Quick Start Guide
Set up and Run a Behavior Plan

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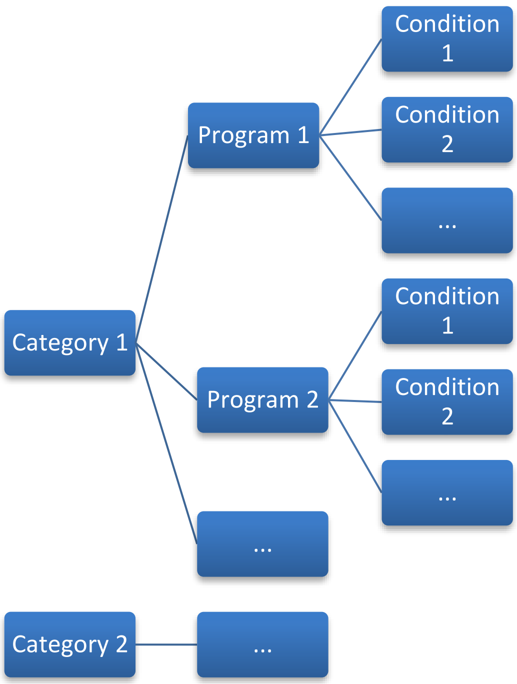
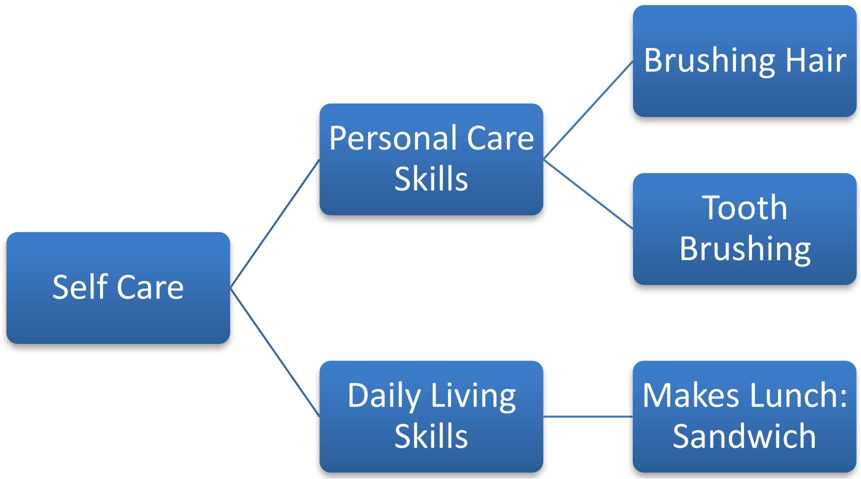
1. Application Hierarchy

The application consists of 3 tiers to set up a treatment plan:

Tier 1 → Category / Skillsets
Tier 2 → Programs
Tier 3 → Conditions / Target



Example:



Tier 1 → Category / Skillsets

- A Category is a high level description of the skill sets that are to be evaluated. Example, Self Care, Academics, Behavior Tracking, Communication, etc.

Tier 2 → Programs

- A Program is a subset of a category and a superset of a condition. A program can be described as a part of a category. Example, Daily Living Skills (Program) is a part of Self Care (Category).

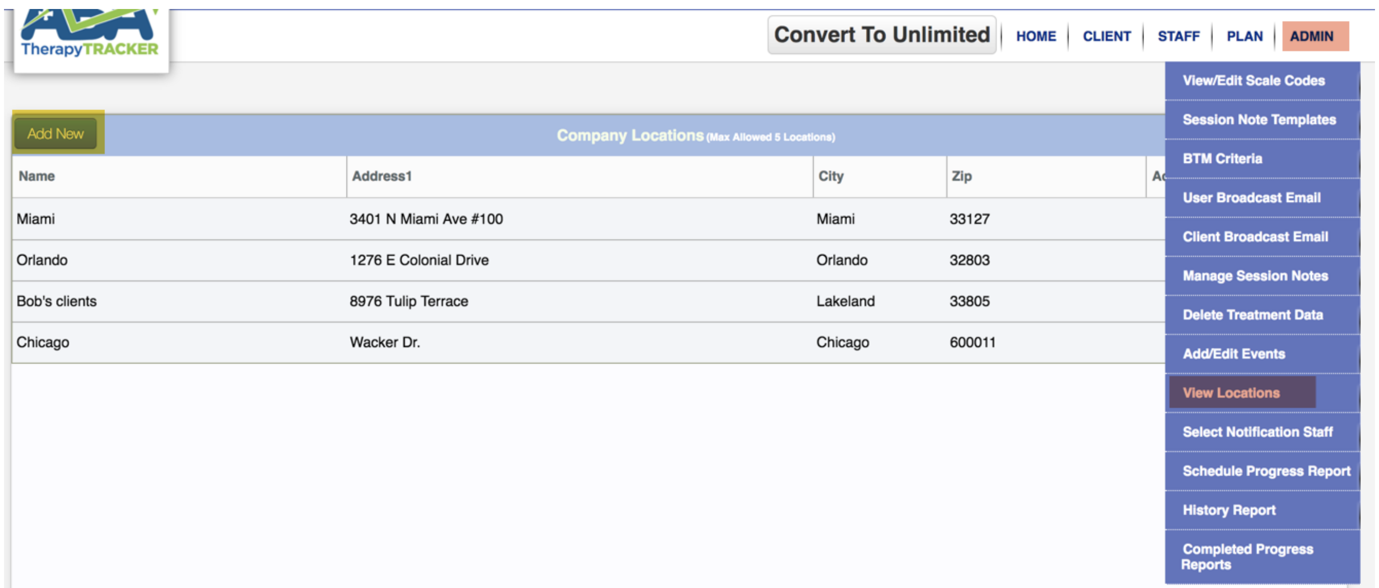
Tier 3 → Conditions / Target

- A Condition is a subset of a Program. It is a target that needs to be tracked as a part of a program. ***All the data, to track the progress of the treatment, is collected on Conditions.*** For example, Making Lunch (Condition) is a target we want to track and it is a part of Daily Living Skills (Program), which is in turn a part of Self Care (Category).

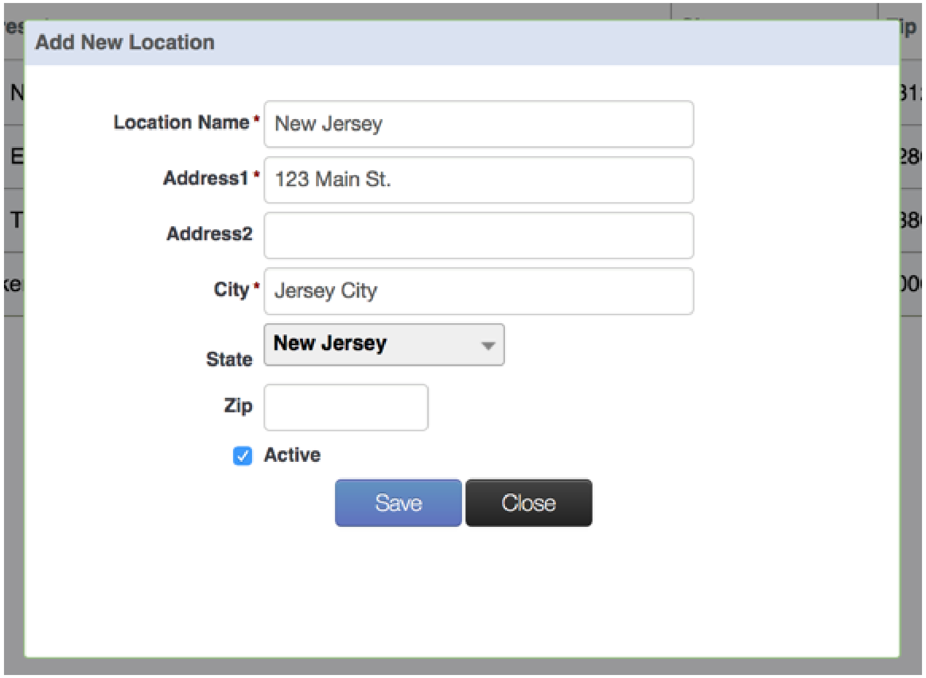
2. Setup Locations

A user with admin rights to the application can set up new locations for your company. The following steps describe how to setup a new location.

Step 1: Click on the menu item named “Admin” → View Locations → Click on 'Add New' button



Step 2: A new "Add New Location" window will pop up. Add the new location details and click "Save".

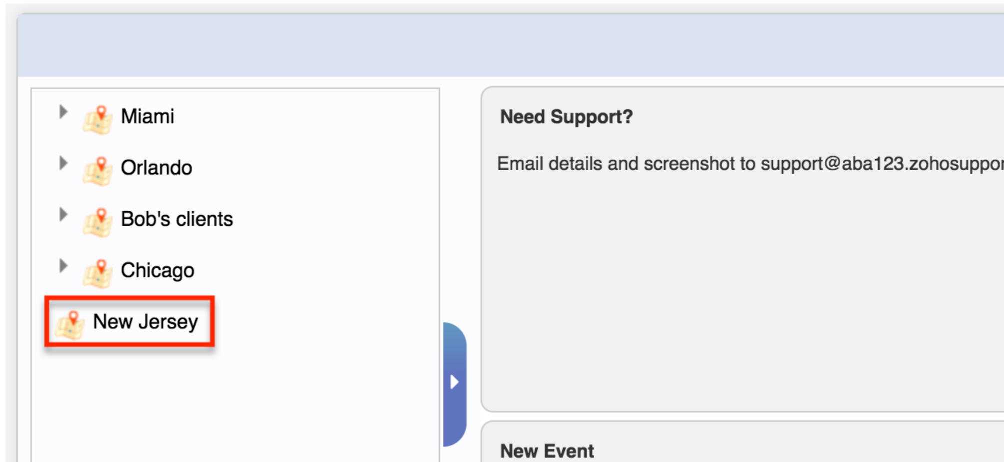


The new location ‘New Jersey’ is now added to the list of Company Locations.

Add New | Company Locations (Max Allowed 5 Locations)

Name	Address1	City	Zip	Active	Edit	Delete
Miami	3401 N Miami Ave #100	Miami	33127			
Orlando	1276 E Colonial Drive	Orlando	32803			
Bob's clients	8976 Tulip Terrace	Lakeland	33805			
Chicago	Wacker Dr.	Chicago	600011			
New Jersey	123 Main St.	Jersey City				

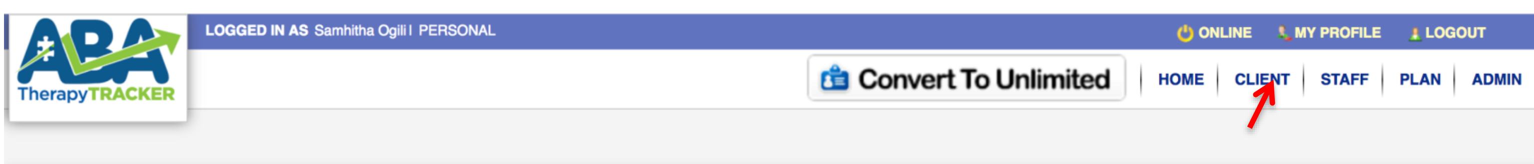
It can also be access in the Home Page on the left menu bar. Clients and Staff can now be assigned to this new location.



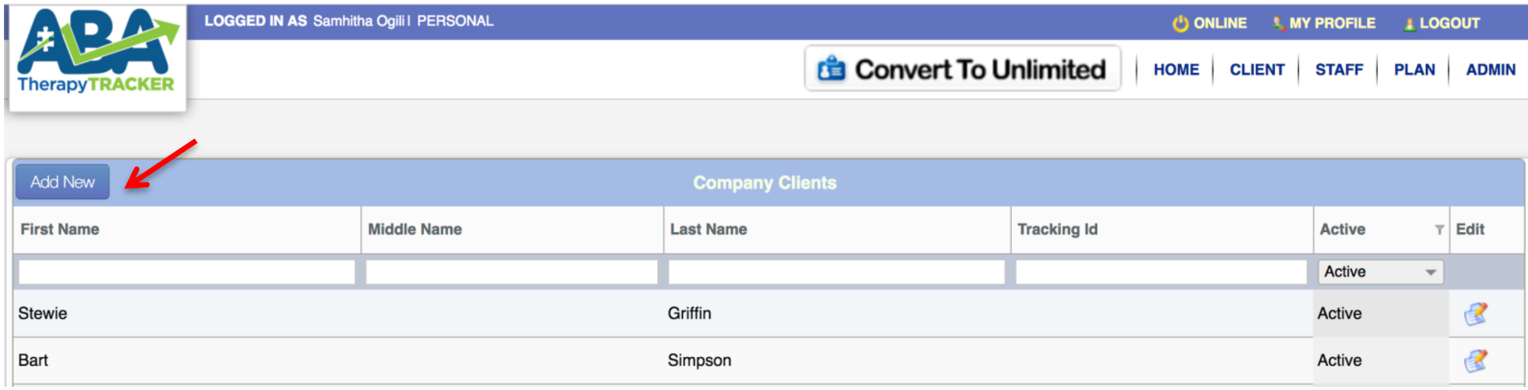
3. Client Setup

New clients can be added to the application by following the steps below:

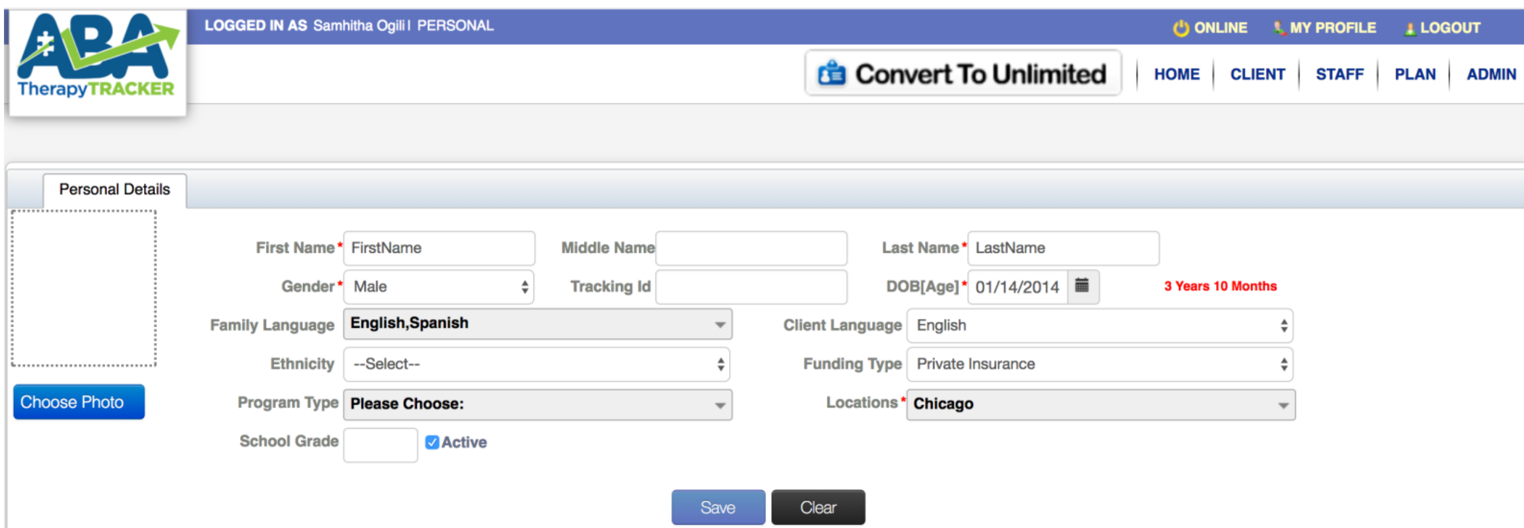
Step 1: Click on the menu item named "Client"



Step 2: Click on the “Add New” button

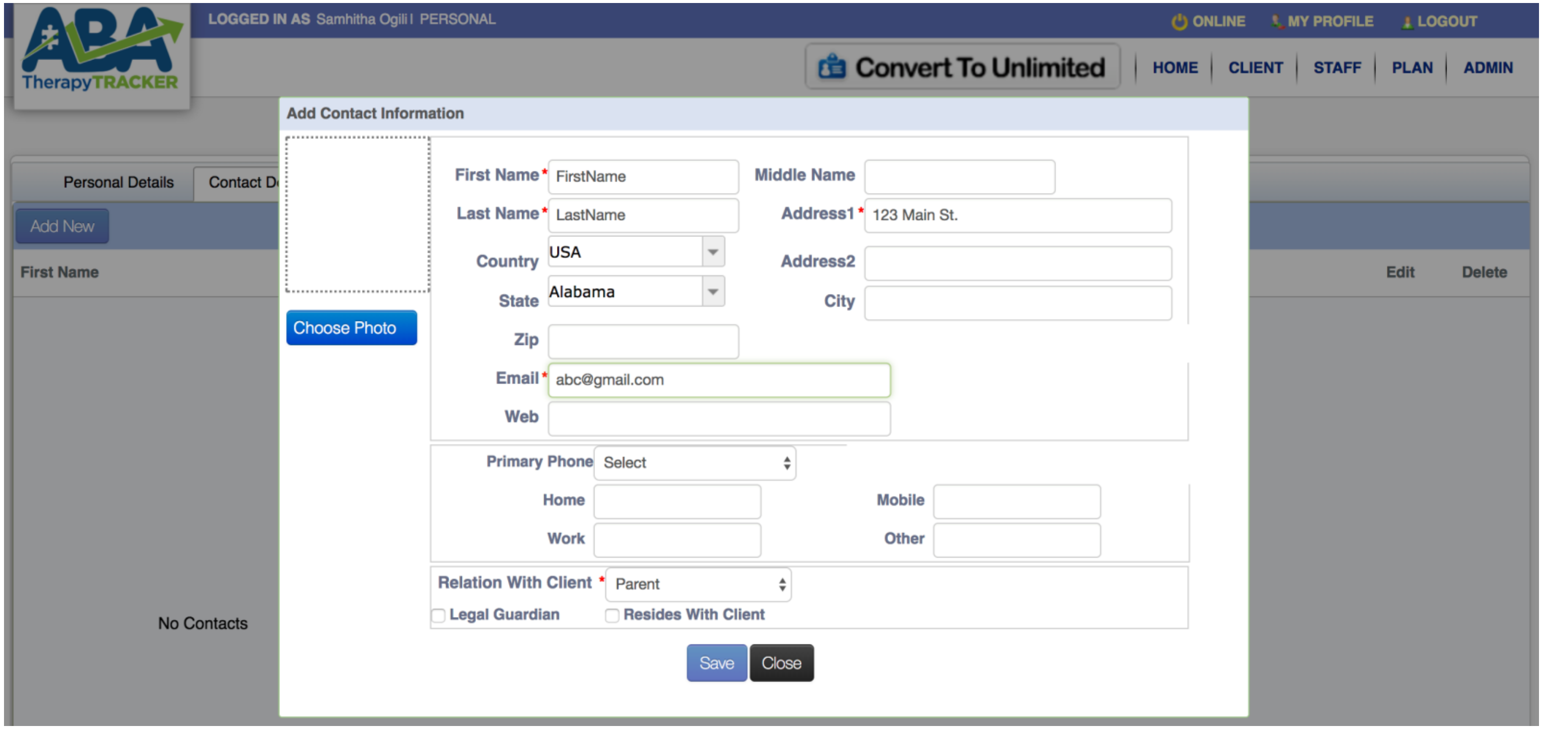


Step 3: Enter the client’s personal details and click the “Save” button

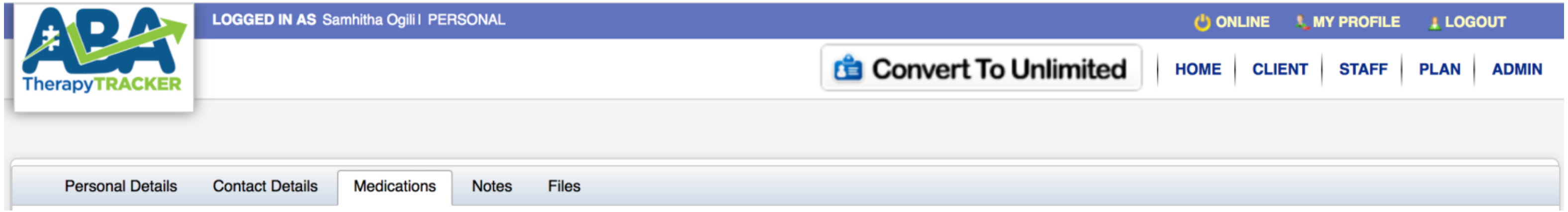


Step 4: Click on the “Contact Details” tab and click on "Add New" button to add the contact details. Enter the required Contact Details and click the “Save” button.

The contact details must be that of a parent/guardian or anyone that you may want to coordinate care with (SLP/OT/Teacher/Doctor, etc.). The contacts added will be provided read-only access to the system.



Step 5: Enter any other necessary client details if applicable like "Medications", "Notes", and upload any client specific "Files" if needed in the respective tabs.

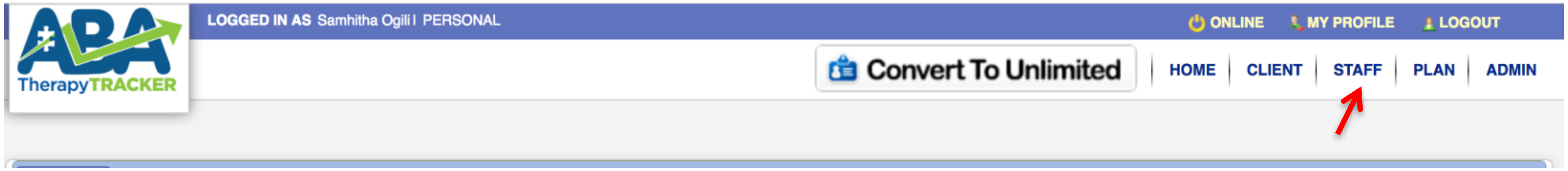


The new client is now added to the application and can now be assigned a client specific treatment plan.

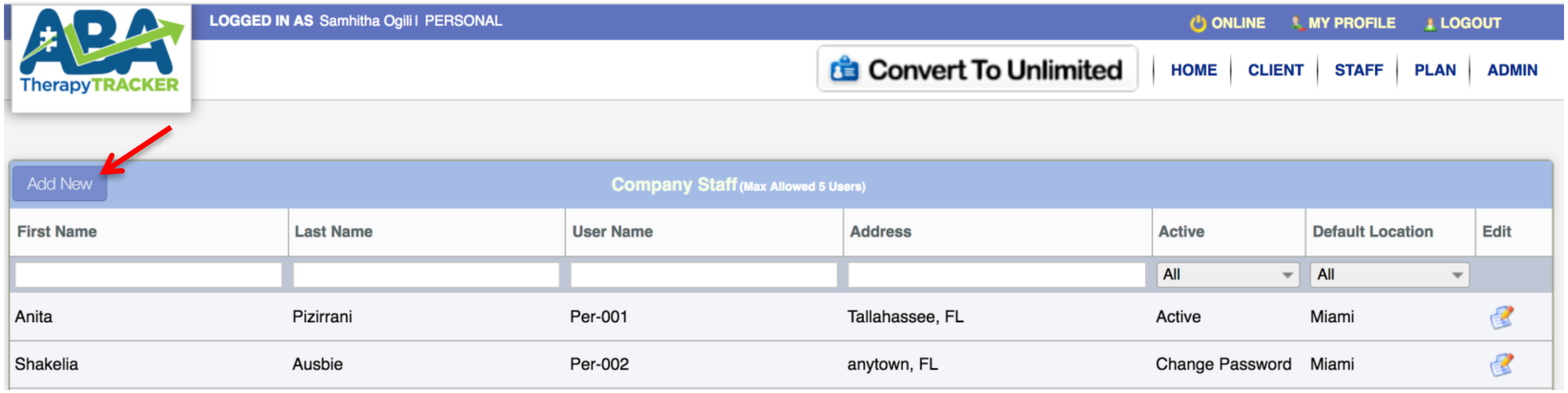
4. Staff Setup

New Staff can be added to the application by following the steps below:

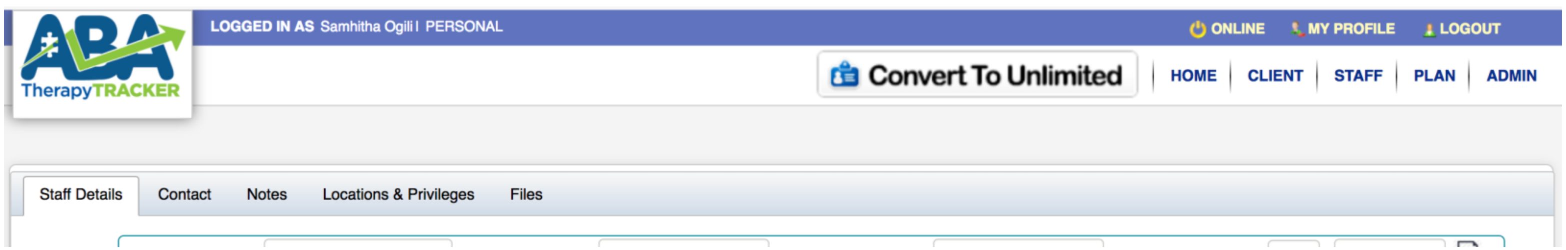
Step 1: Click on the menu item named “Staff”



Step 2: Click on the “Add New” button

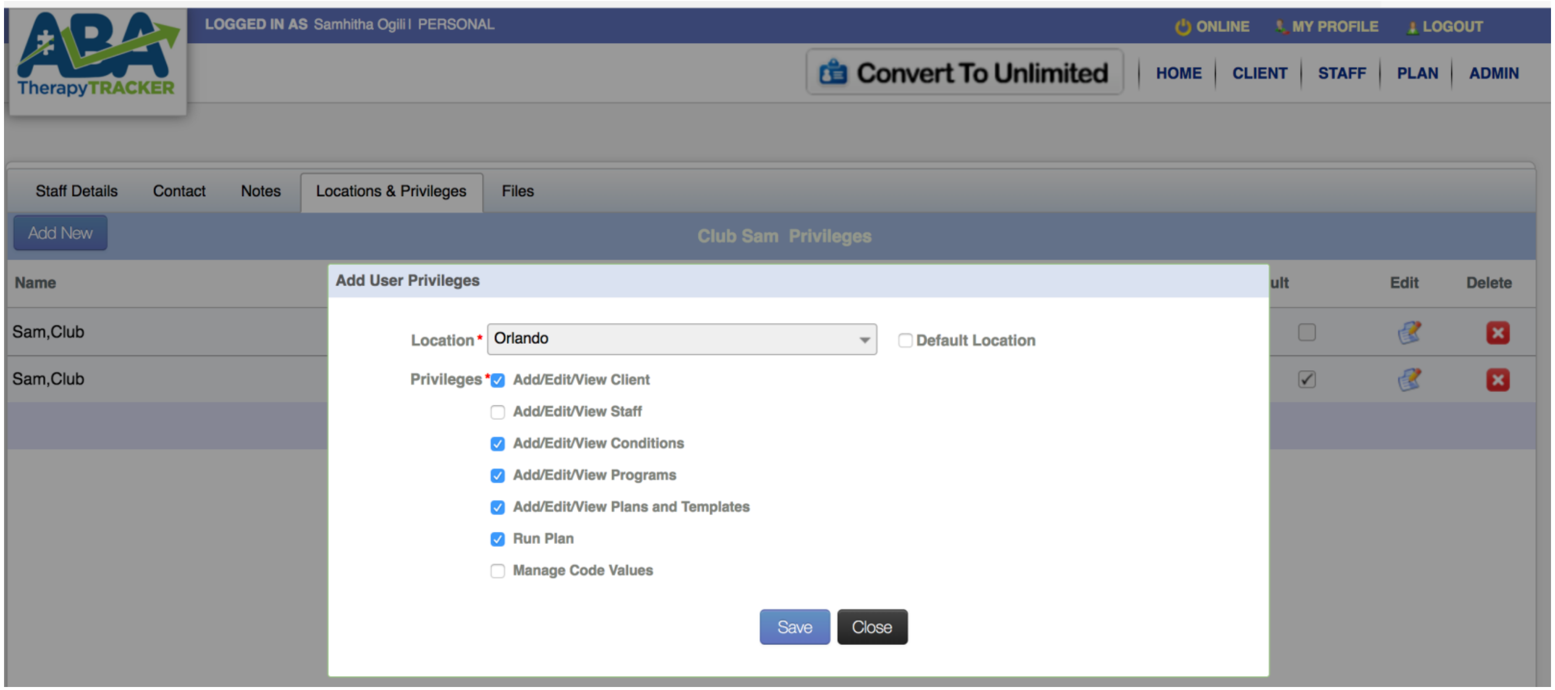


Step 3: Enter the Staff’s personal details, Contact Details, Notes and any related Files, in the respective tabs, as needed.



Step 4: Assign the "Locations & Privileges" for each staff, as required. Click on the "Locations & Privileges" tab, and click on the "Add New" button. In the "Add User Privileges" window, assign the location that the

staff needs access to along with the applicable privileges and Save. To assign the staff to multiple locations, repeat this step and select a different location.



The new staff is now added to the application and can now use the application based on the assigned privileges.

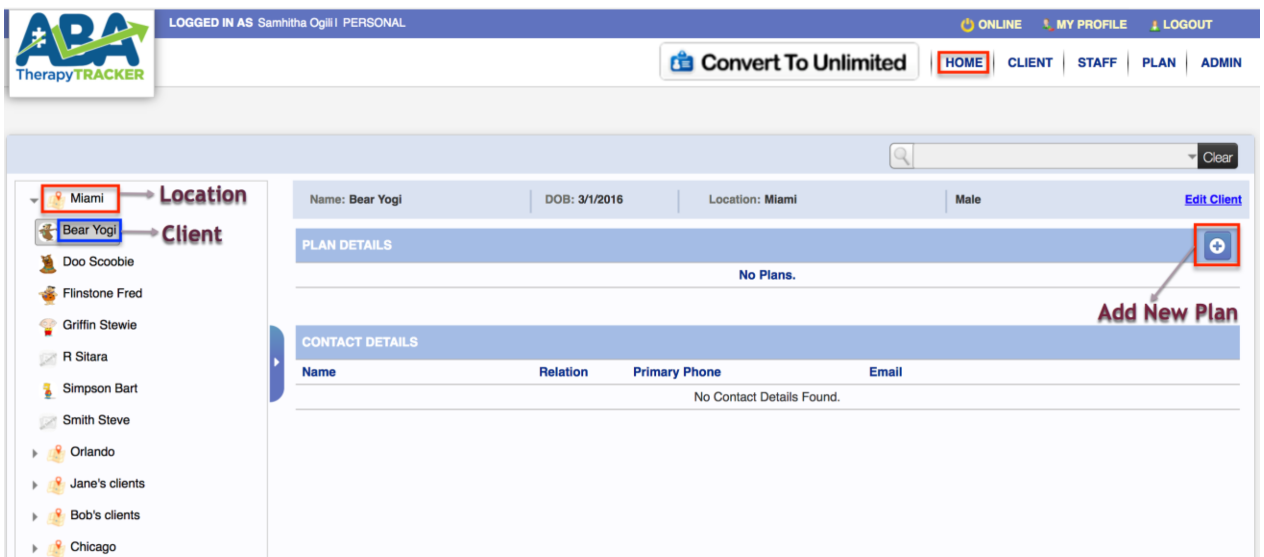
5. Create Plan

Once the clients and staff have been setup in the system, each client needs to be assigned a treatment plan. Any existing plan can be converted to a template and any existing template can be converted to a plan and assigned to any number of clients.

The following steps describe how to create a new plan:

5.1. Create a new Plan:

Home → Double Click on a location on the left menu bar → Click on a client you want to create the new plan for (In the example below, we have clicked on the client "Bear Yogi") → Click on the **+** icon (highlighted below) in the 'Plan Details' section on the page.

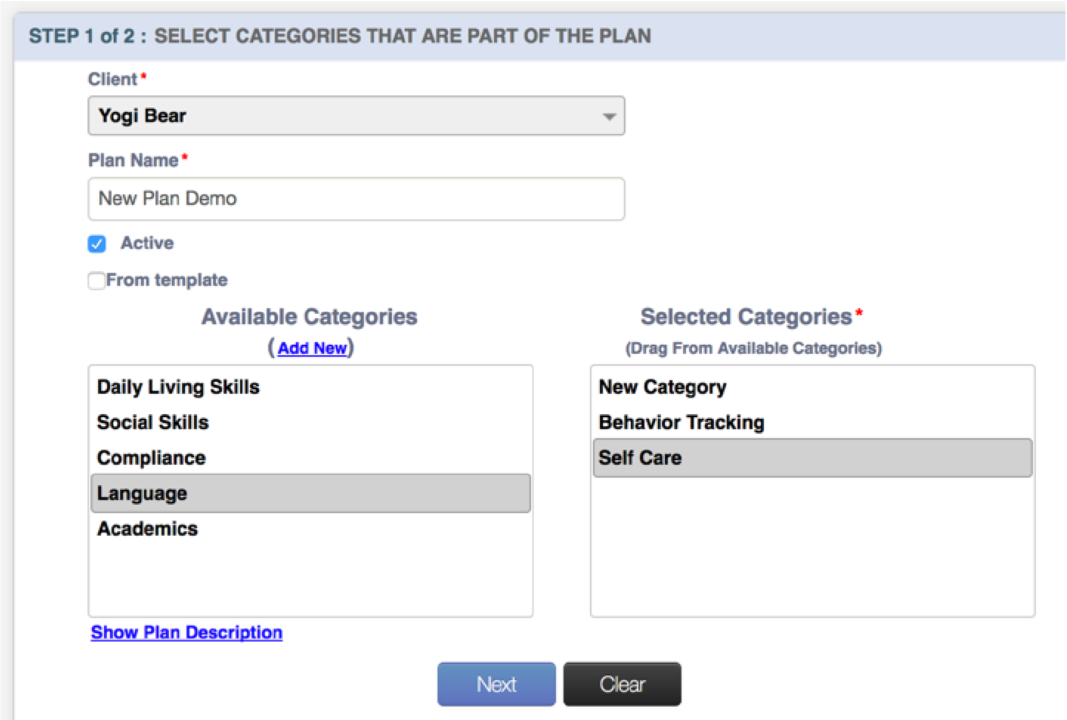


5.2. Add Categories to the New Plan:

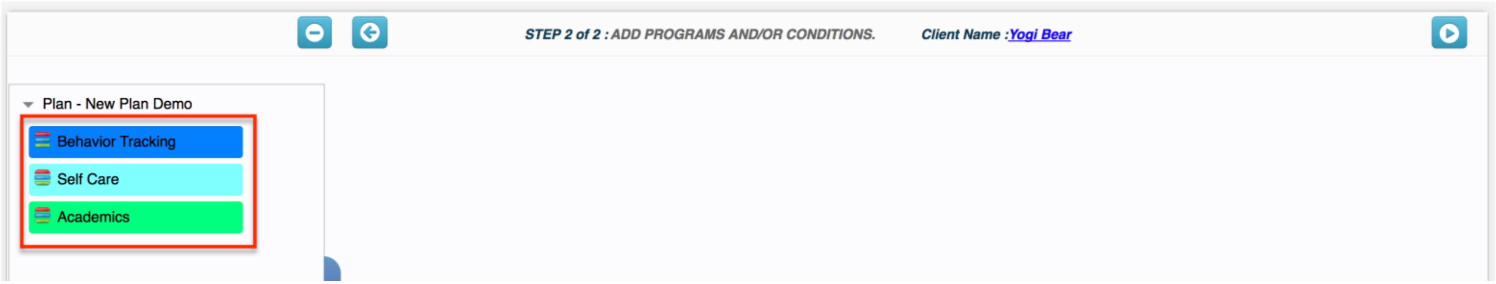
You can select a Category from the existing list of “Available Categories” or create a new category by clicking on the “Add New” link (highlighted below).

5.2.1. Select Categories from the Category library and add to the plan:

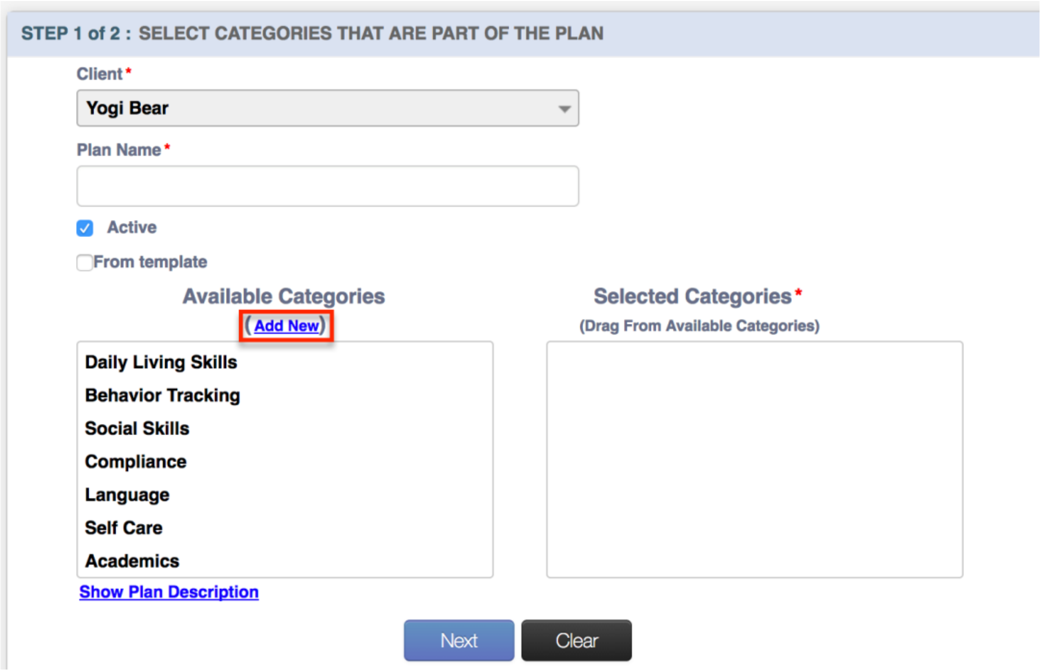
Select the applicable categories (one by one) and drag them into the “Selected Categories” window.



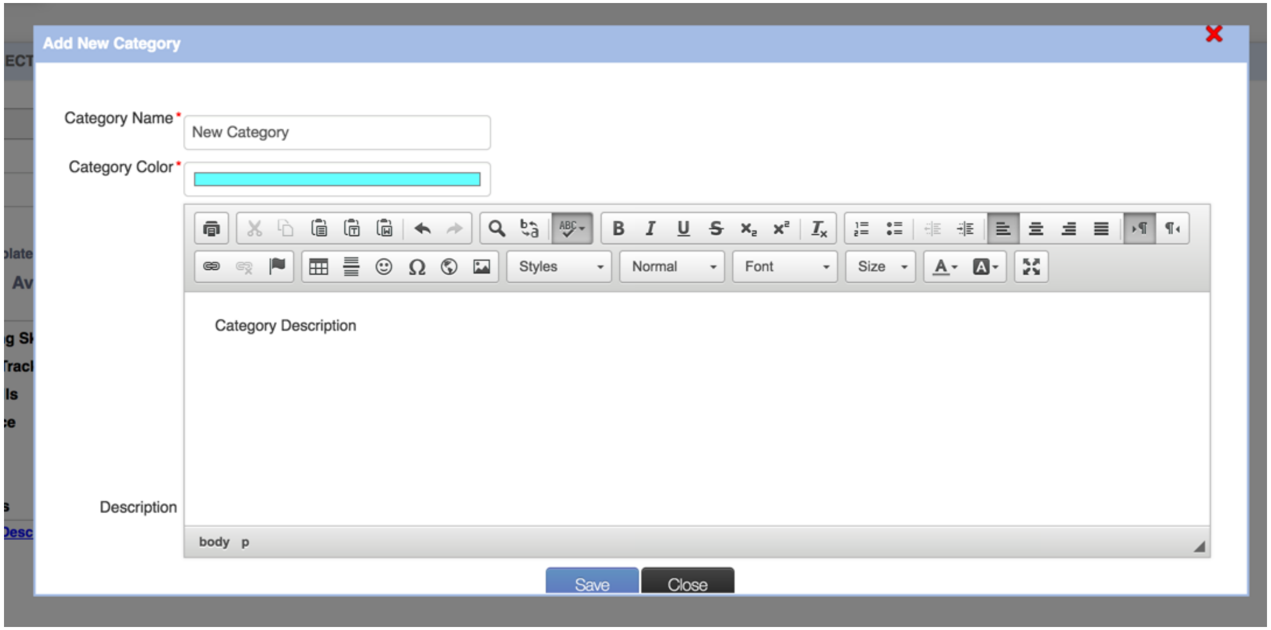
Click "Next". The selected categories are now a part of the new plan and listed on the left menu bar.



5.2.2. Create New Category in a Plan



In the "Add New Category" window, type the name of the new category, choose a color to differentiate the category, type a description and Save.



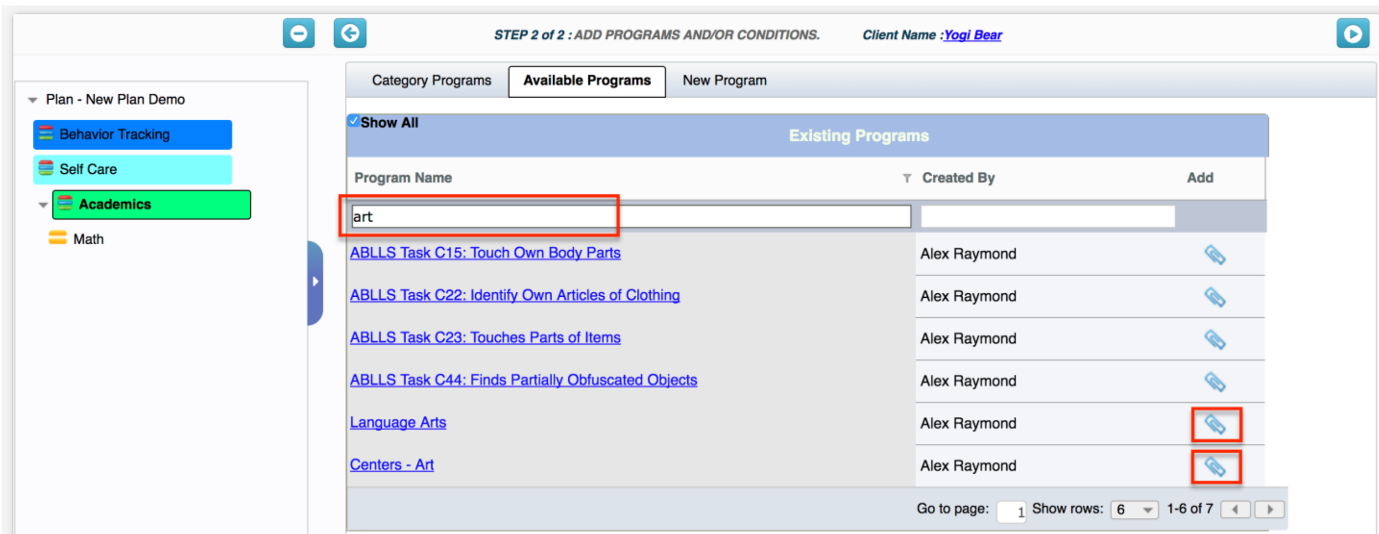
The New Category is now added to the available list of categories.

5.3. Add Programs for each Category in the New Plan:

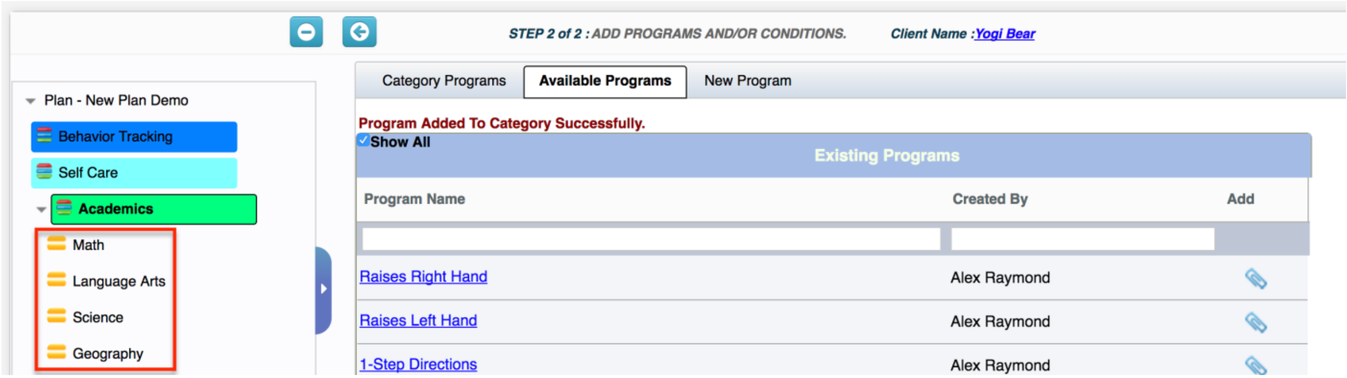
Select the Category for which you want to add the new Program. In the example below, we have selected "Academics". You can either create a new program or choose from the existing library of programs in the "Available Programs" tab.

5.3.1. Select Program from the Program library and add to the plan:

Click on "Available Programs" tab, search for the program you want to add to the plan and click on the paper clip icon towards the right to add it to the plan.

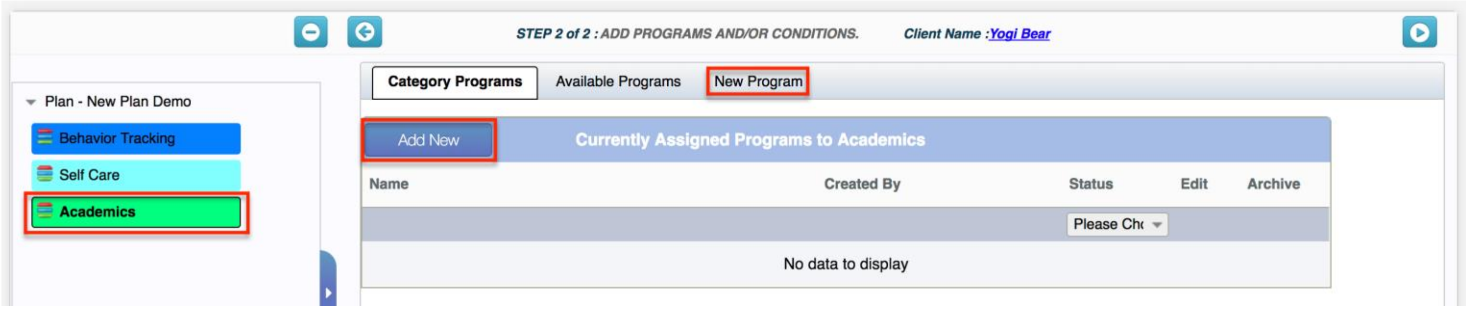


All the selected programs are now a part of the "Academics" category in the new plan and can be seen in the left menu bar under that category.

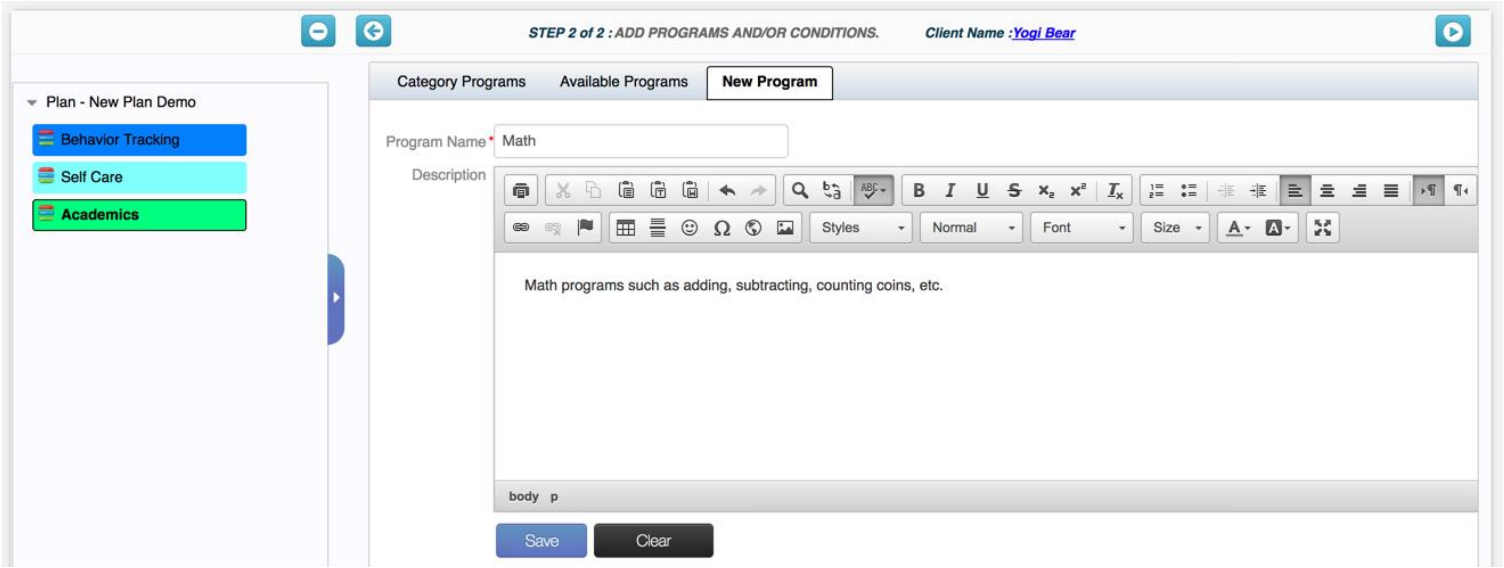


5.3.2. Create New Program in a Plan:

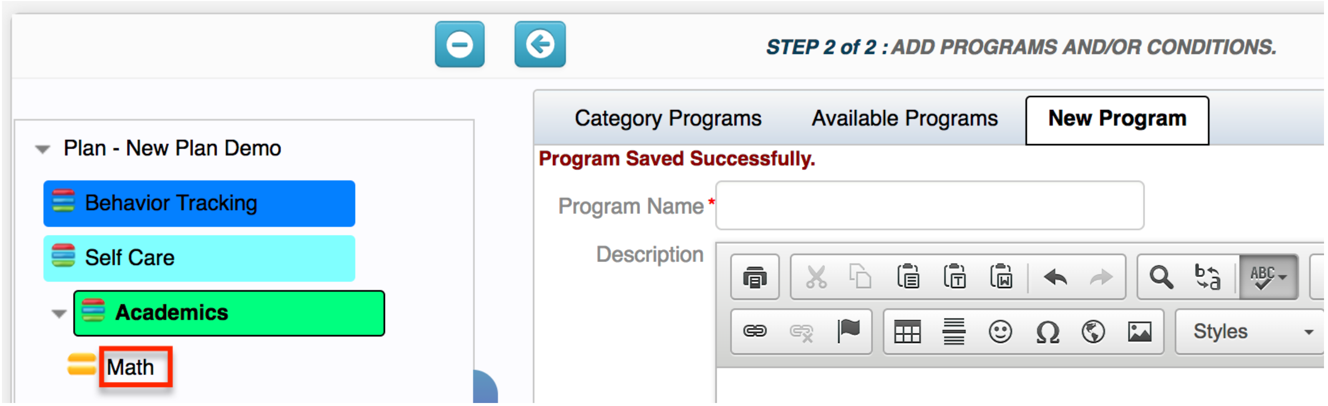
To create a new Program, click on the "Add New" button in the "Category Programs" tab or click on the "New Program" tab.



Add the new Program name and description and click "Save".



The new Program, "Math", is now added under the Category, "Academics".

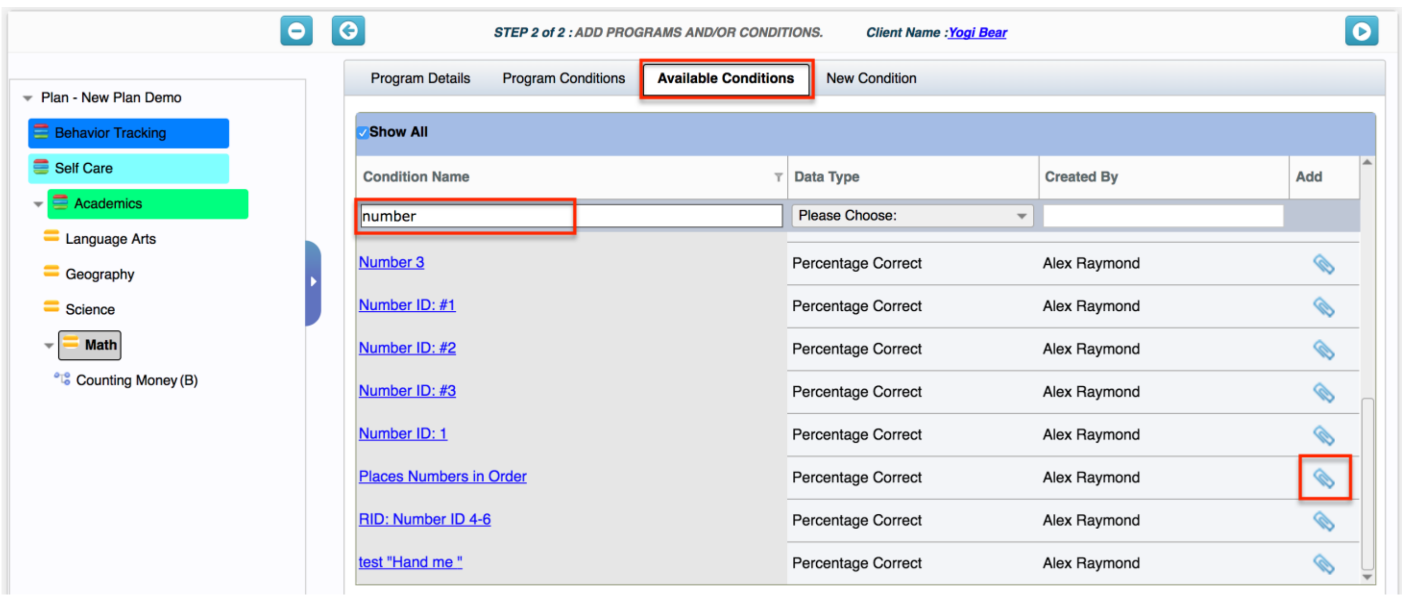


5.4. Add Conditions for each Program in the New Plan:

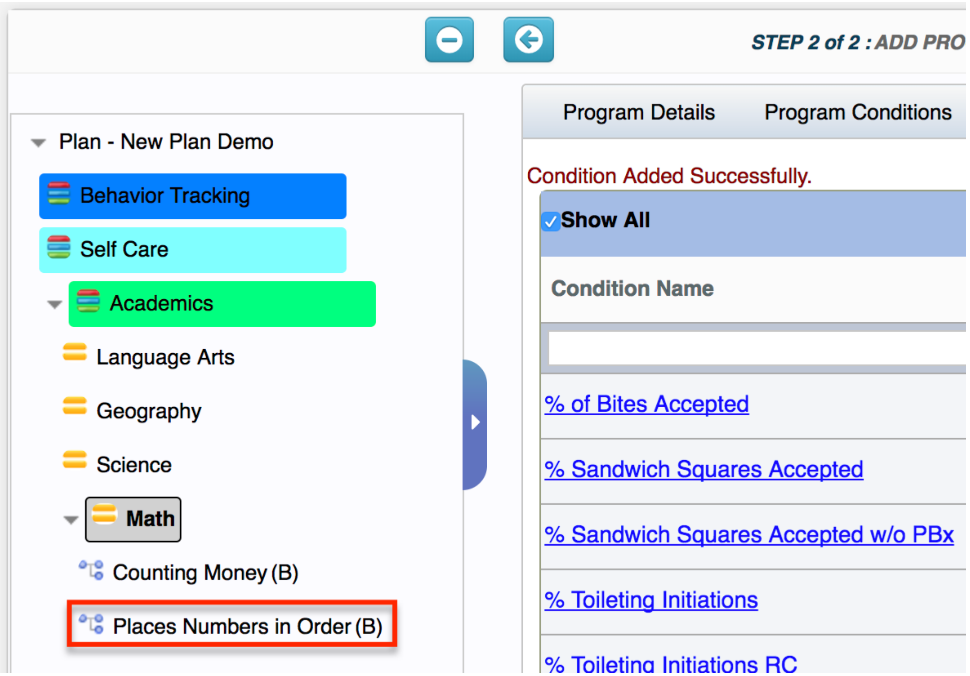
Select the Program for which you want to add the new Condition. In the example below, we have selected "Math". You can either create a new Condition or choose from the existing library of Conditions in the "Available Conditions" tab.

5.4.1. Select Conditions from the Condition library and add to the plan:

Click on "Available Conditions" tab, search for the condition you want to add to the program and click on the paper clip icon towards the right to add it to the plan.



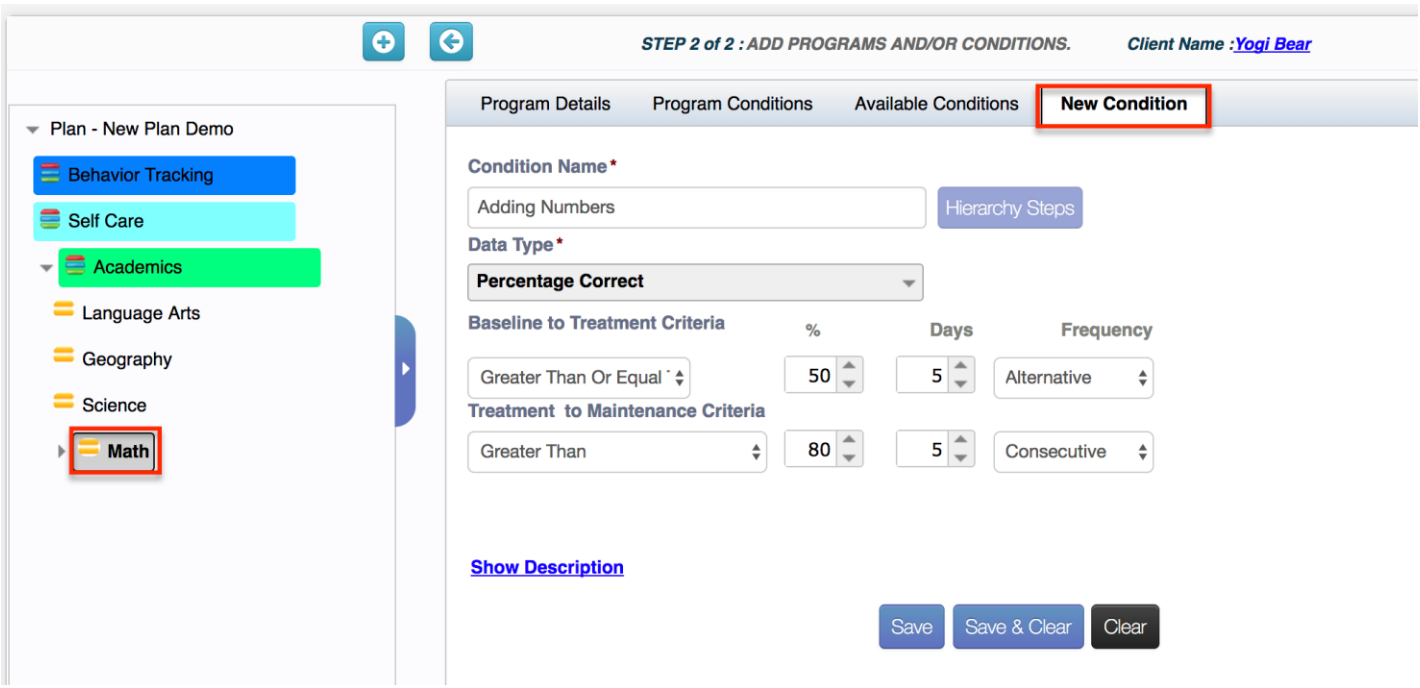
Once the condition is added to the plan, it can be viewed under the program on the left menu bar.



5.4.2. Create New Condition in a Plan:

To create a new Category, click on the “New Condition” tab.

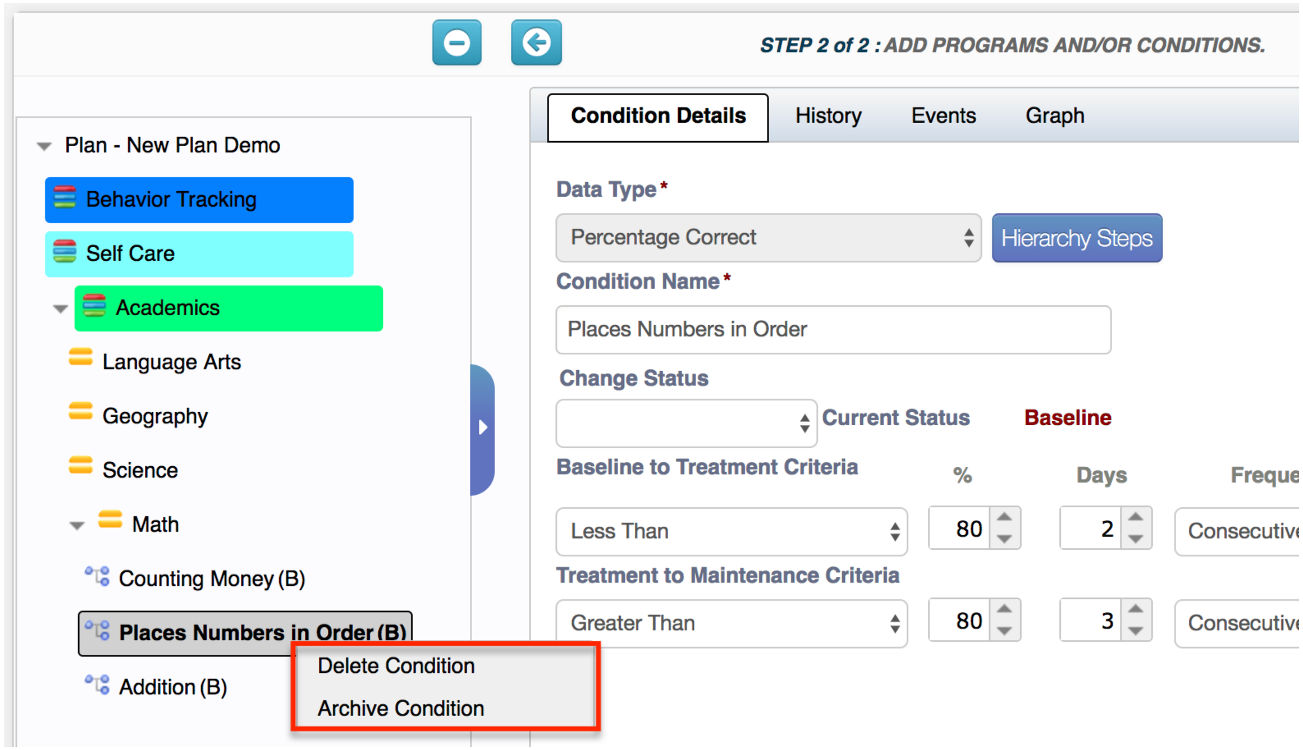
Type the name of the condition, Data Type for the condition (Definitions for all available data types can be found in the *Data Types Section*), based on the data type selected; add the criteria that graduates the client from Baseline to Treatment and Treatment to Maintenance, and finally a description of the condition if needed.



Once all the details are added, click Save. The new condition can be seen under the program on the left menu bar.

Other Useful Tips:

i. Right click on any program or condition to archive or delete. Once data has been collected, it can only be archived and not deleted.



ii. The contents on the left menu bar can be dragged and dropped to re-order.

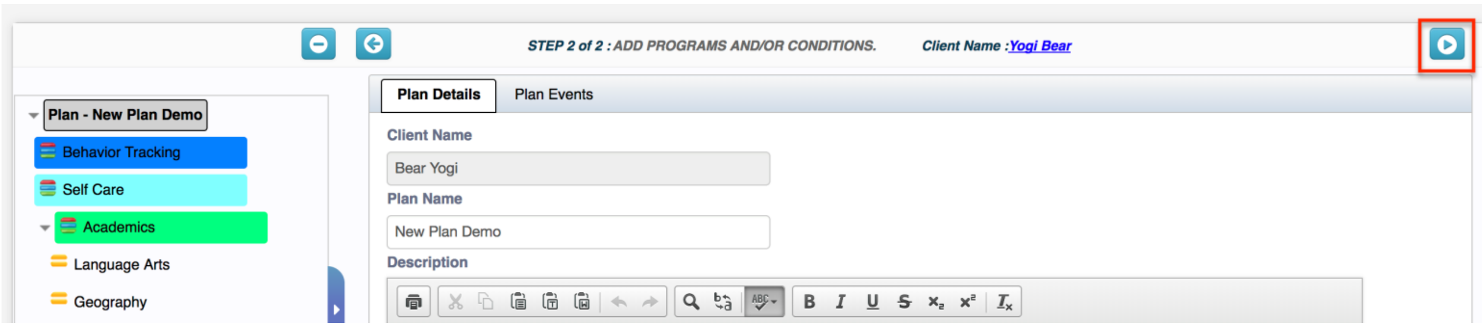
6. Run Plan

6.1. Overview

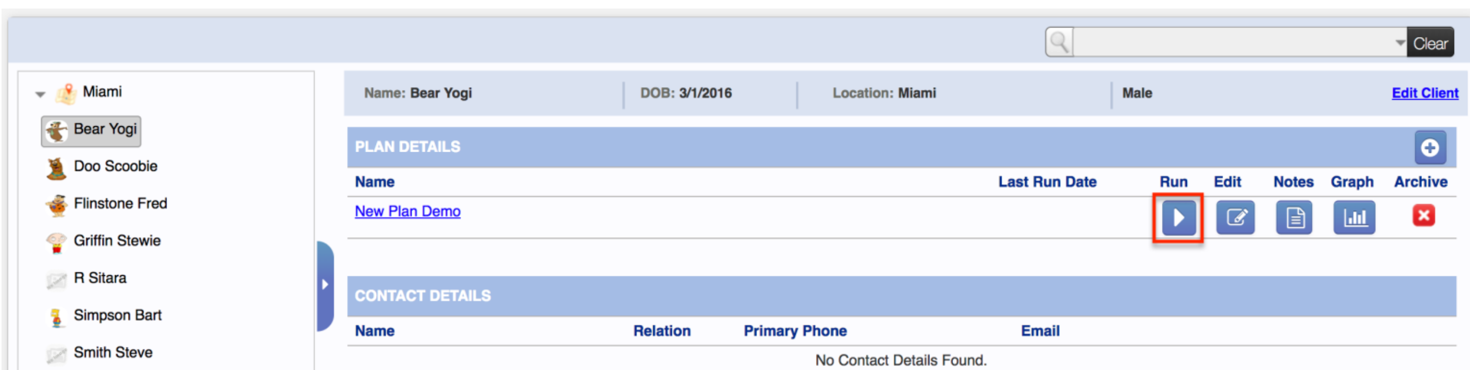
Once all the Categories, Programs and Conditions have been added, the plan is ready to be used to track the client treatment. “Run Plan” to start tracking data for the client.

“Run Plan” can be executed in the Edit Plan section by clicking on the “Play” icon highlighted below, or, from the Home page, after clicking on the client name as shown below.

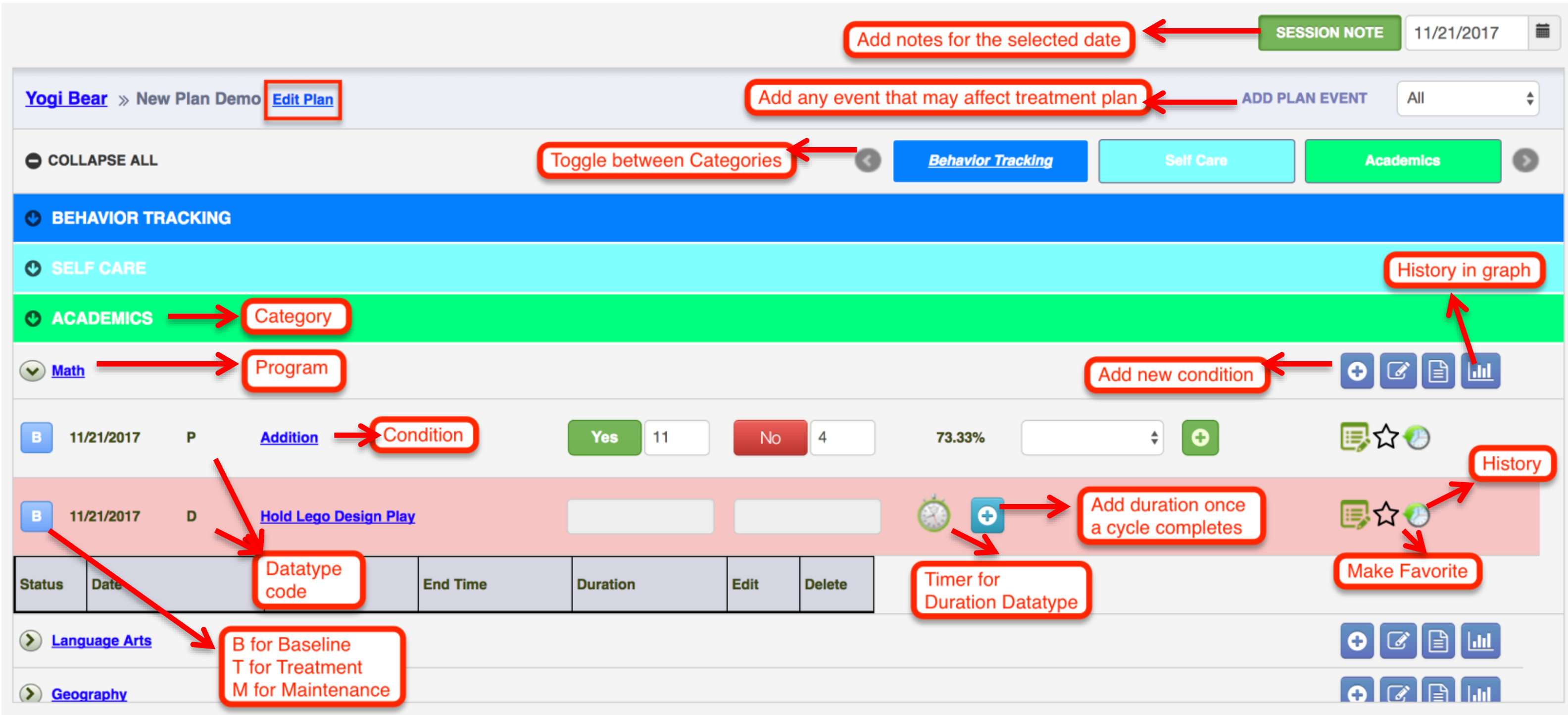
Edit Plan Page:



Home Page:

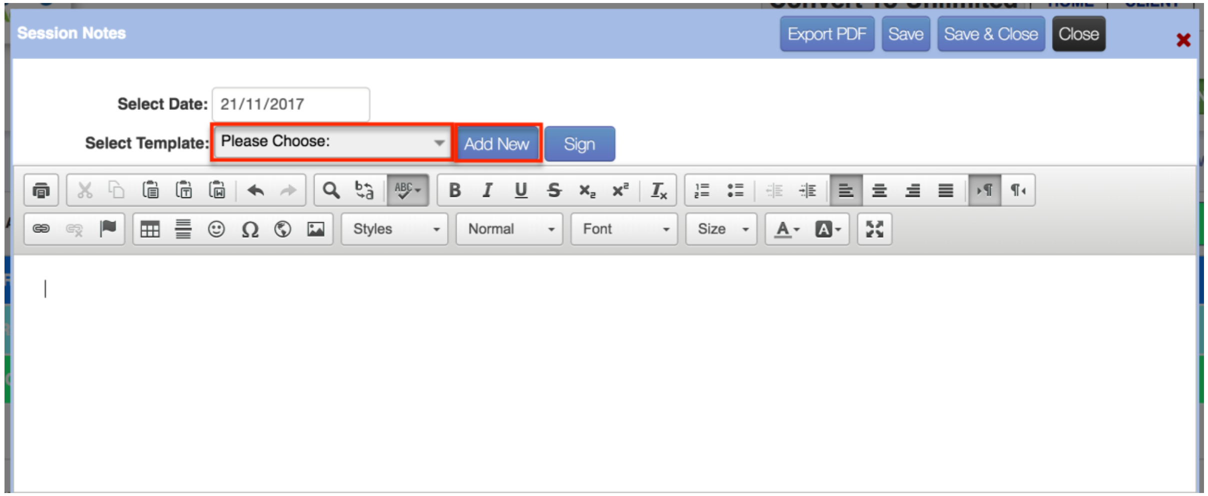


Run Plan Page:

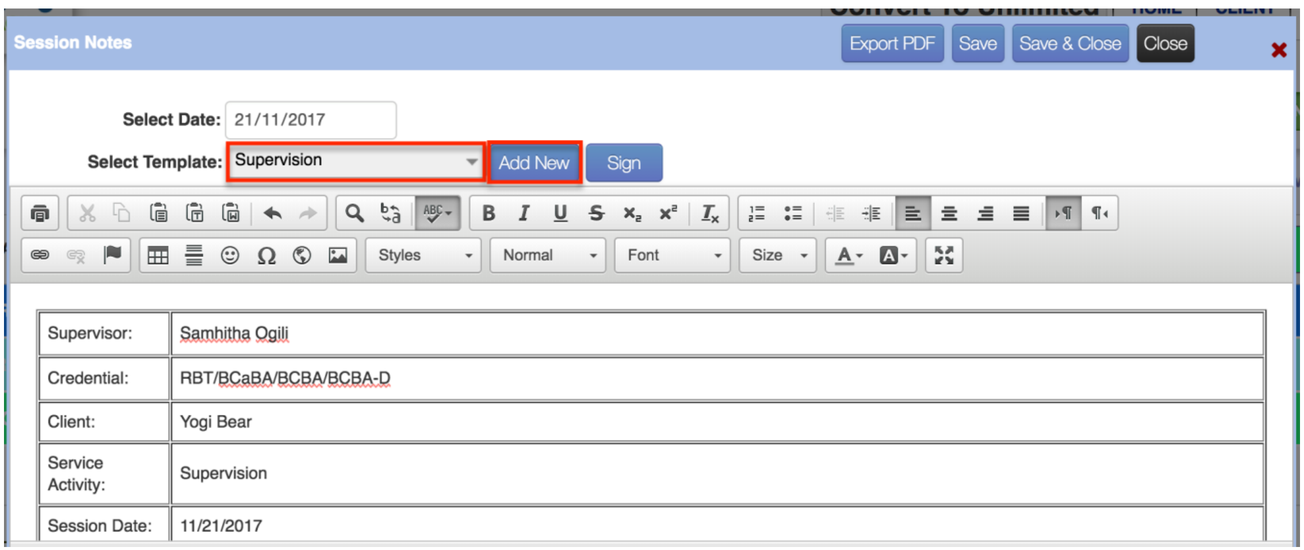


6.1.1. Session Note

Click on the session note button on top of the 'Run Plan' page.

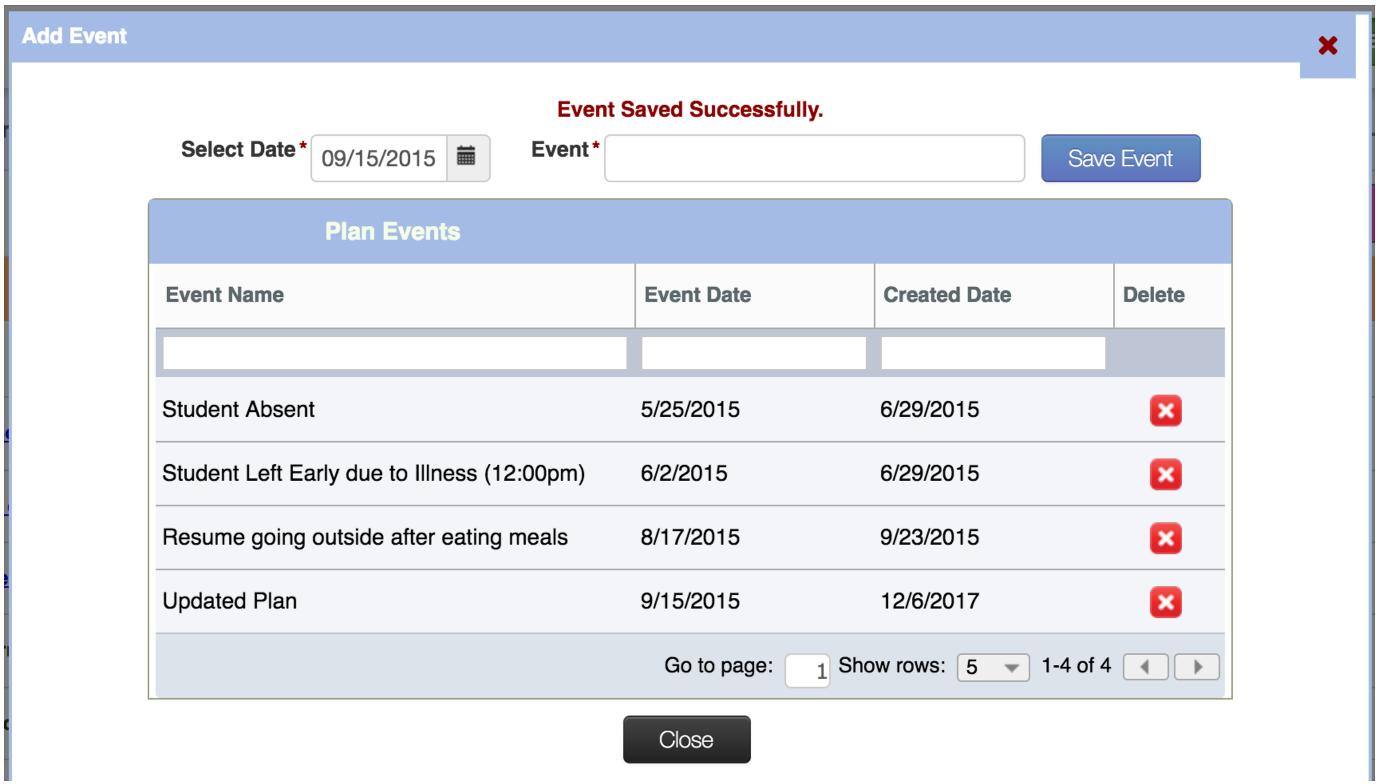


Choose a session note template from the "Select Template" drop down list and click on "Add New" button. Update the contents of the session note template as required and Save.



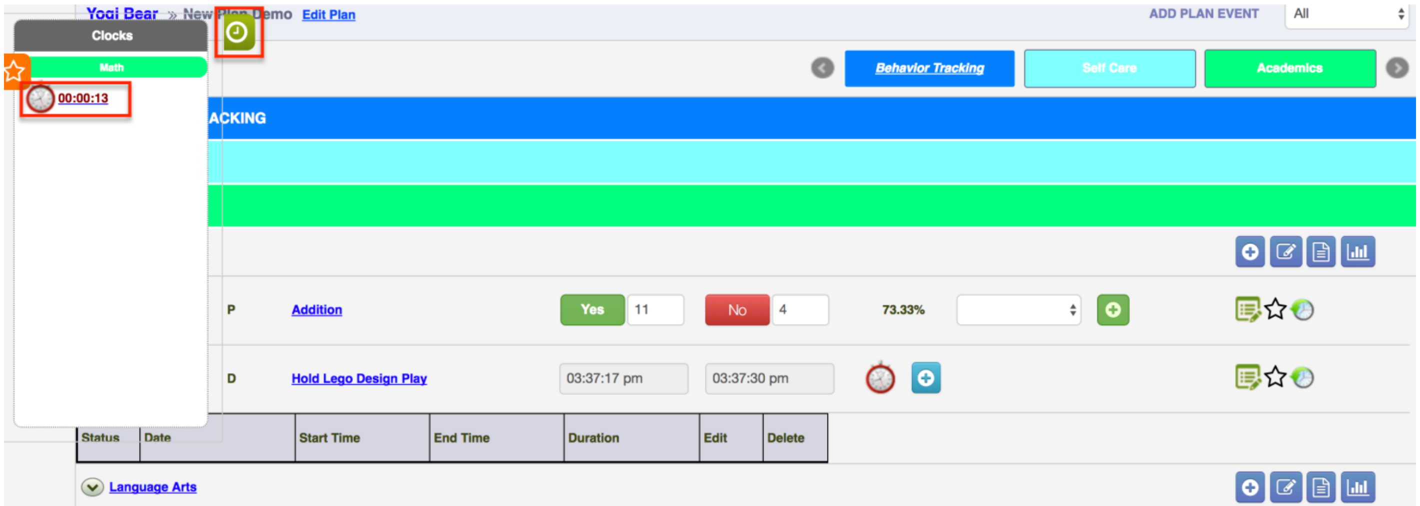
6.1.2. Add Plan Event

Click on the “Add Plan Event” link on top of the ‘Run Plan’ page. Select the date of the event and the description. This event will be visible in graphs and reporting.



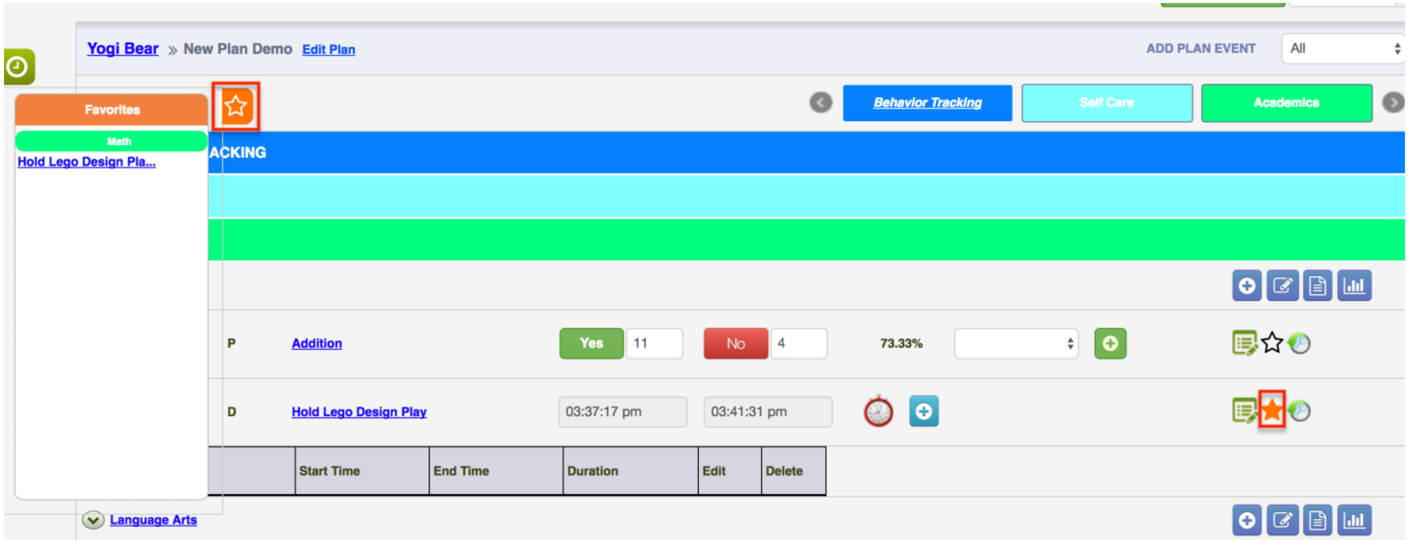
6.1.3. Running Clocks

Few data types need access to running clocks to track the amount of time a condition is met. Clicking on the clock in the left menu will take the user directly to the condition it is related to.



6.1.4. Favorites

Any condition that needs to be easily accessible can be marked as a favorite by clicking on the start icon towards the right. All ‘Favorites’ can be quickly accessed by clicking on the star icon on the left side.



7. Data Types – Definition & Examples

7.1. ABC recording

A form of direct, continuous observation in which the observer records a descriptive, temporally sequenced account of all behavior(s) of interest and the antecedent conditions and consequences for those behaviors as those events occur in the client's natural environment (also called anecdotal observation).

Example: Recording the antecedent, behavior and consequence for aggression in the form of hitting

7.2. *Duration*

A measure of the total extent of time in which a behavior occurs.

Example: How long a tantrum lasts

7.3. *Duration with Intensity*

A measure of the total extent of time in which a behavior occurs in addition to measurable amount of a property, such as force or volume.

Example: How long a tantrum lasts with intensity (crying and flopping vs crying, flopping, kicking, screaming)

7.4. *Fluency*

A combination of response accuracy and response rate.

Example: How many sight words are read correctly in one minute

7.5. *Frequency*

A measure of the total occurrences of a behavior.

Example: How many math problems were completed

7.6. Frequency with Intensity

A measure of the total occurrences of a behavior in addition to measurable amount of a property, such as force or volume.

Example: How many times a client pinched a staff member with intensity (light pinches vs. hard pinches)

7.7. Momentary Time Sampling

A measurement method in which the presence or absence of behaviors are recorded at precisely specified time intervals.

Example: Presence or absence of “social” behaviors (talking with peers, imitating peers, following peers) in intervals of time

7.8. Partial-Interval Recording

A time sampling method for measuring behavior in which the observation period is divided into a series of brief time intervals. The observer records whether the target behavior occurred at any time during the interval.

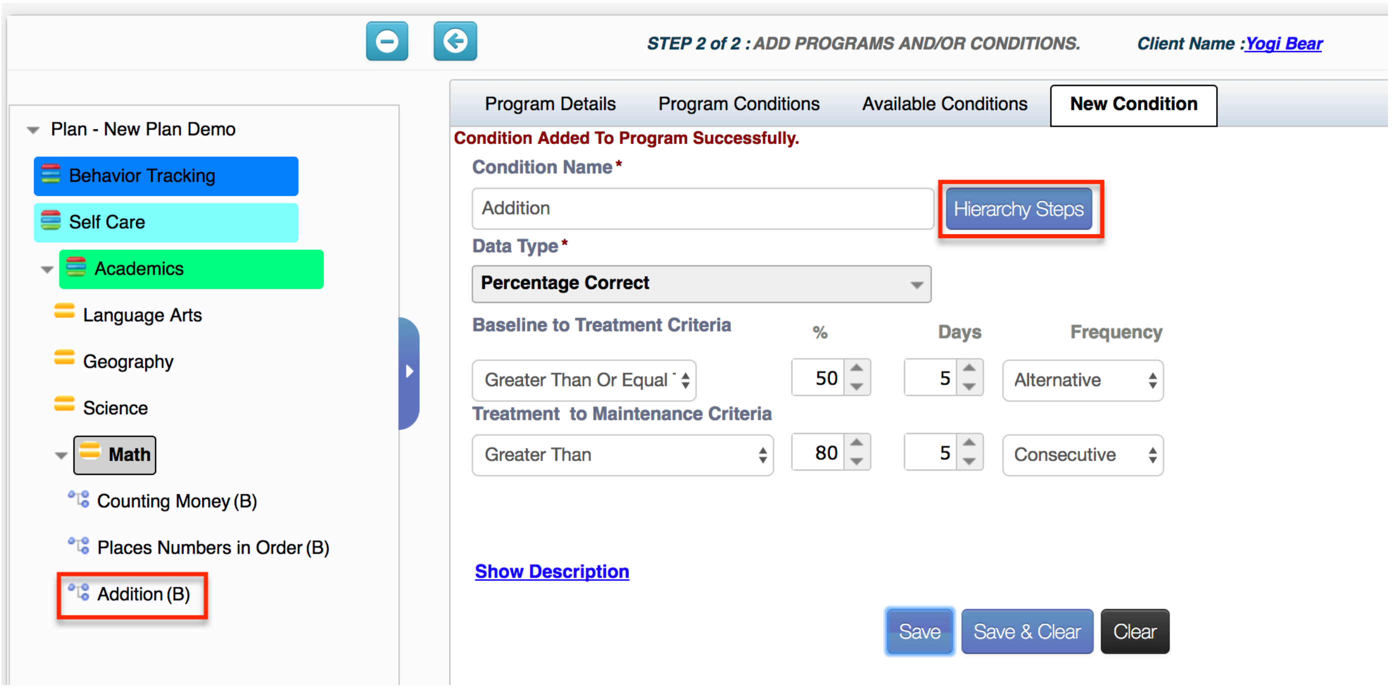
Example: Presence or absence of participation during centers, anytime during an interval of time

7.9. Percentage

A ratio (i.e., a proportion) formed by combining the same dimensional quantities; typically expressed as a ratio of the number of responses of a certain type per total number of responses (or opportunities or intervals in which such a response could have occurred). A percentage presents a proportional quantity per 100.

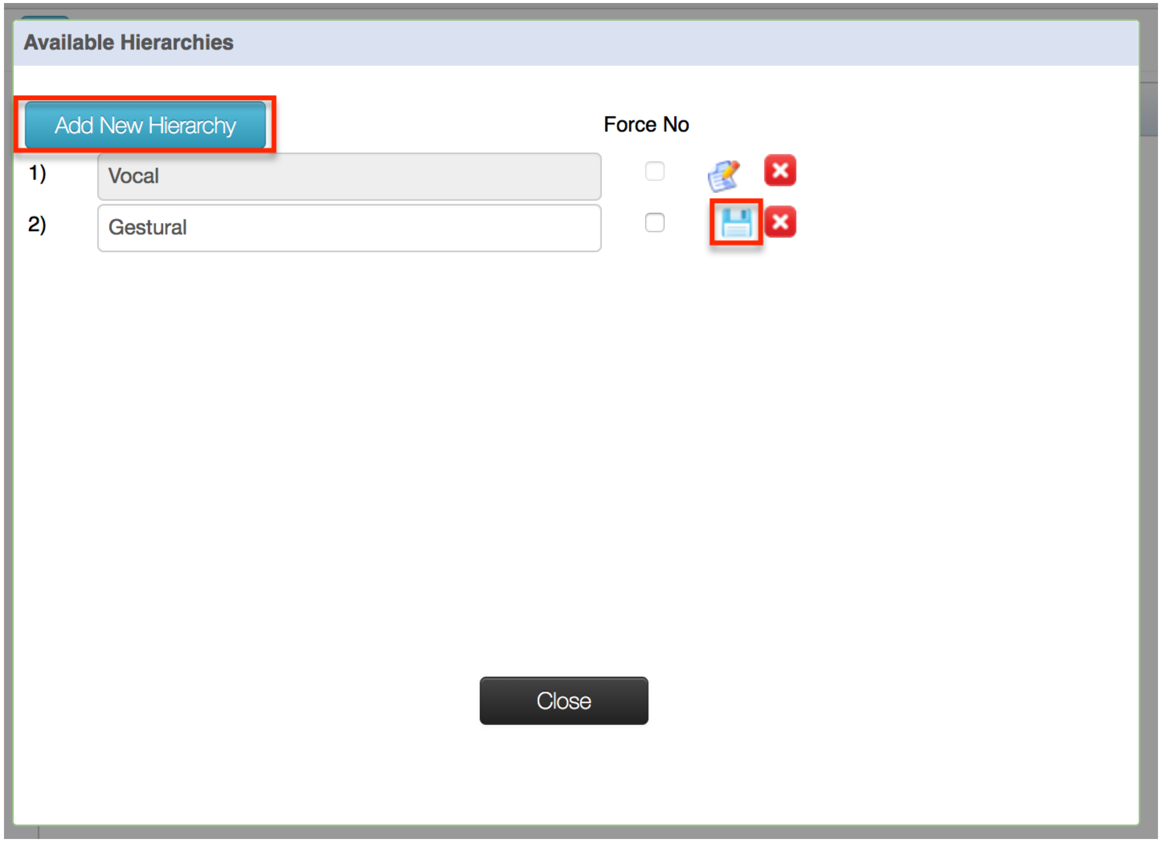
Example: Percent of responding is often used for percent of correct responses out of total opportunities, such as, percent of compliance with the instruction "sit down"

For a Condition with a Percentage Data Type, you will be able to add "Hierarchy Steps, if required, once the condition is created by clicking on the "Hierarchy Steps" button, as shown below.



Clicking on the "Hierarchy Steps" button will open a new window → Click on "Add New Hierarchy" button → Type a step name and click on the Save icon on the right → Repeat the previous two steps to add additional items to the hierarchy and Close.

Force No. → Clicking on this checkbox forces a "0" in terms of calculating the %, regardless of the values entered when running a plan.



7.10. Rate

A ratio of count per observation time; often expressed as count per standard unit of time (e.g., per minute, per hour, per day), and calculated by dividing the number of responses recorded by the number of standard units of time in which observations were conducted.

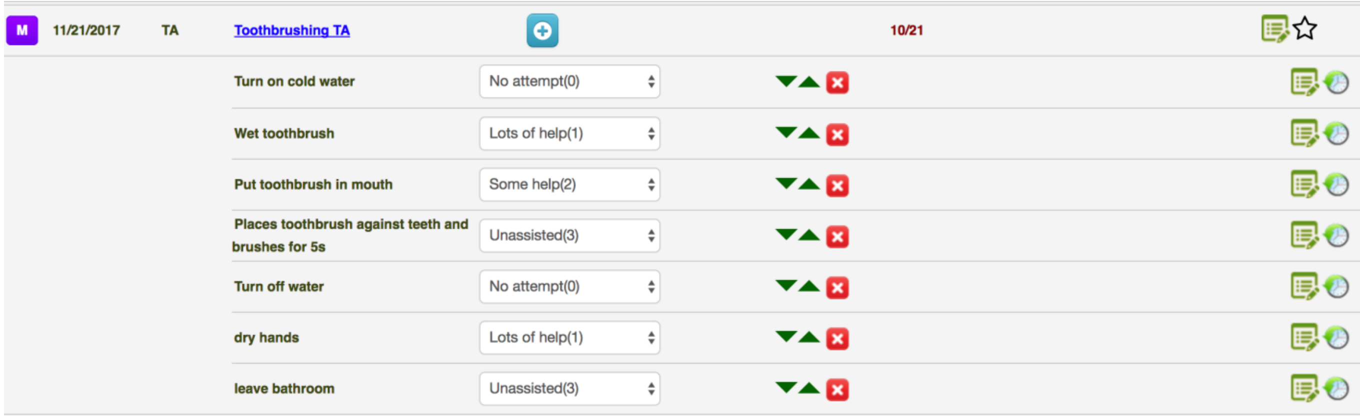
Example: Number of mands (requests) per hour

7.11. Task Analysis

The process of breaking a complex skill or series of behaviors into smaller, teachable units; also refers to the results of this process.

Example: Putting on a shirt → 1. Picking up a shirt
2. Put left hand in
3. Put right hand in
4. Put all buttons

Each of these tasks can be measured using Scale Codes. A scale code can be created and customized based on the task at hand and the type of measurement required.



7.12. Whole-Interval Recording

A time sampling method for measuring behavior in which the observation period is divided into a series of brief time intervals. At the end of each interval, the observer records whether the target behavior occurred throughout the entire interval.

Example: Presence or absence of participation during centers during the entire interval of time

References:

Cooper J.O, Heron T.E, Heward W.L. Applied behavior analysis (2nd ed.) Upper Saddle River, NJ: Pearson; 2007