to verify that they have been trained on the client's care plan. The BCBA will create a document that will be electronically signed by the BCBA and the Technician.

This document needs the technicians signature the following screen will appear after Technician logs into the ABA on the iPad.



1. If the Behavior Technician **has not been** trained by the BCBA on the Client's BTP, 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 by the BCBA on the Client's BTP, click on the **Confirm the IPOS Form** button. The following screen will appear. Click **OK**.

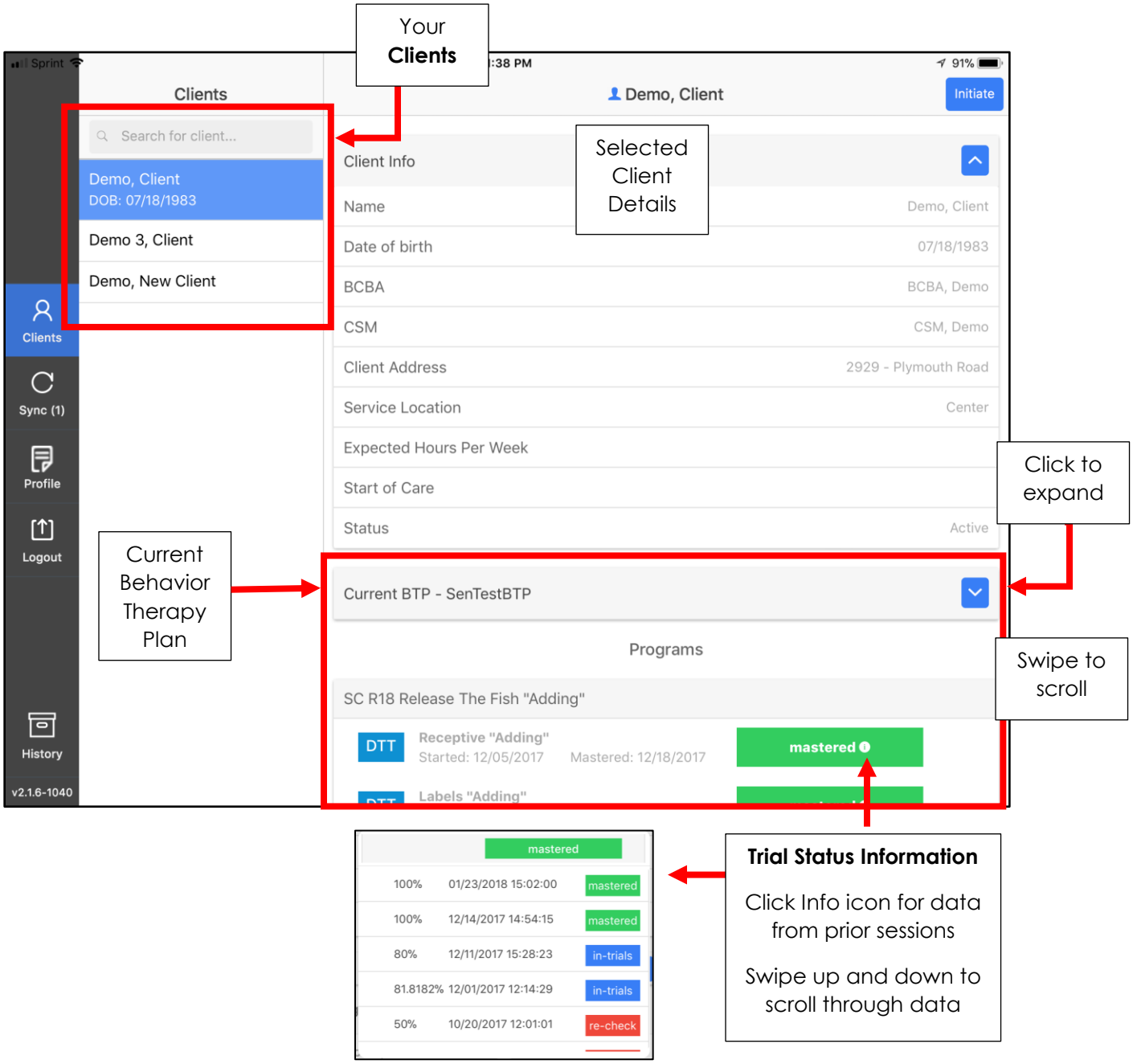


2. The button changes to **Confirmed** and the color changes to green.
3. Click the **Done** button in the upper right corner.

Client Information

After signing into the ABA Advantage app, the app screen displays with the client(s) you are assigned, if there is more than one. **Tap** a **Client** name on the left and the client details as well as the active Behavior Treatment Plan (BTP) will appear on the right.

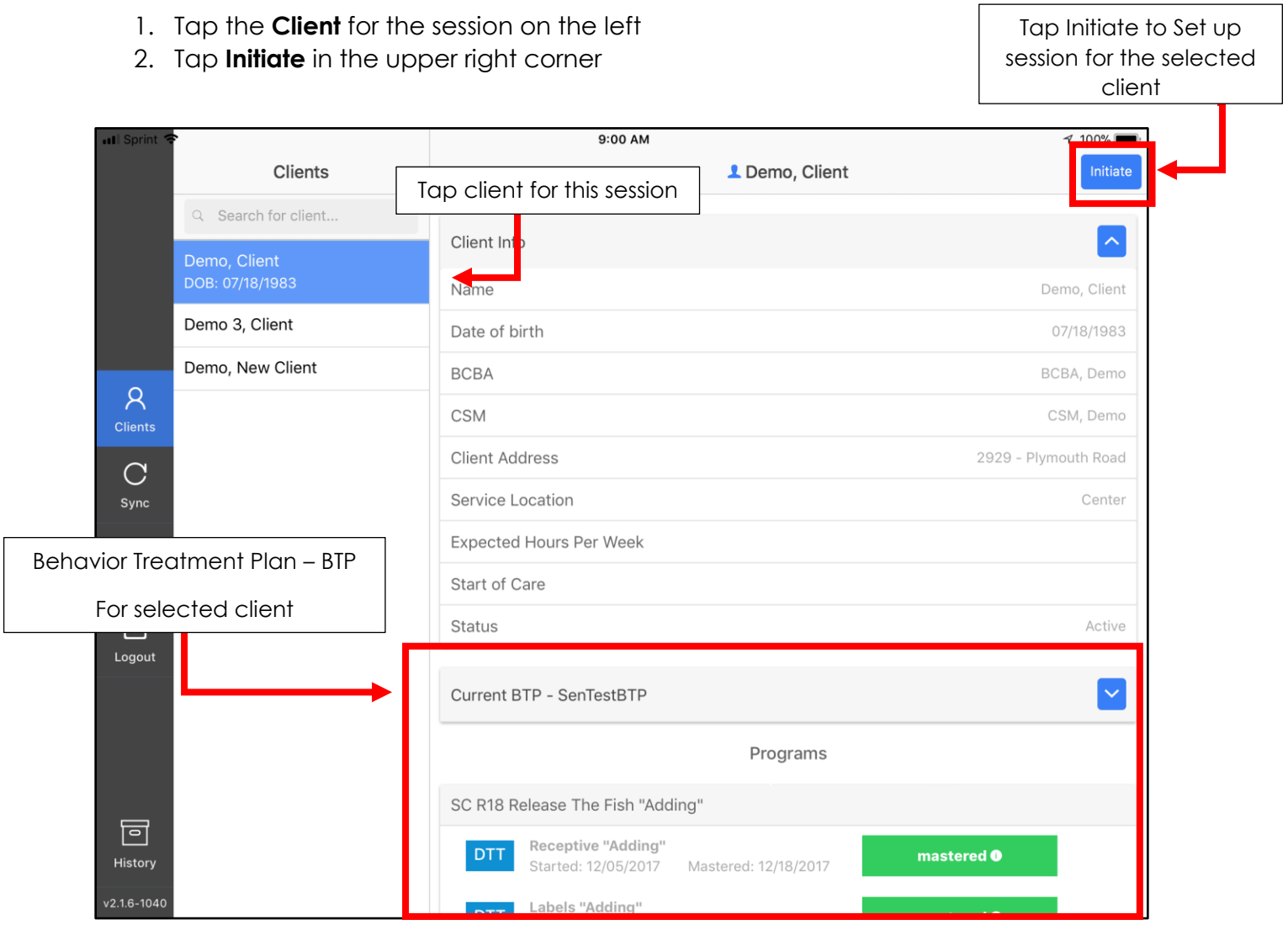
1. Tap on the **Client**.
2. View the Client Details.
3. Expand the Current BTP to review
4. Tap the **Trial Status information icon** to see past trial data



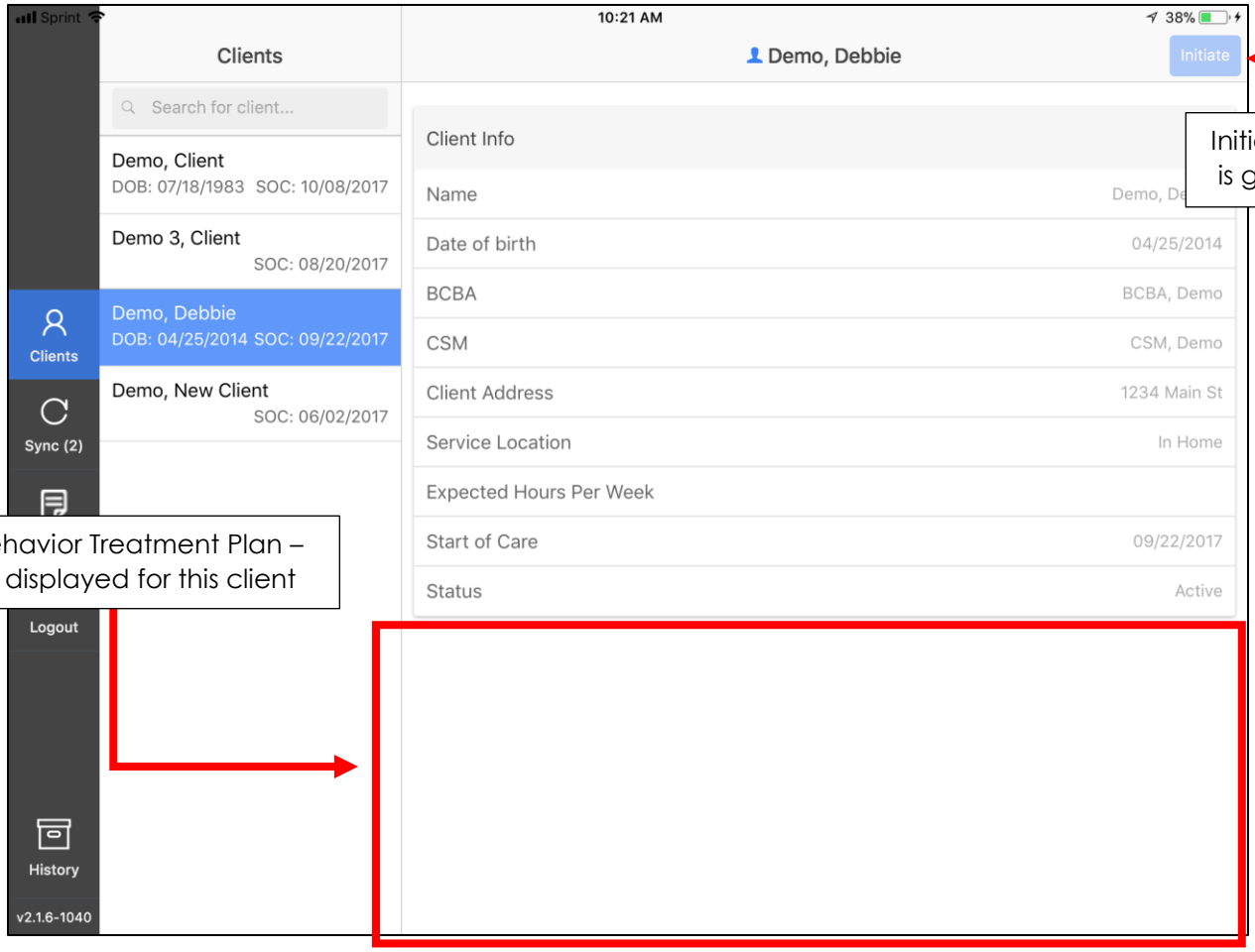
Initiating a Client Session

Initiate allows you to begin preparing for a therapy session with a client. You will select programs and trials for the session. You will discuss with your BCBA what programs and targets should be executed during the session.

1. Tap the **Client** for the session on the left
2. Tap **Initiate** in the upper right corner



If no BTP is displayed or the Initiate button is greyed out, contact your BC/BCBA and let them know that the client does not have a BTP.

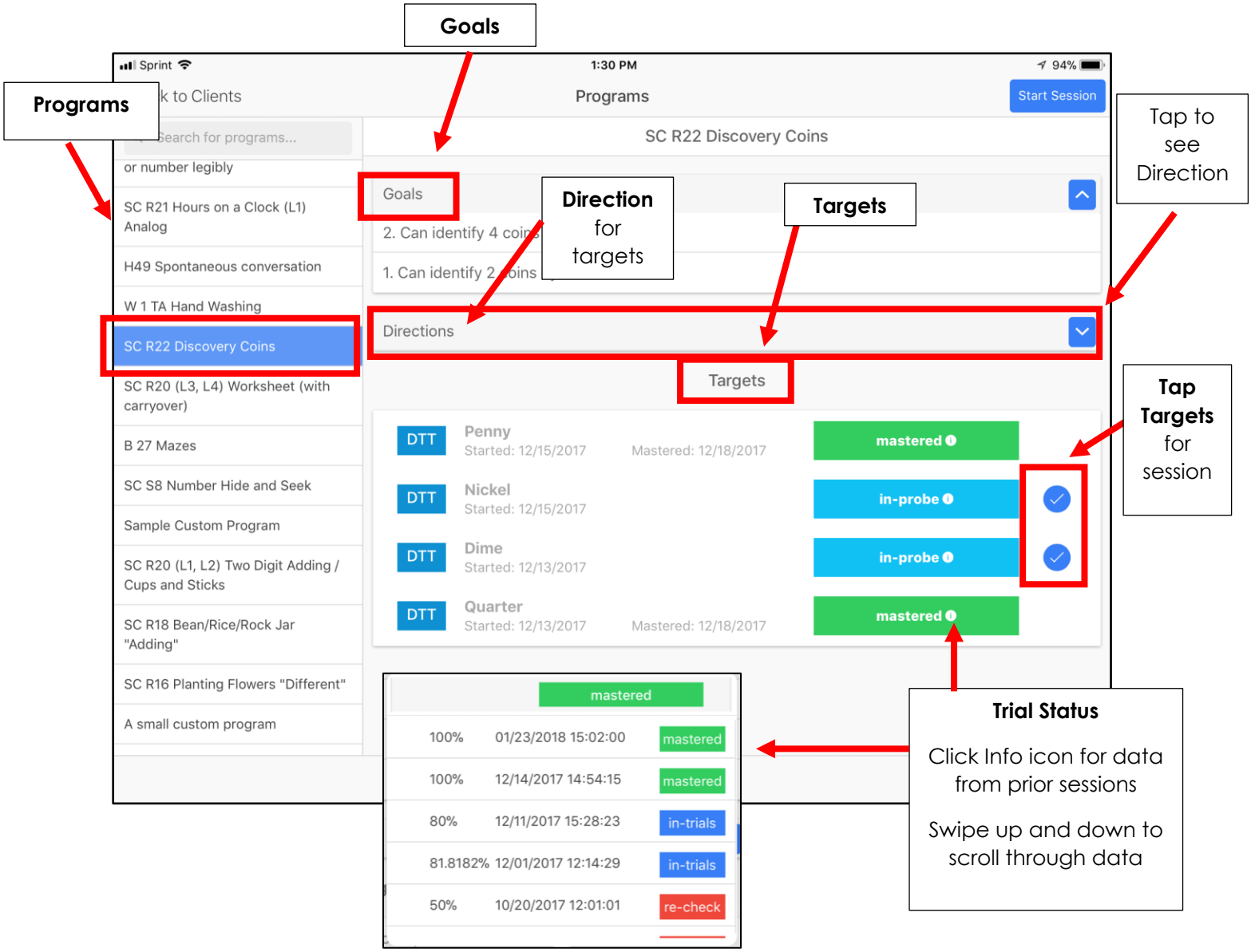


Once you tap **Initiate** you will see the client's programs on the left. You should talk with your BCBA about the programs and targets that will be executed. This list will change over time and the client progresses through the program. If you have questions, contact your BCBA.

1. Tap on a **Program**. You will see the program **Goals**, **Directions** and **Targets**. Targets are the data that you will be working on with the client in each session.

   As part of your session preparation, you can view the programs you will be working on during the session and select the targets to include. **Your BC/BCBA will let you know which programs and targets to choose.**

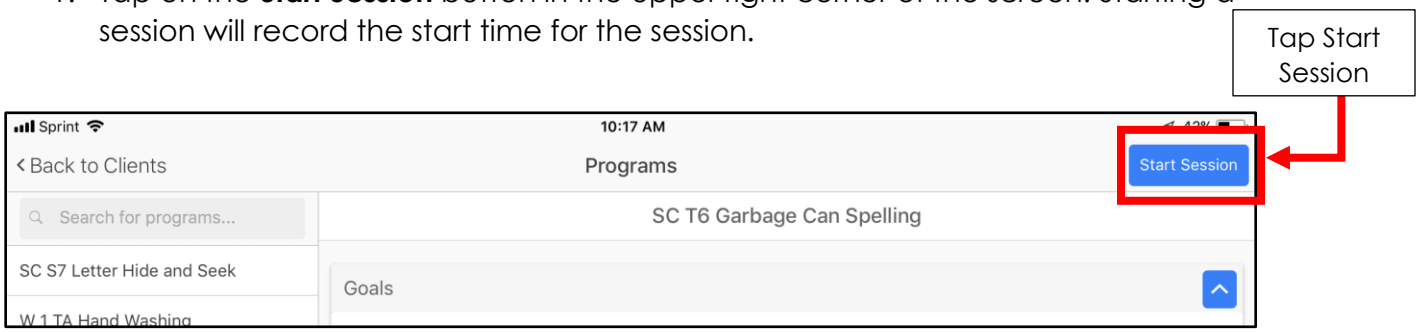
2. Tap the **Circle** to the right of the Targets to **Check** the Targets to include in the session.
3. Continue to select **Programs** and **Targets** for the session in the same manner.



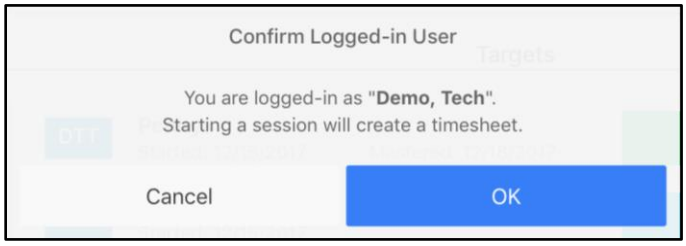
Starting a Session

After you've selected Programs and Targets for the session, you can start the session.

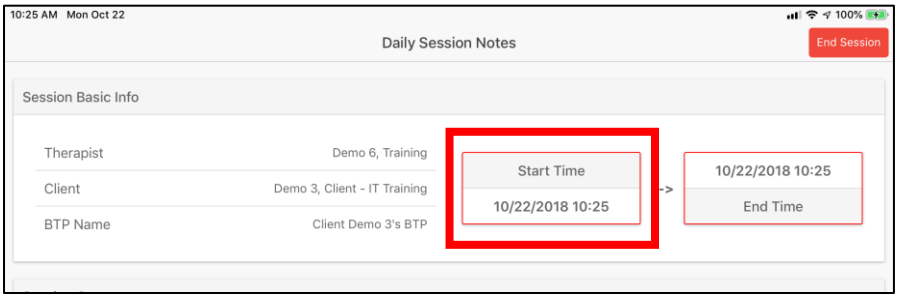
1. Tap on the **Start Session** button in the upper right corner of the screen. Starting a session will record the start time for the session.



2. You will be prompted to confirm the User Logged in – Click **OK.**



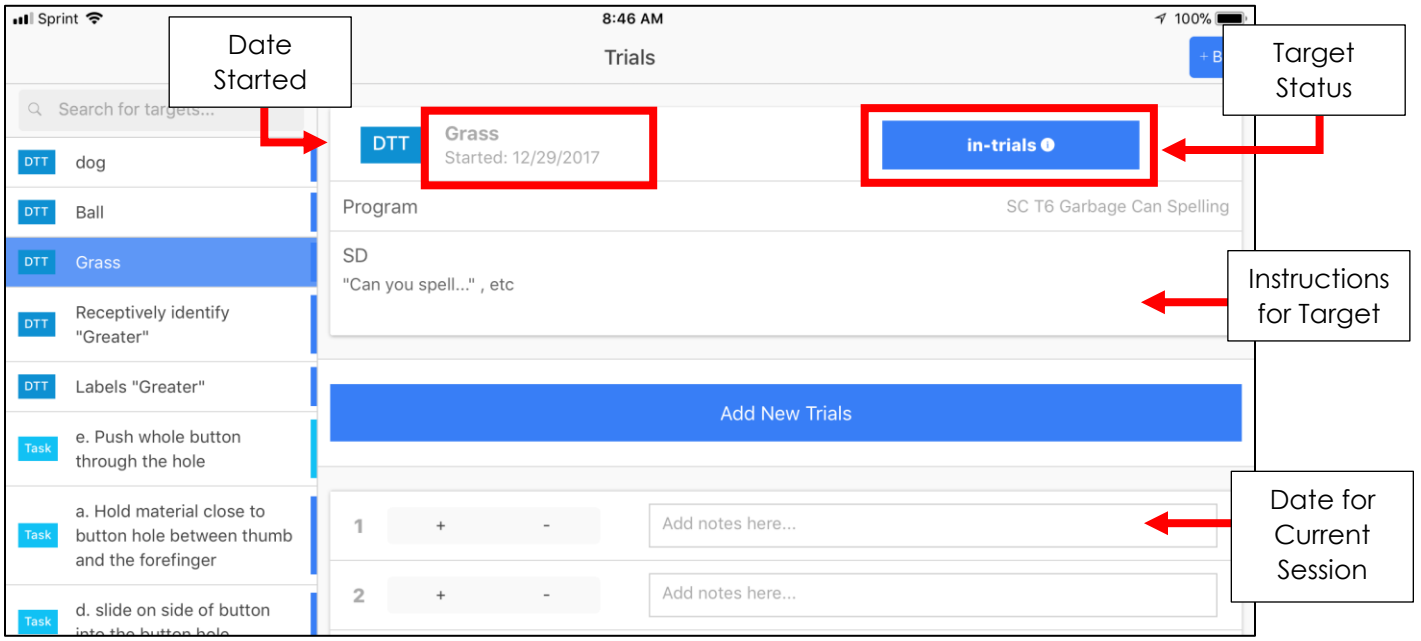
3. If there is a difference in the time you arrived to start the session and the time you tapped Start session, tap the **Notes** page in the bottom right corner of the screen and correct the Start Time.



4. Tap on **Start Time** and correct the start time for the session. **It is the Techs responsibility to make sure the Start time/End Time are correct for the session.**

How is Session Screen Organized?

On the left panel are the targets selected during the session preparation (Initiate). Select a target on the left and information about the target and the list of trials will display. This information will include high level details about the target, including the date the data collection was started and the Target status.



Target status values are:

New – The target has been added to the session but no trials have been conducted

In-Probe – Probing to check if client has the skill before brining onto acquisition

In-Trials – After probing, and target is in acquisition or "in-trials"

Mastered – Target has been Mastered

Re-check – Target Mastery is being Re-checked

The **navigation bar** at the bottom allows you to move through the various pages during the session.

Programs – Return to the programs screen to review any details or add additional targets

Trials – Conduct trials for the selected targets.

BIP – Review any Behavior Intervention Plan created for the client. In addition, note that you can record BIP data at any time using the "+BIP" icon in the upper right-hand corner of the screen.

Behaviors – Record and edit new behaviors in the ABC format.

Maintenance – Review mastered targets and execute the Target Review List. This list must be completed before the session can be ended.

Notes – Areas are provided to take additional notes as programs are completed. Notes may also be entered for the session. The End Session button is in this area along with the area for Parent and Technician signatures.

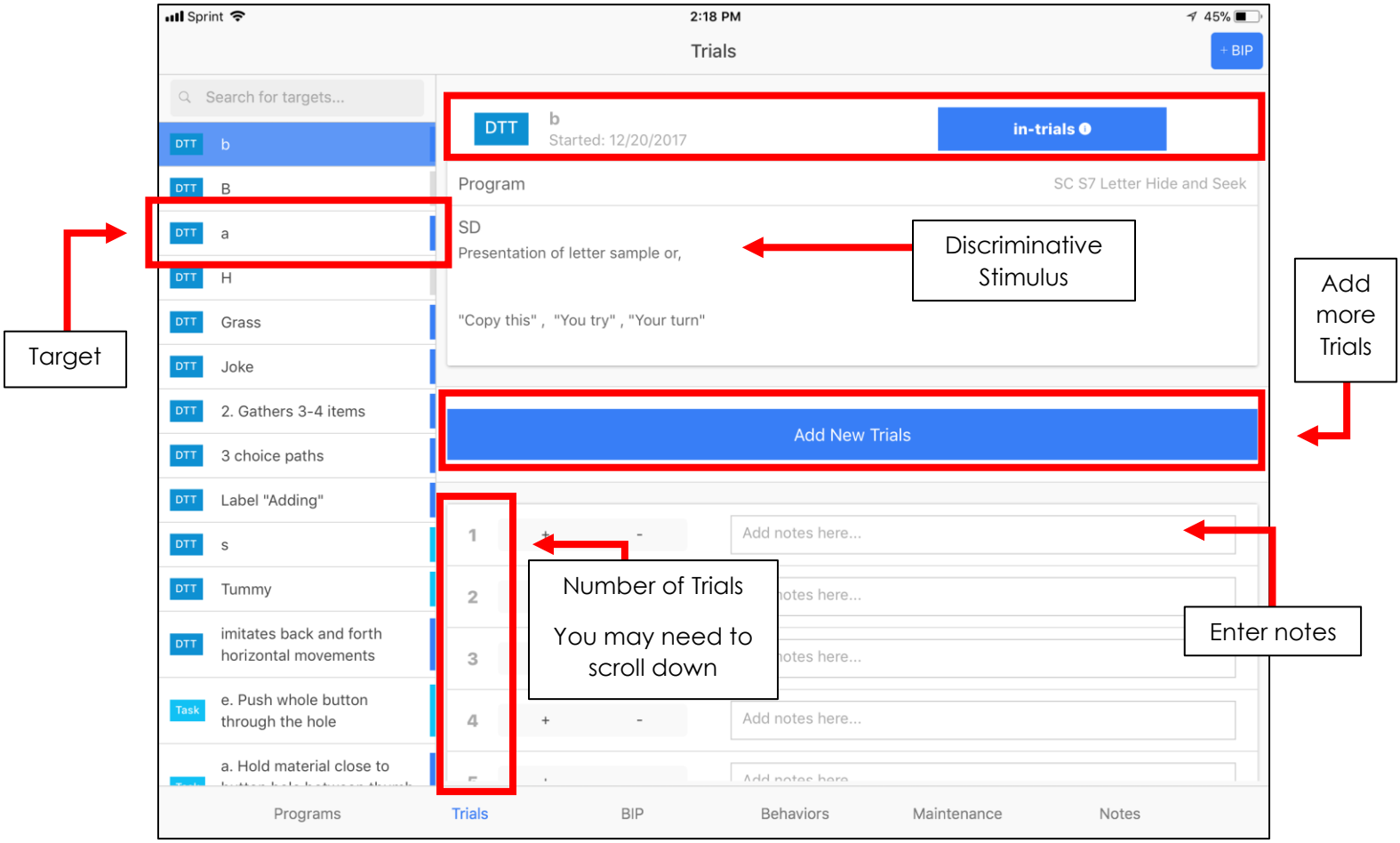
Recommendation – The Tech should review 2 pages before starting any trials. Tap them at the bottom of the screen.

- **BIP** – Review for any additions that have been made to the BIP. Read all information about any new BIP.
- **Maintenance** -Look at the Target Review list in upper left corner.
  - This list will include any Target in Re-Check and a random number of targets that have been mastered in the past 90 days.
  - Look at each target in the list and become familiar with what is to be executed. The Tech may not have been the one to work with the client on these targets. Props may need to be gathered to execute the target. Talk with your BCBA if you do not have the necessary knowledge or props to perform the trials.

Conducting Trials

You should have Initiated and started a session.

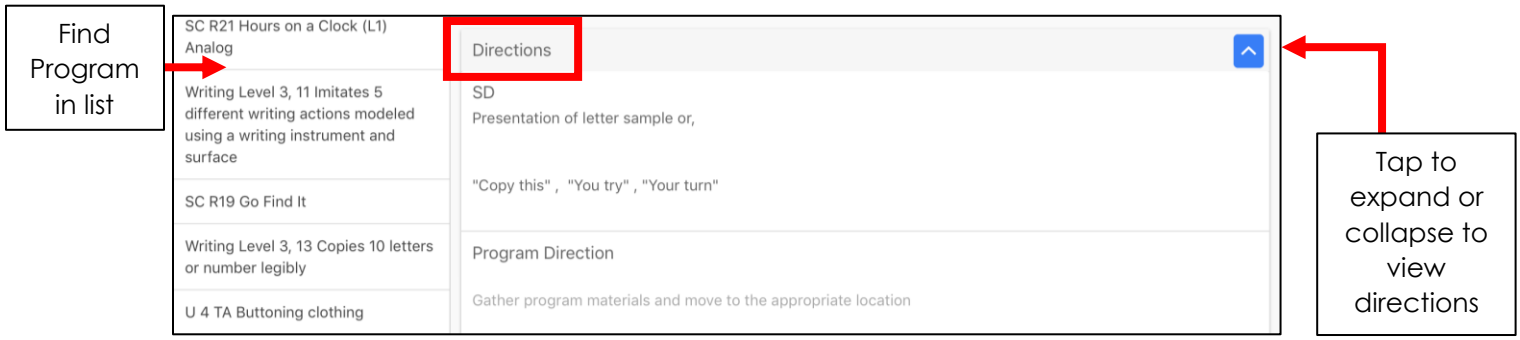
In the **Trials** tab, select the **Target** you wish to collect data for. The target will be presented with a predetermined set of trials (set by the BCBA). However, you may add more as needed.



Getting Program Directions

1. Tap on the **Programs** tab, at the bottom of the screen

2. Find the program in the list on the left
3. Tap the **arrow** to view the directions



Taking Data

1. Follow the SD and directions for the program
2. Record responses from the client on the Trials page

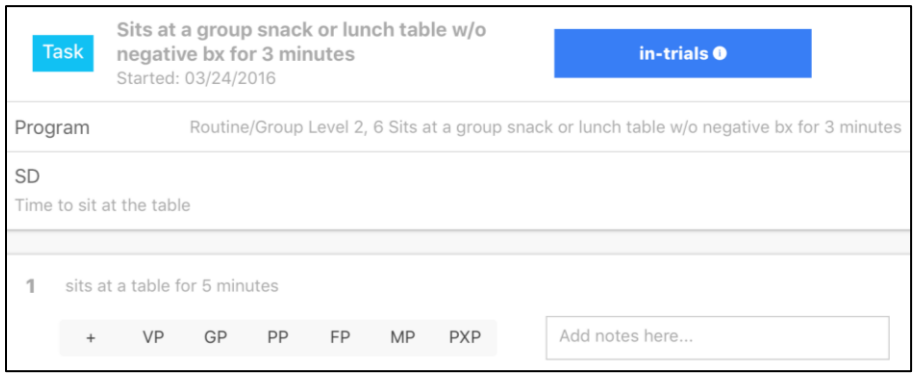
   Select the **Plus** icon to indicate a **correct response to the directions**

   Minus icon to indicate an **incorrect response**. Incorrect responses will have additional options to select that were used to encourage a correct response.

V = Verbal prompt
G = Gestural prompt
P = Partial physical prompt
F = Full physical prompt
N/A = Not applicable

3. Add **notes** as necessary

4. If the target is a **Task**, incorrect responses are a displayed a little different.



VP = Verbal prompt
GP = Gestural prompt
PP = Partial physical prompt
FP = Full physical prompt
MP = Modeling Prompt
PXP = Proximal Prompt

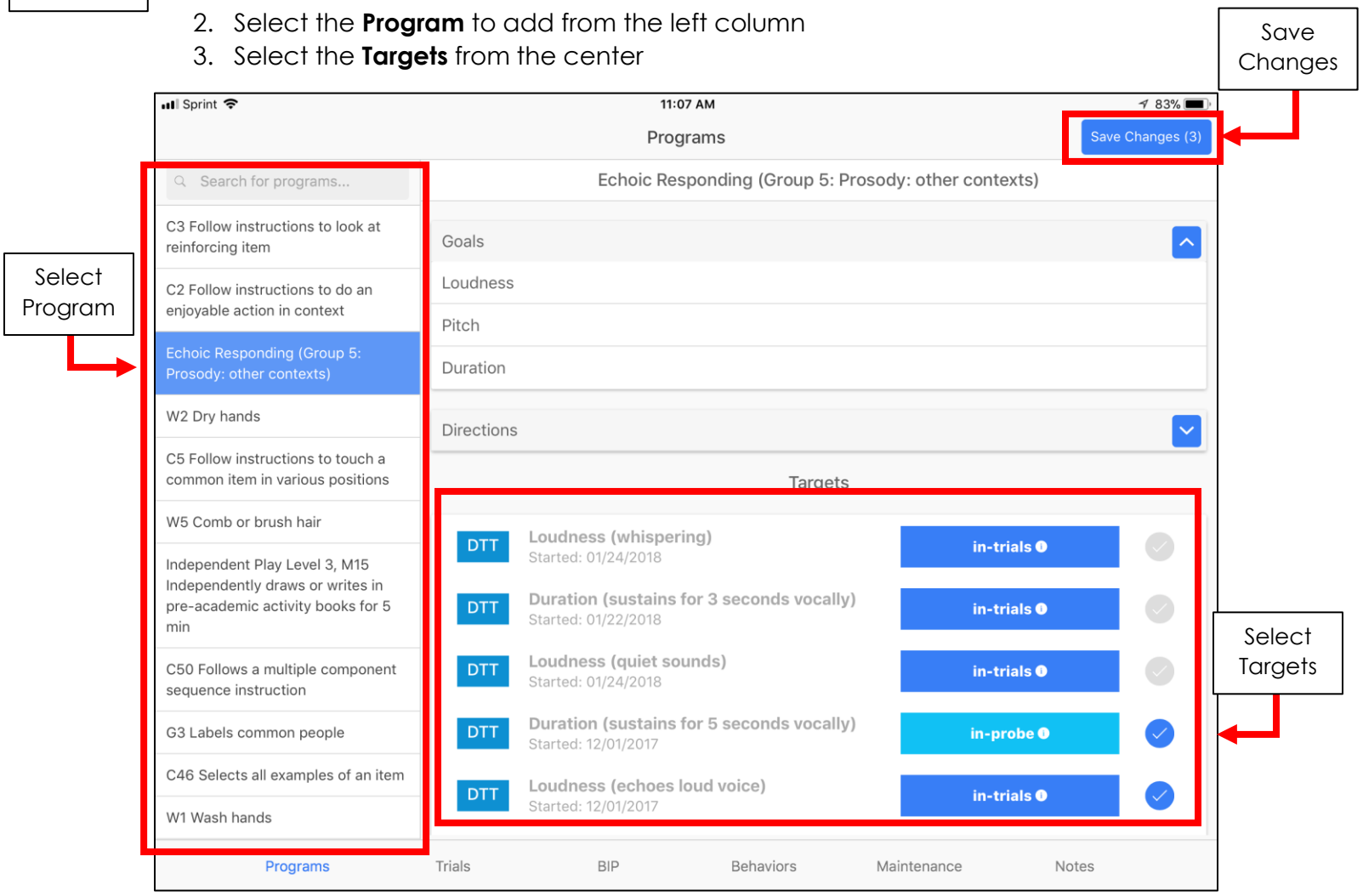
You may complete some or all the trials before moving on to another target, switching to the Target Review List or recording a behavior. **Talk with your BCBA about executing the targets and processes/procedures to follow.**

Adding a Program to the session

As the session progresses, you may find that you may have **missed** a program/target in the initial setup or you want to **add** an additional program/target.

1. Tap the **Programs** button at the bottom of the screen.

2. Select the **Program** to add from the left column
3. Select the **Targets** from the center



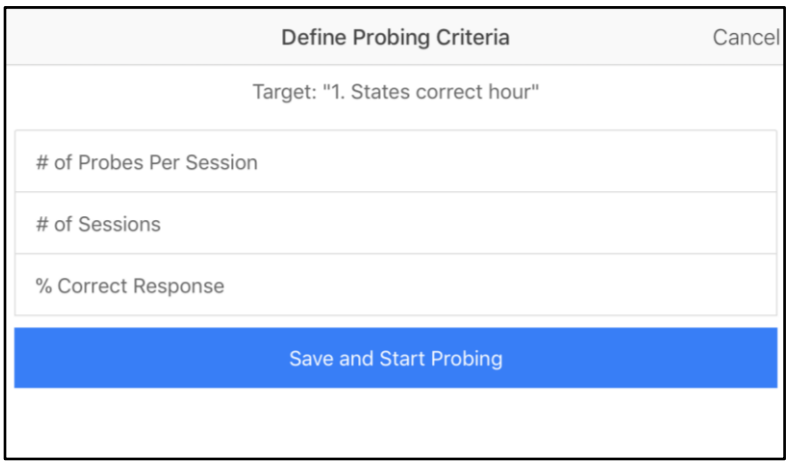
4. Tap **Save Changes** in the upper right corner of the screen. The Trials page will appear.
5. Continue with the session.

New Target

Your BCBA may request a **New Target** in a program for your client. **You need to ask the BCBA what to enter for the Probing Criteria for the new target.**

1. Your BCBA will provide you the the data to enter in the following screen.

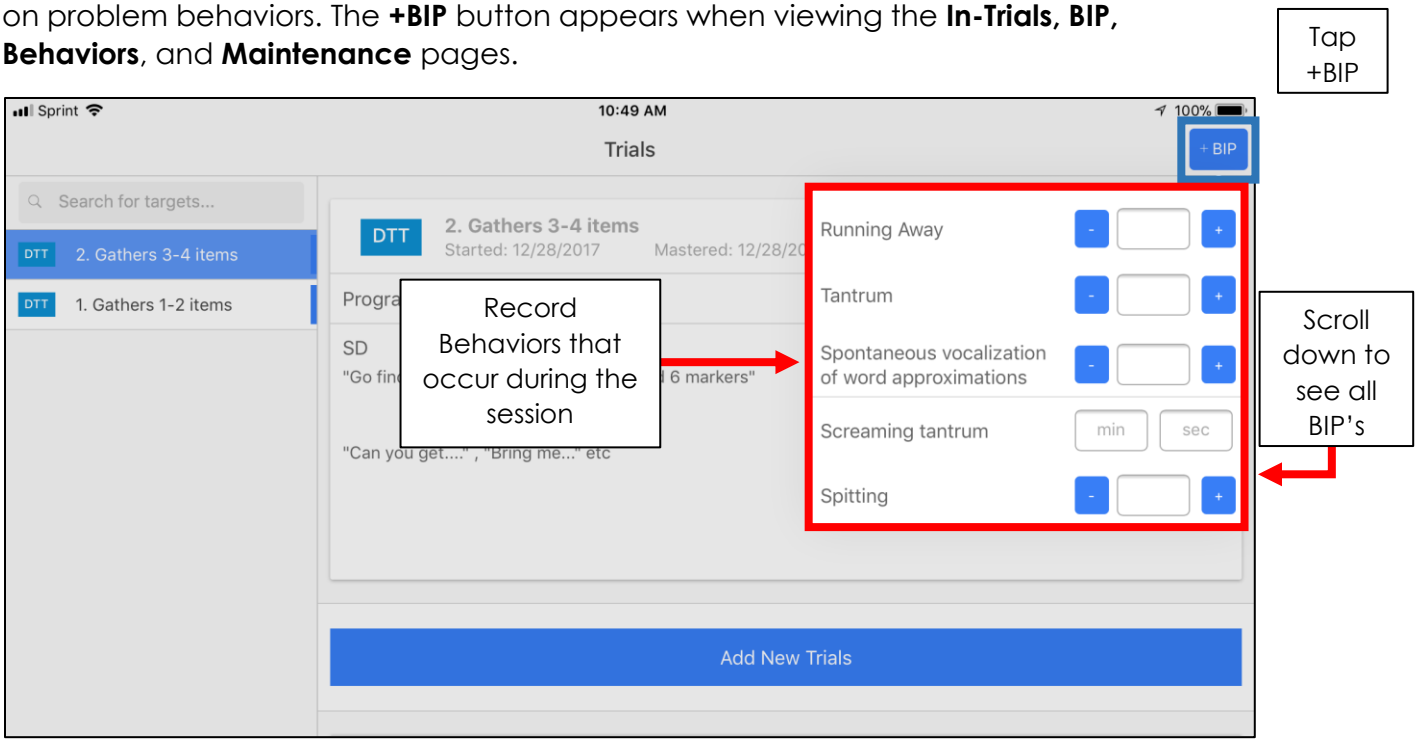
- **# of Probes Per Sesison** – enter the number of probes for each sessions
- **# of Sessions** – enter the number of **consecutive** session that data will be gathered
- **% Correct Response** – enter % of responses need to be correct to have target Mastered



Each target starts out as New. After the probe criteria is entered and target status turns to 'In-Probe". In-Probe is designed to determine if the client knows the target item.

Tracking Behaviors - BIP

Throughout the session you will monitor client behavior Tap the **+BIP** button to take data on problem behaviors. The **+BIP** button appears when viewing the **In-Trials**, **BIP**, **Behaviors**, and **Maintenance** pages.



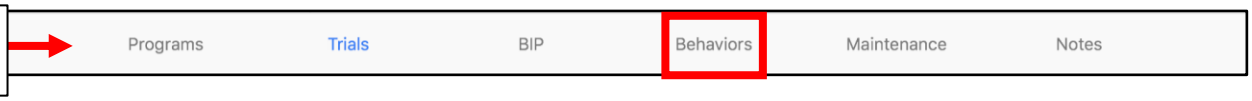
1. To track frequency data on each behavior hit the **+ (Plus)** button each time the behavior happened. You can also type the number of times the behavior happened throughout the session or the duration of the behavior.
2. Enter the duration, min and sec – A timer will be necessary. The **Clock app** on the iPad is a great tool to use the track time of a BIP.
3. **If the behavior doesn't occur during the session, tap the – (Minus) button. A 0 (zero) will appear or enter 0 for duration. This should be updated before the end the session.**

Adding New Behaviors

When the client exhibits a behavior that is not being tracked in the BIP, you will need to add it. **Talk with your BCBA about recording new behaviors.**

1. Tap **Behaviors** page in the bottom of the screen.

Tap Behaviors

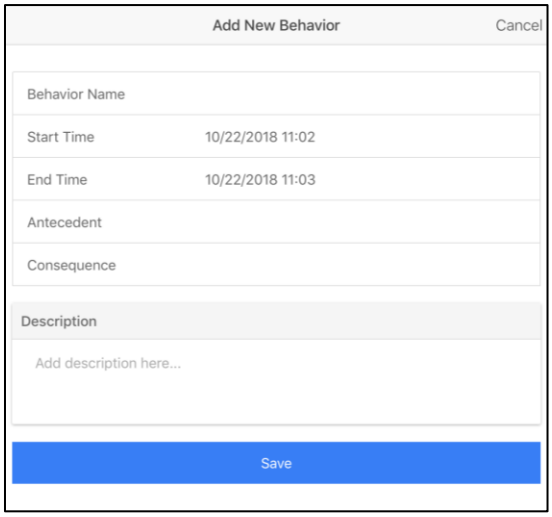


2. To add a new behavior, Tap the **+Add New Behavior** button in the upper left corner.
3. Complete the form and tap **Save**. The behavior will then appear in the list of behaviors on the left-side of the screen.

Antecedent

Behavior – Description

Consequence



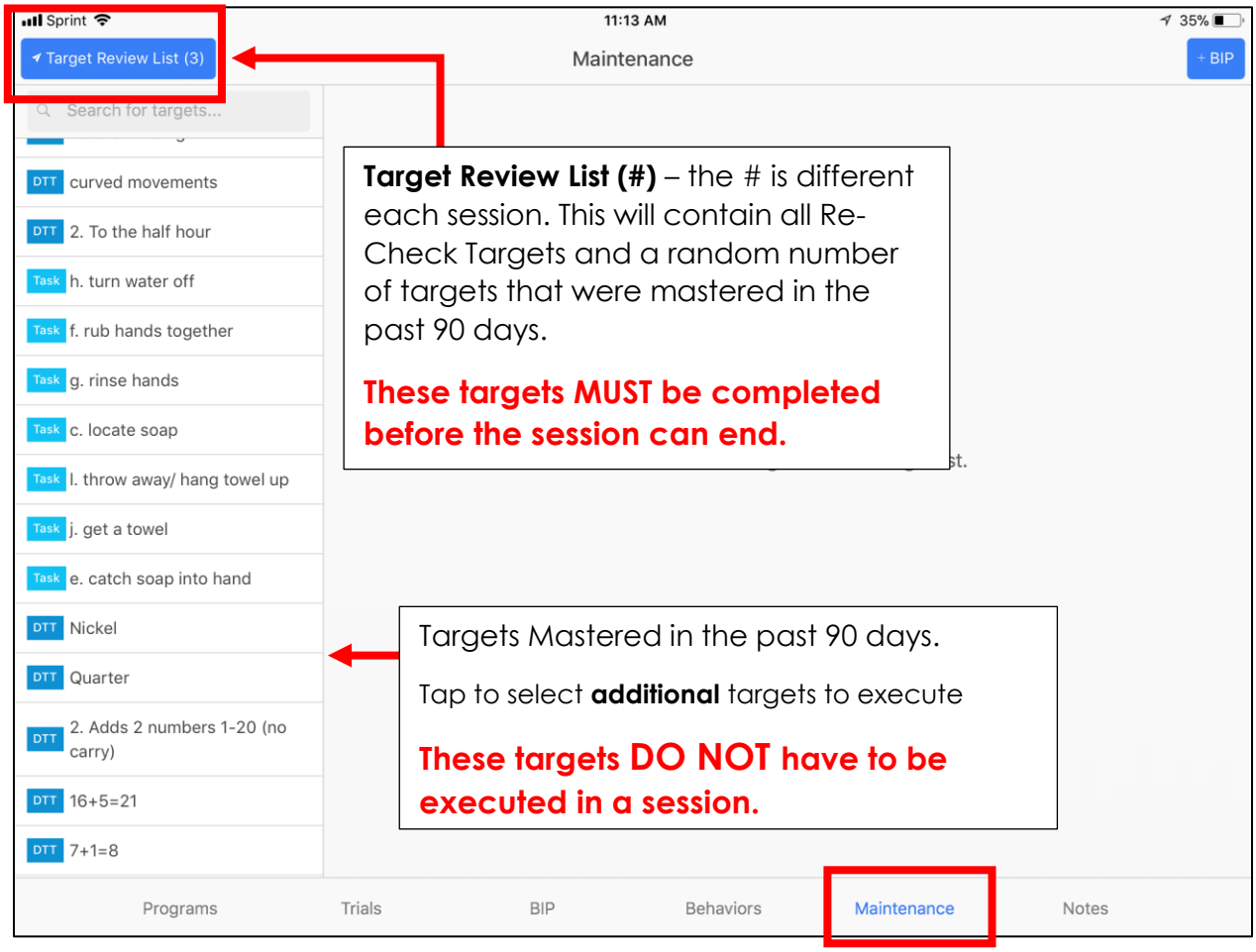
4. If you need to edit the new behavior, select the behavior in the list on the left and tap the Edit button.

Maintenance Tab – Target Review List

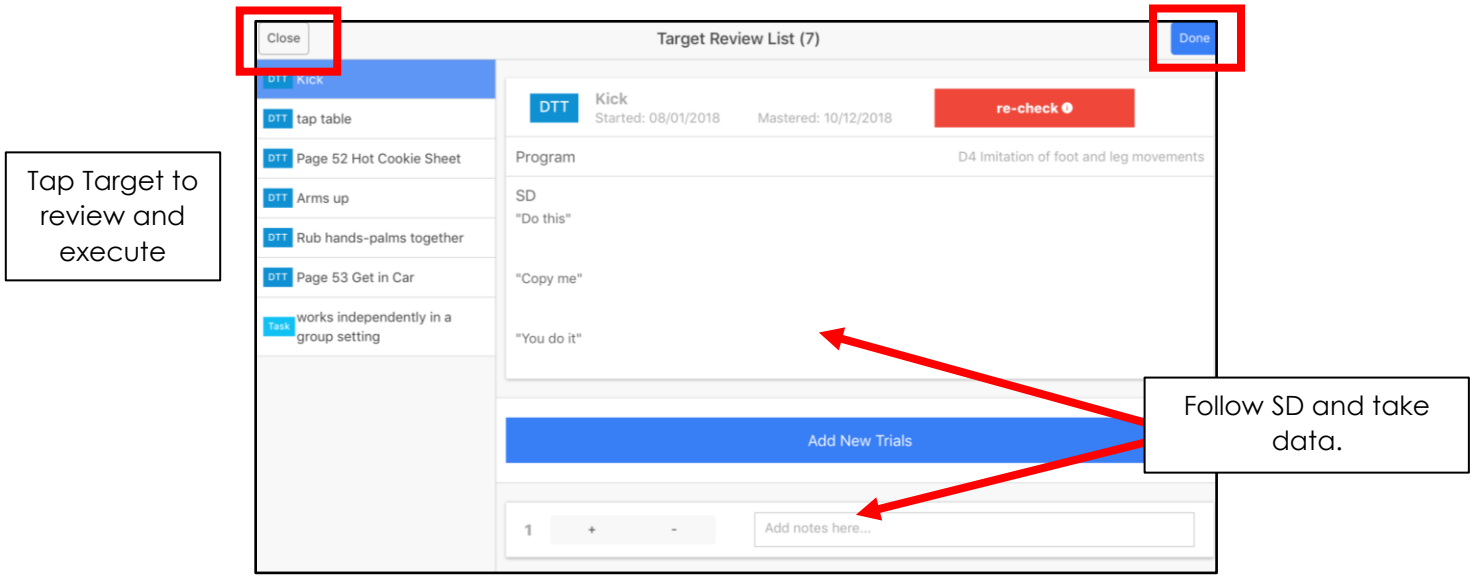
As the client masters program targets, they will need to be rechecked periodically. The Maintenance tab in ABA Advantage allows you to view all targets that have been mastered in the past 90 days. If you swipe up and down in the list on the left, you will see the targets mastered in the past 90 days. As part of each session, the ABAA app will choose several mastered targets to be review in the session. This is the **Target Review List**.

The Target Review List can be completed anytime during the session. But the Target Review list MUST be completed before the system will allow the session to end.

1. Tap on the **Maintenance** tab at the bottom of the screen to access the maintenance targets.



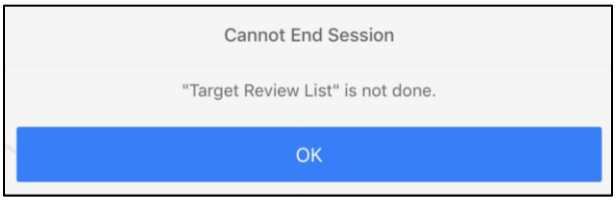
2. Tap the **Target Review List** in the upper left corner – This is a list of maintenance targets based on the following:
    - Any mastered target in Re-Check.
    - A random selection of additional mastered targets
3. Proceed through the list of targets. **A different number of Targets will be listed in each session.** All presented targets must be executed before the system will allow you to end the session.
4. Select the target from the list on the left. Execute the trials and record the response.



5. Tapping the **Close** button in the upper left corner will exit the Target Review List. You can return to the Target Review List throughout the session. When all targets in the list have been completed, tap **Done**, in the upper right corner. The Target Review list must be completed before the session can end. **Talk with your BCBA about what you should record if you are not able to execute the targets in the list with the client.**

Cannot End Session

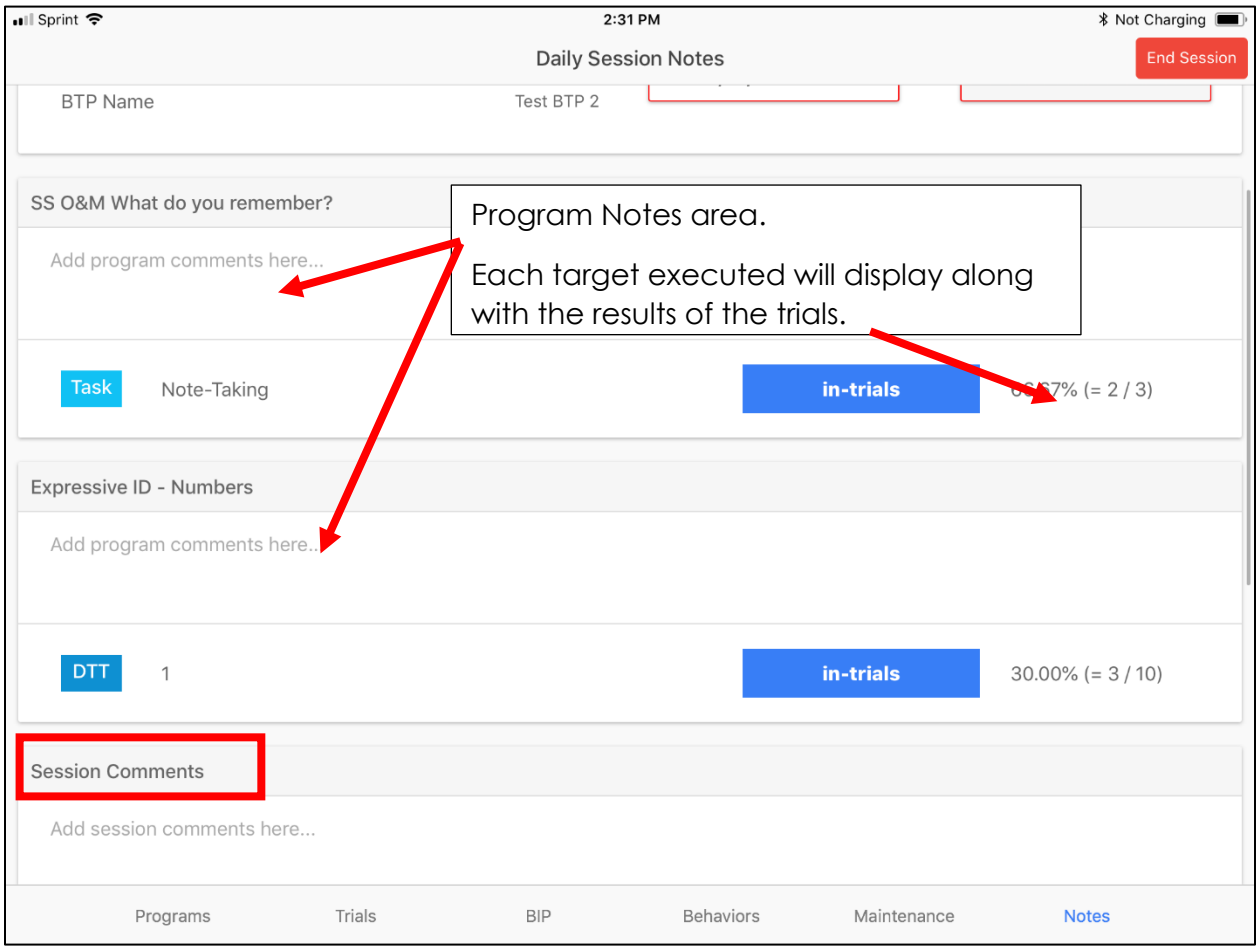
If you try to end the session without completing the Target Review List, a message will appear, reminding you to complete the list.



When all targets in the Target Review List have been completed, the name in the upper left corner will turn green.

Notes

As targets are completed, the Tech can go to the Notes page and write comments for each program. The program will only appear if data has been taken. The programs/targets completed on the Target Review List will also appear on the Notes pages. **Communicate with your BCBA about how they want notes to be recorded, during each trial and/or on the notes page.**



Use the **Session Comments** area at the bottom of the screen for additional comments. The session comments will appear with the session information on the History page after a session has been ended.

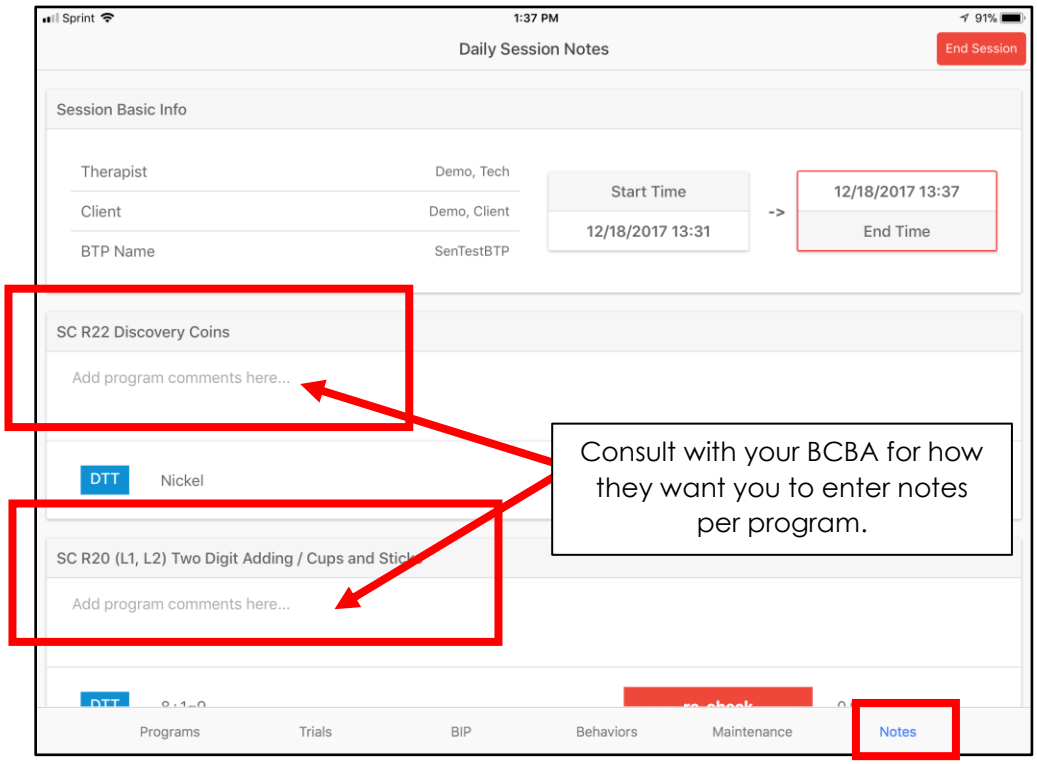
This can also be used for recording mileage.

Ending a Session

Ideally, all targets and all trials that have been chosen should be completed. Talk with your BCBA on how they want you to communicate about any target/trial that was not executed. Before the session can end you should:

- Return to BIP recording (upper right corner of Trials, BIP, Behaviors or Maintenance page). For those behaviors that did not occur during the session the need to tap the MINUS button. This will put a Zero (0) in the counter.
- Review/update any notes for trails taken
- Review/update Behavior data recorded
- Review/update notes on the Notes page
- Update Start and End Times, record mileage (if necessary)

1. Tap on the **Notes** tab at the bottom of the screen. You will be presented with a summary of the session for review and comment.
2. Add notes for each Program, if needed. Talk with your BCBA on how they would like notes recorded.
3. Add **Session Notes** as needed. Session Notes will be available to review when looking at the **History** page after the session has ended. The History page is available on the first screen, when reviewing client information, before a session is initiated.

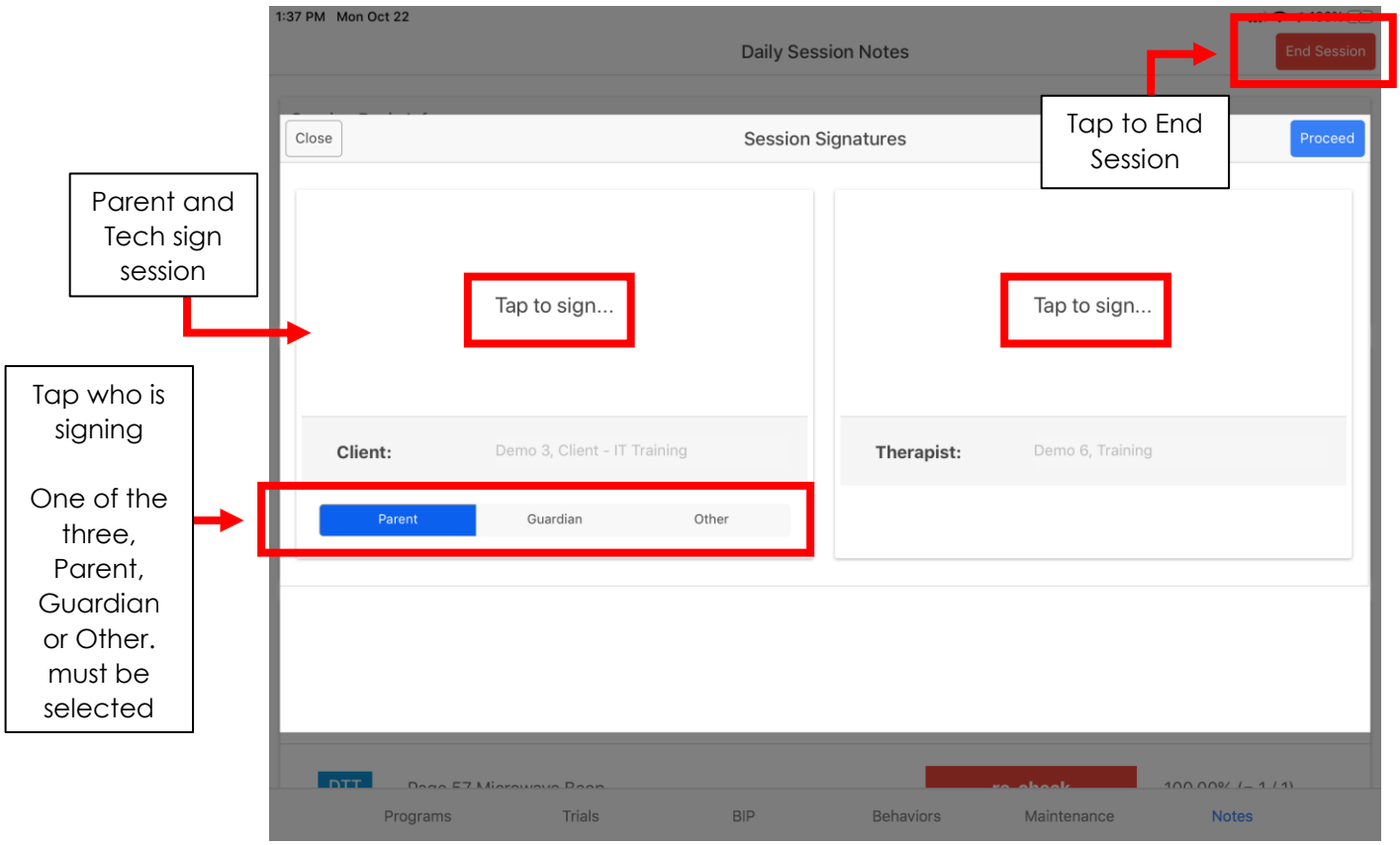


Once your review is complete you can end the session.

4. Click **End Session** in the upper right corner on the **Notes** page. Have the parent, guardian or other **sign the session** – Legal signature required.

   By default, **Parent** is selected to sign. However, users may modify that selection to indicate that a Guardian is signing or even someone else ("Other"). In the latter case, the user must indicate if the person is Non-family and HIPAA approved.

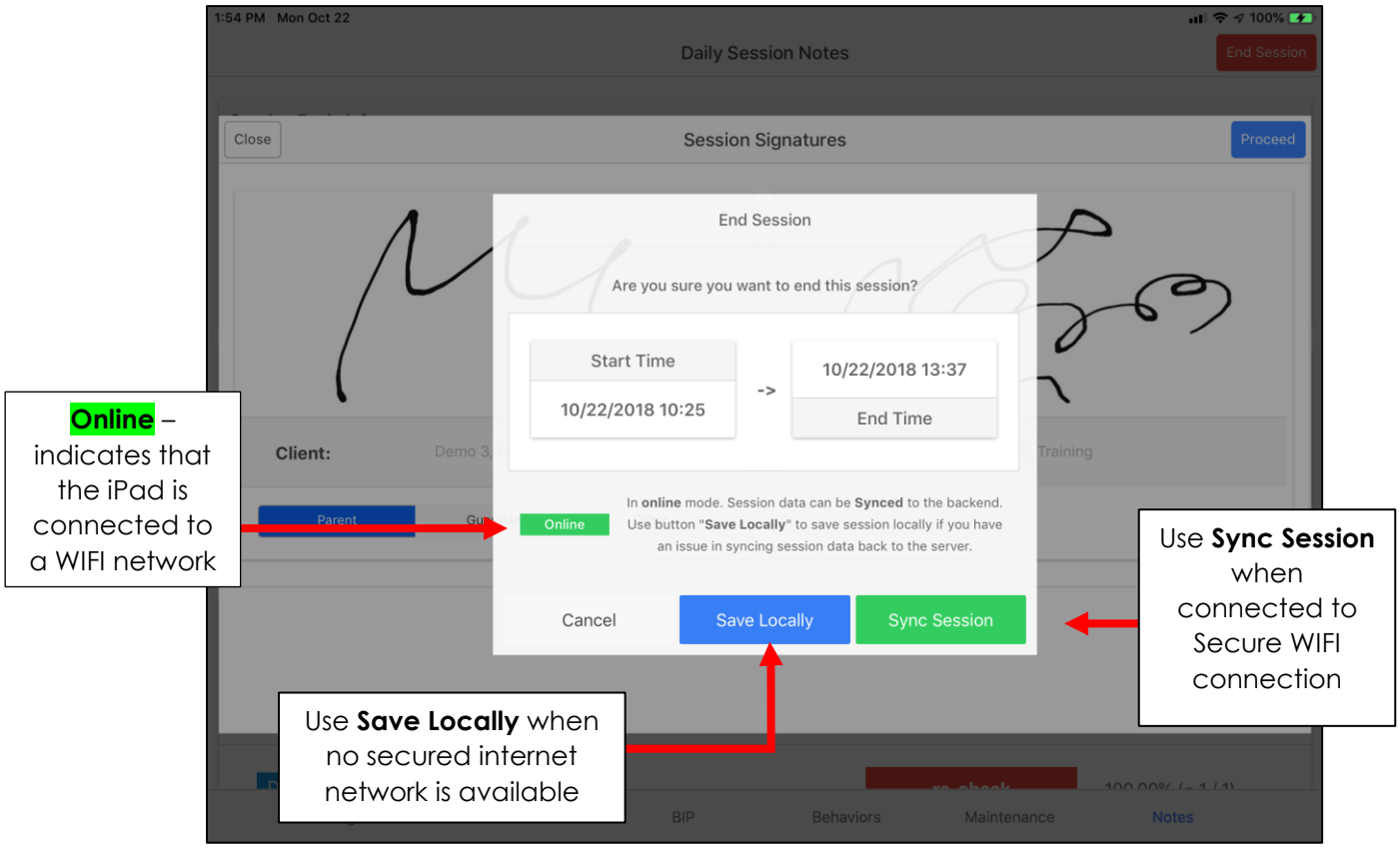
5. Tap on the Right for the Therapist signature. You must sign with your education credentials, if you are an RBT, at the letters as part of your signature.



6. Once signed, tap **Proceed** in the upper right corner of the screen.

If you still need to update something from the session, tap the **Cancel** button in the lower left corner. This will be the last chance to make changes.

7. If you have a secure WIFI connection, Tap **Sync Session**.

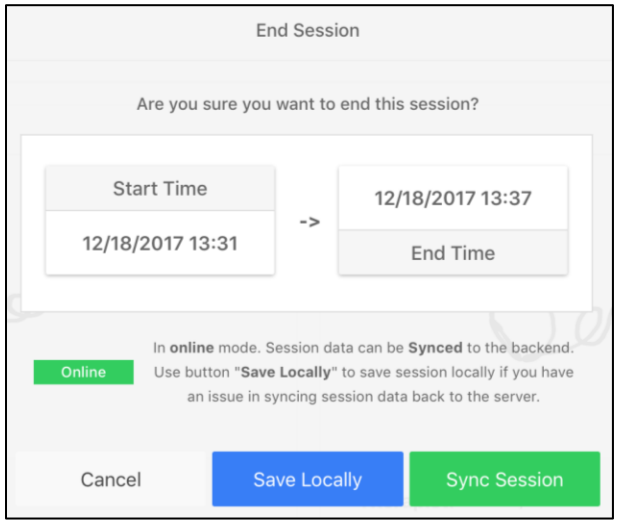


If there is no secured WIFI network available, Tap **Save locally**. Then when you are connected to a secure internet network, you will be able to sync the data to the ABA Advantage database.

Syncing after Save Locally

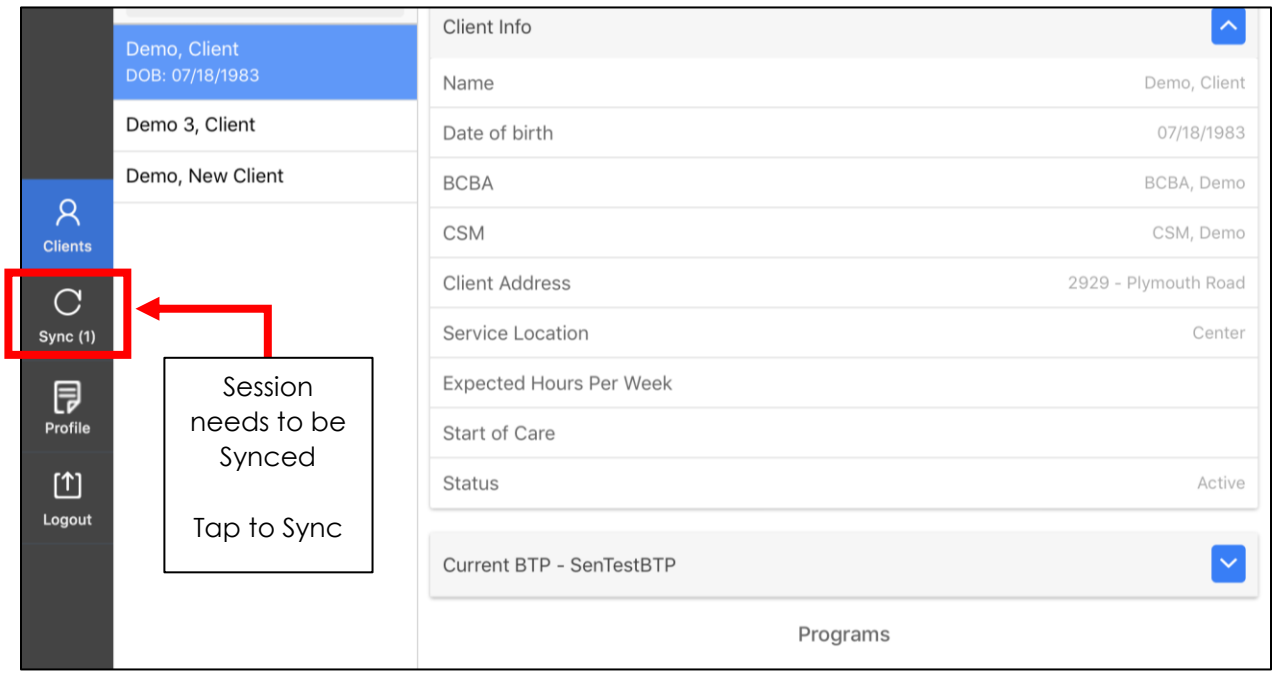
When you end a session, you will be prompted to sync the session.

Online – indicates that the iPad is connected to a WIFI network

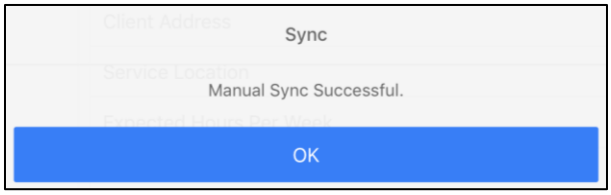


If you chose **Save Locally**, you will need to sync the session to the server.

On the client screen you will see if sessions need to be Synced. A number will appear next to the Sync button. You will need a secure WIFI network connection.



1. Tap the **Sync** button. This will start Syncing all sessions that have not been synced.
2. Tap **OK** when this message will appear when the Sync is finished.

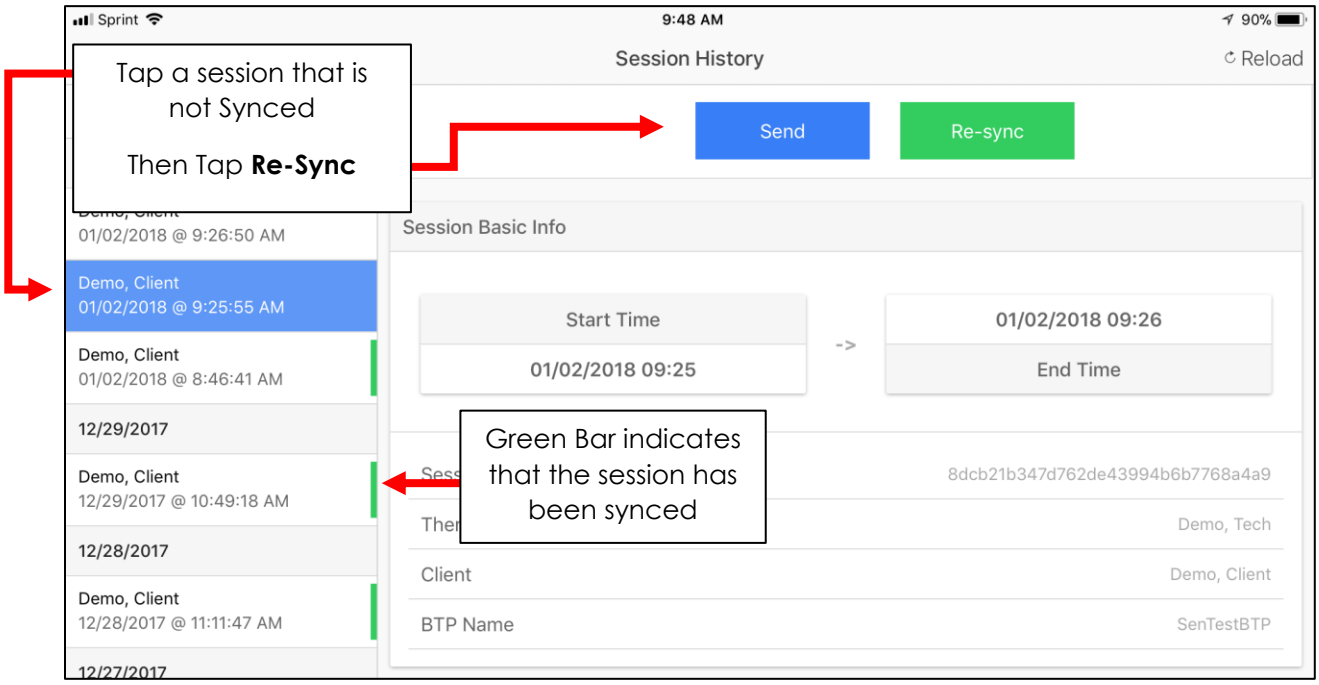


If you have many sessions to sync, you may also use the History tab to sync sessions.

1. Tap the **History** icon, in the bar on the left side of the screen.

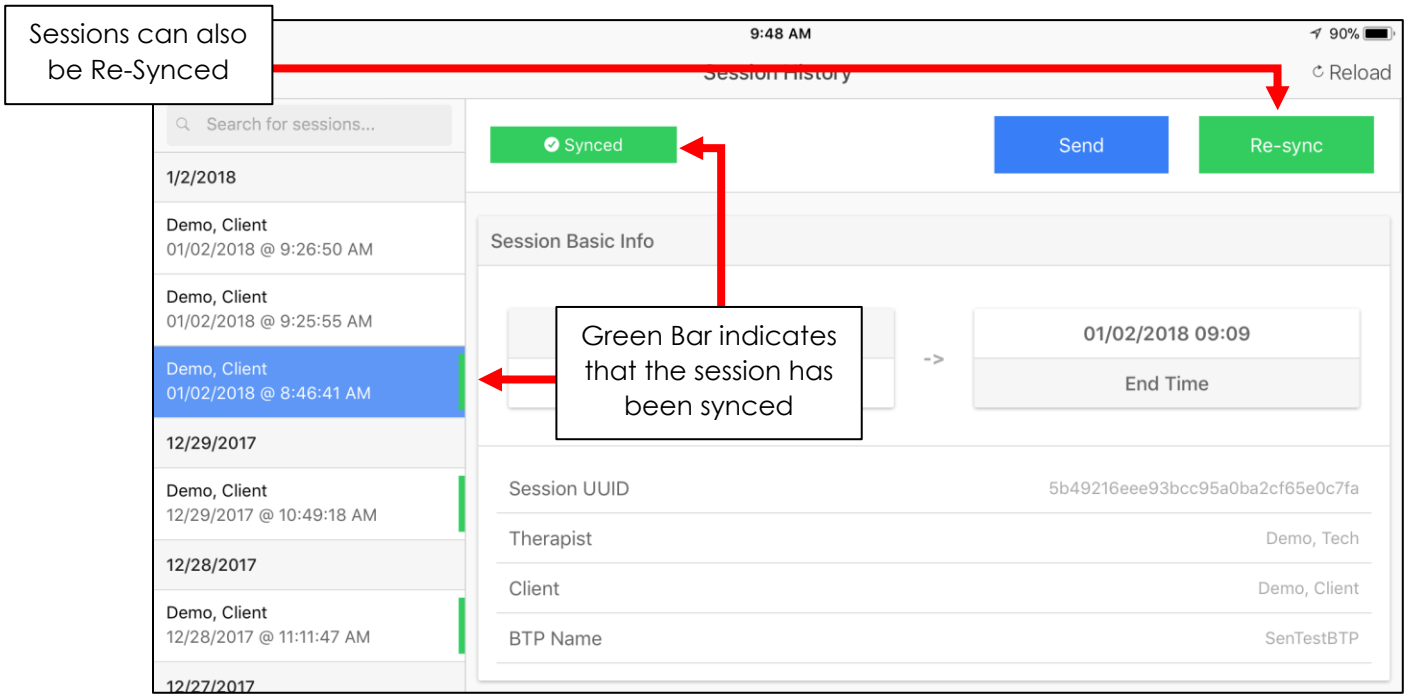
The list on the left will be any session that has not been synced and sessions for the past 10 days. A Green bar will appear to the right of the session name if it has been synced. Tap on a session and you can Send or Re-sync the session.

2. Tap the **session** on the left
3. Tap **Re-Sync** button



You can also Re-Sync a session.

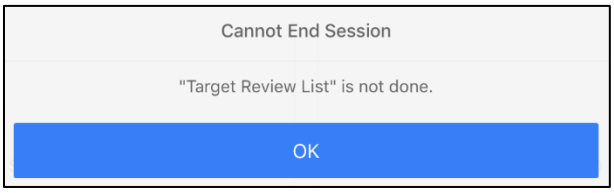
1. Tap the **session** on the left
2. Tap Green **Re-sync** button



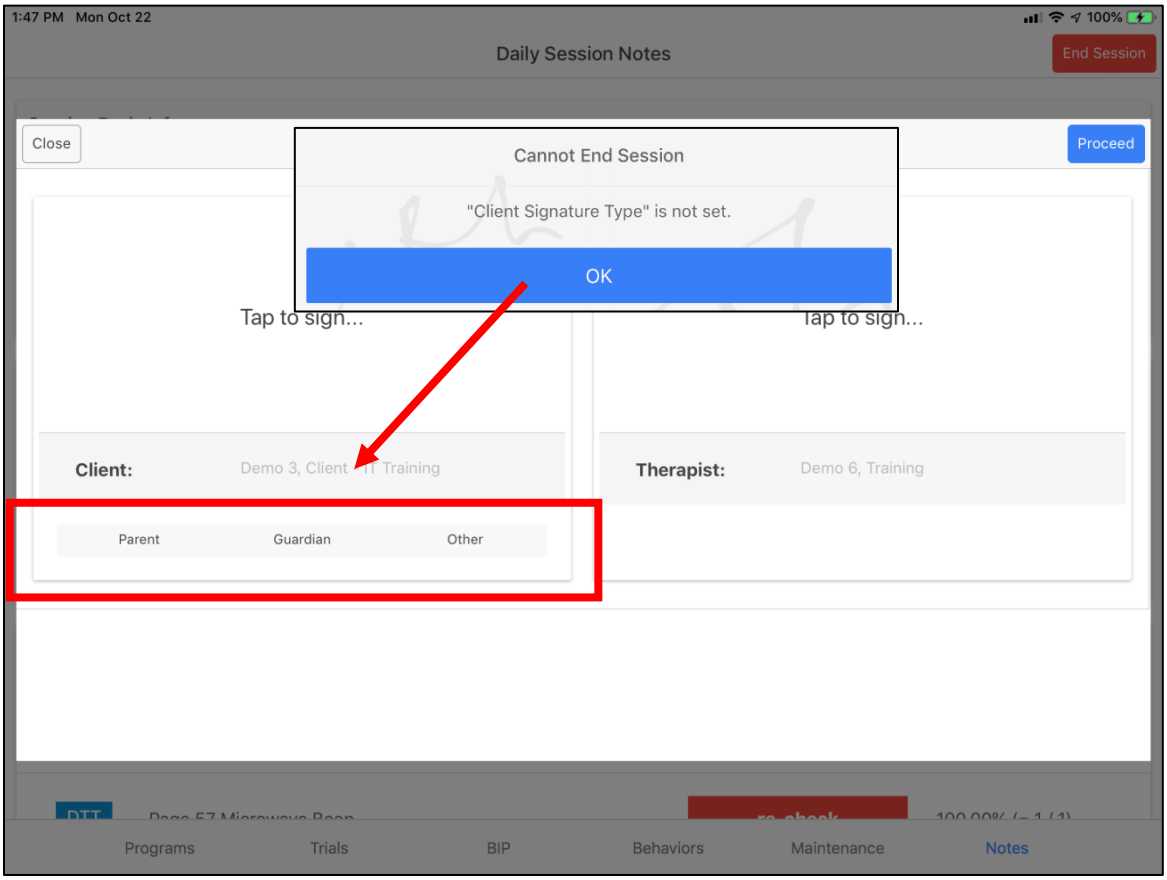
Items needed to end the session

Three items are required to end the session:

- Target Review list must be completed
- Parent / Guardian Signature Type
- Parent / Guardian and Technician Signature



Error message will display if any of them are missing.

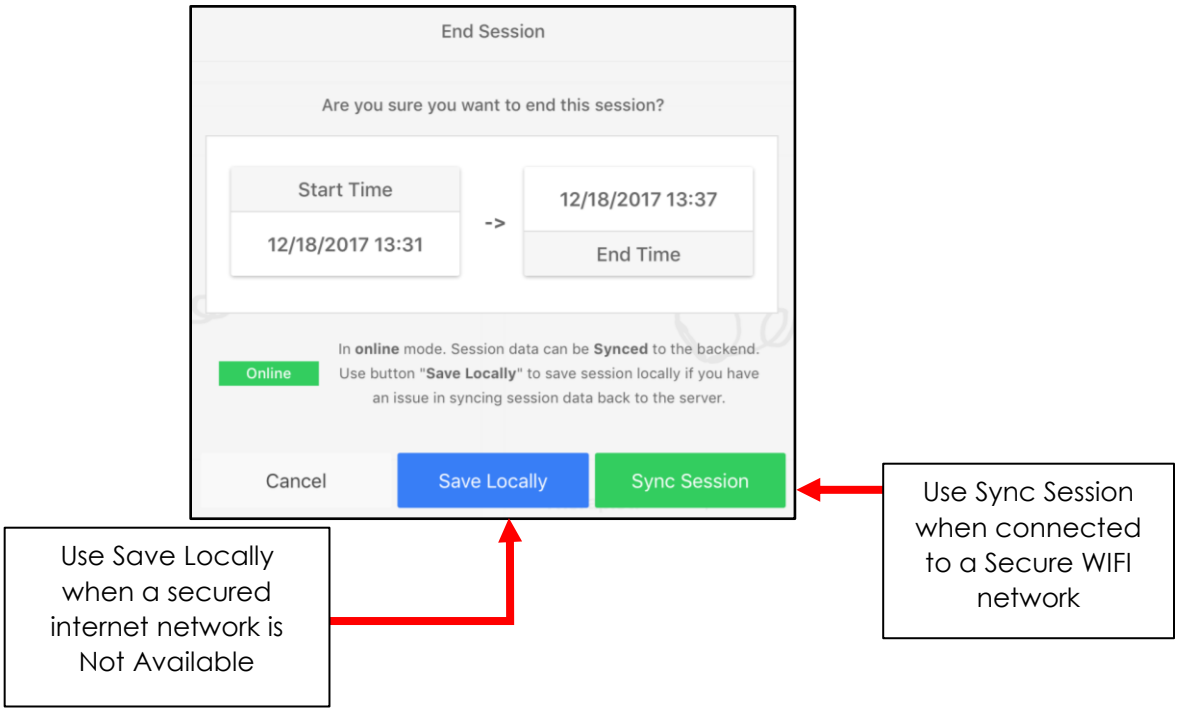


Do I Need an Internet Connection?

To **conduct** the therapy session no connection is required. However, a WIFI connection is needed to **login** to ABA Advantage and to **sync** the session data back to the ABA Advantage data base after the session has ended. Refer to the Connect to WIFI topic in this document.

If no connection is available at the end of the session, choose **Save Locally**. When you are at a location with a **secure WIFI connection**, you can sync the session. See Syncing after Save Locally

_ topic in this document.



ABA Session Activities for Behavior Technicians

This is a list of items that a Technician should do for each session using the iPad with ABA Advantage.

- Turn on iPad
- Log into iPad
- WIFI Connect required
  - Turn on Hot Spot for WIFI Connection if necessary
- Log into ABA
  - Turn off Hot Spot if necessary
- Review BTP
- Initiate Session – Select once arrived at Client location
- Choose Programs and Targets – communicate with BCBA for specific programs and targets to be selected, and criteria needed for any new Targets
- Start Session
- Review the BIP - Check for any changes to what is being tracked – Review replacement behaviors for new BIP's
- Review the Target Review list – on Maintenance Page – Look at targets to be executed. Number of targets will include all those in Re-check plus random number of additional Mastered targets. Check for supplies needed to execute these targets. Execute targets, if desired, at the time. Go to Notes page to enter notes for targets that are executed. The Target Review list must be completed to end session.
- Return to Trials page
  - Execute Targets and gather data
  - Refer to instructions from BCBA for criteria of 'New' targets – probing criteria
  - Gather BIP data for observed behaviors
  - Go to Notes page to enter notes as targets for programs are completed
  - Go to Behaviors and record observed behaviors not in the BIP
- Return to the Programs page for directions/information on a program
- Return to the Programs page to add additional targets, if something was missed when initiating the session or time allows additional targets to be executed
- Return to Maintenance to complete the Target Review list, add Notes for each program on the Notes page. Target Review list must be completed to end session.
- Go to Notes page
  - Have Parent/Guardian/Other sign at bottom of screen
  - Tech must Sign
  - Verify time of session – Tech is responsible for correct start and end times of the sessions – correct at top of screen.
  - Tap End Session in Upper right corner
  - Tap Save Locally – system returns to Client Screen

- If WIFI connected, tap Sync on the left side of screen – This sends session data to database.
- If No WIFI –
  - Enable Hot Spot on Phone
    - Connect to phone WIFI from Settings on the iPad – This may not be necessary, it may automatically connect to phone hot spot.
    - Tap Sync on the left side of screen – This will send the session data to the database
    - Turn off Hot Spot on Phone

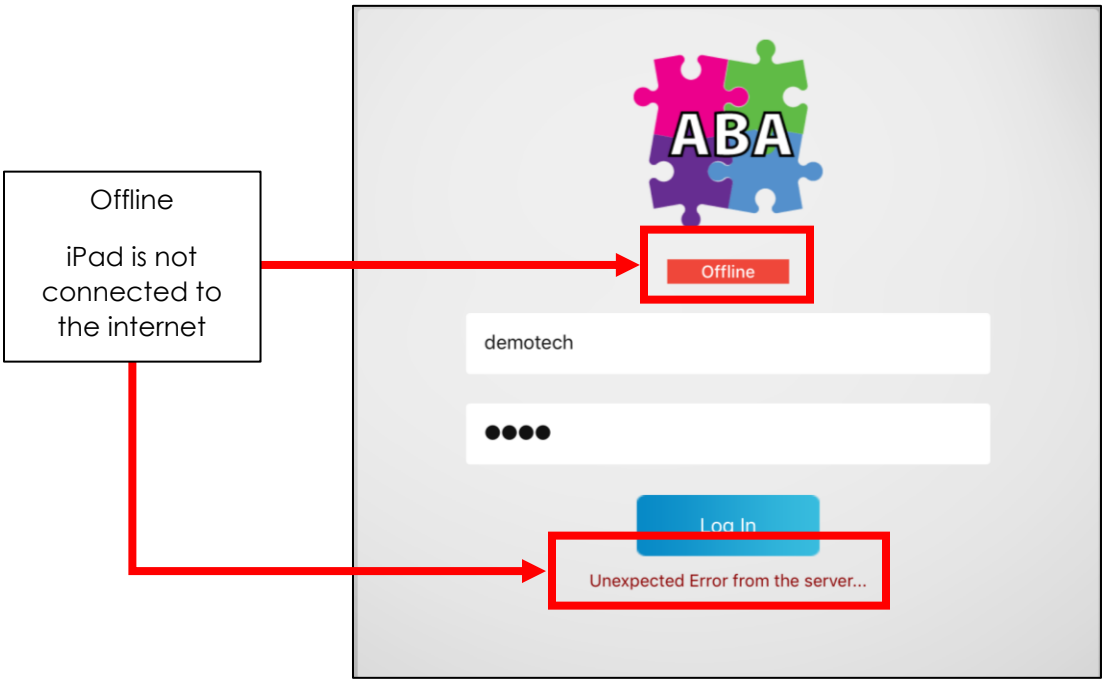
  OR

  - Return home – I pad will connect with home WIFI network
    - Log into iPad, Tap ABA icon
    - Tap Sync on the left side of the screen – This will send the session data to the database
- Logout of ABA
- Plug in Charger – make sure iPad is charging

Troubleshooting

The following section will describe error messages that appear while using the ABA Advantage Mobile App.

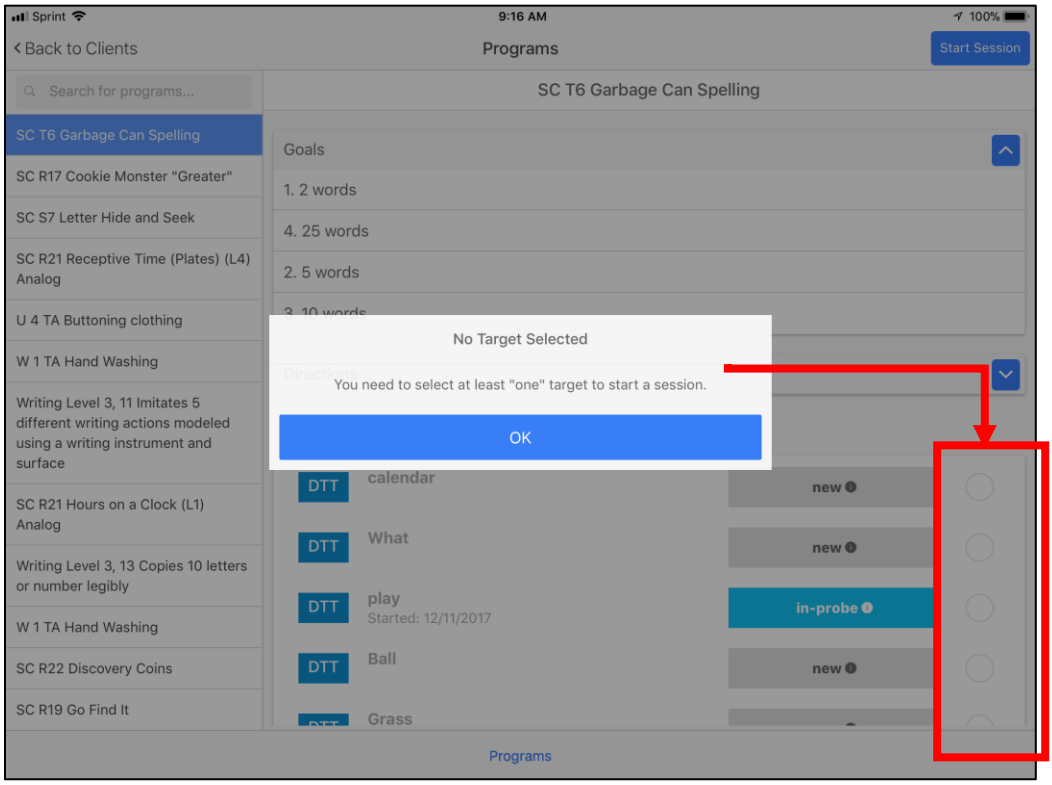
Error when Logging into ABA Advantage Mobile App.



The iPad must be connected to the internet before logging in to the ABA Advantage mobile app.

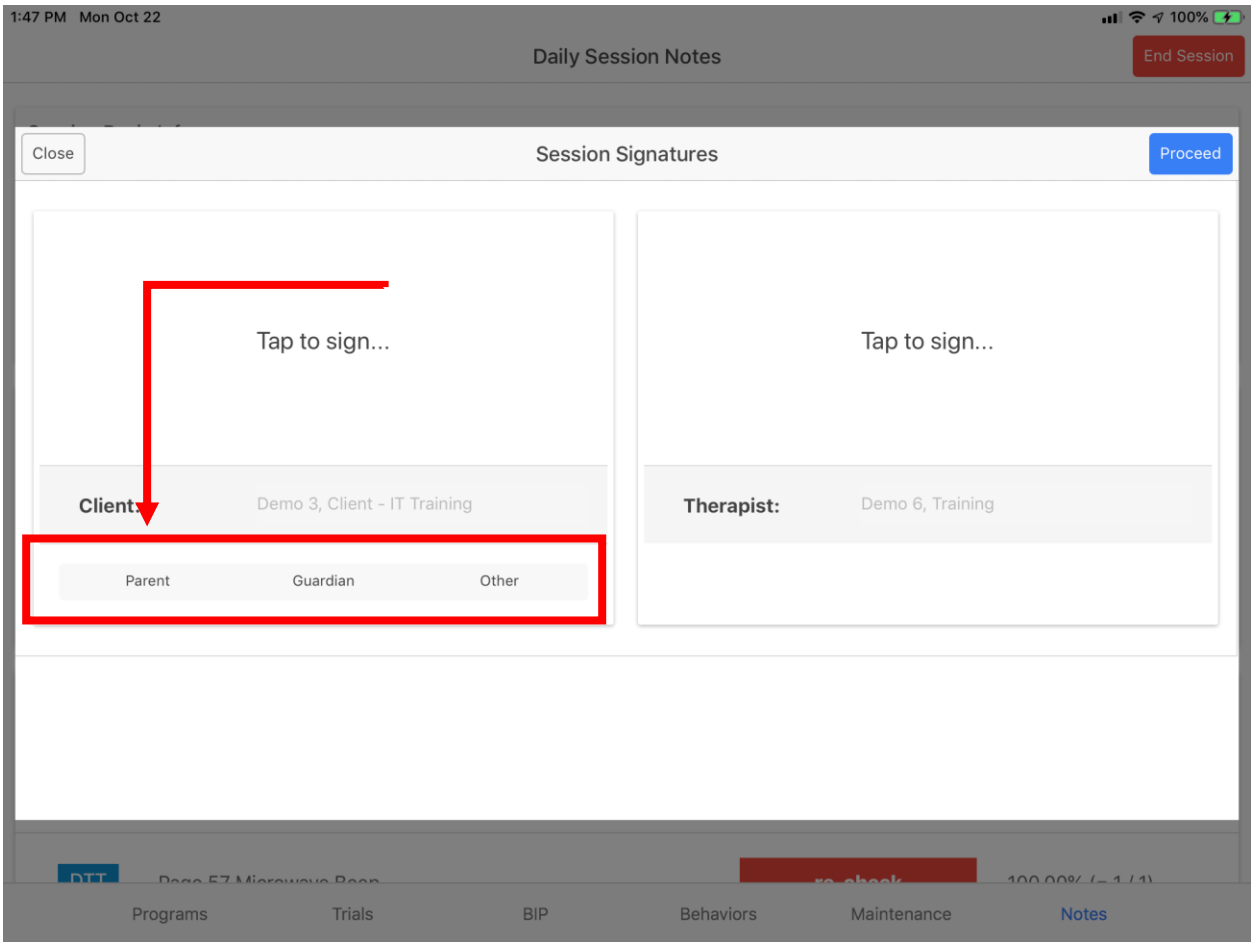
Refer to the Connect to WIFI topic in this document.

No Targets Selected



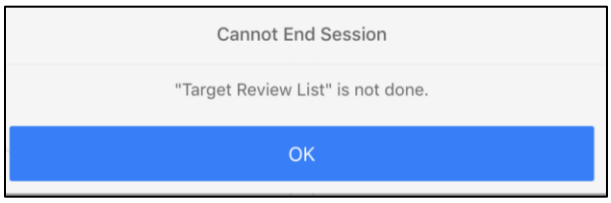
The Start Session button was tapped before any program targets were selected.

Cannot End Session – Client Signature Type is not set



Client Signature Type is not selected. Tap OK to close message. Tap on Parent, Guardian or Other. If Other is selected, choose Non-Family or HIPAA.

Cannot end Session – Target Review List is not done

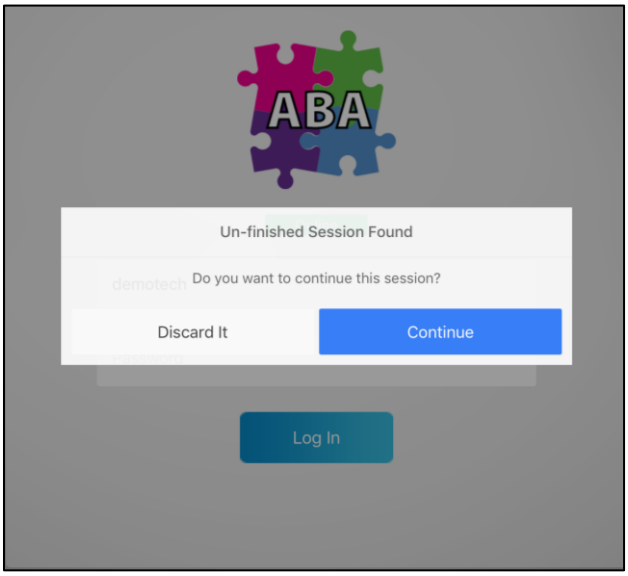


Return to the Maintenance Tab. Tap on Target Review List in upper left corner. Complete the trials for the chosen targets. Refer to Maintenance Tab – Target Review List in this document for how to steps.

Cannot End Session – Client or Therapist Signature is not done

Client or Therapist needs to sign when ending a session.

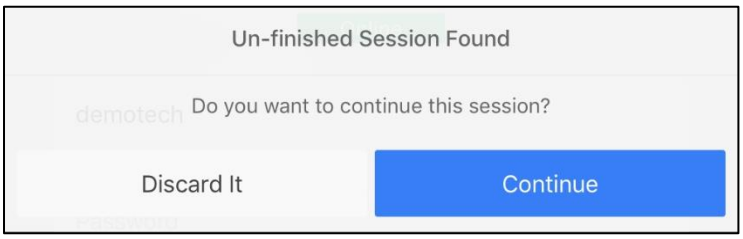
Unfinished Session Found



Prior Session was not Ended. Click continue. ABA Advantage will display with the prior session open. End the session following the normal process.

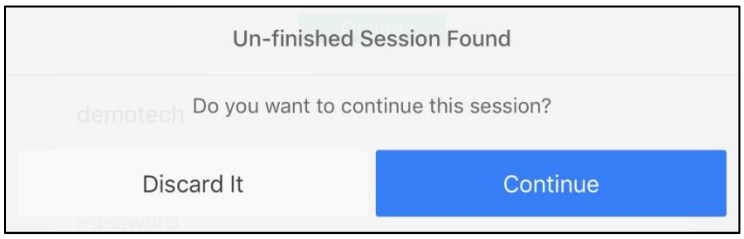
iPad Turns off

If the iPad turns off during a session, turn the iPad back on and log into the iPad. Tap the ABA icon, at the login screen the Tech may be prompted to 'discard' or 'continue' the current session. If they were already collecting data in the session they should respond with 'continue' the session. The login screen may indicate that it is 'Offline' – the Tech will still be able to return to the session by tapping 'Continue'.



iPad Crash

The iPad saves data every 5 minutes automatically. If the iPad crashes there is the potential to recover the current session.



Log into the iPad, if necessary. Tab the ABA icon, the above message will appear on the login screen. Tapping Continue will load the saved session. The Tech will need to review the data collected for any missing data that was entered but not saved before the iPad or ABA crashed.