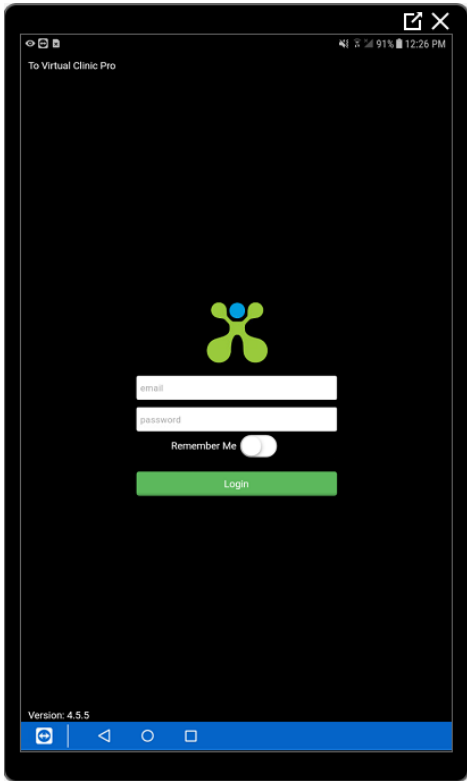




ABA Solutions is currently undergoing an upgrade to our tablets. New property sheets will need to be signed and we will swap out your existing tablet. If yours has cellular service, we will need to work with you for coordination. Once yours has been upgraded, it will look like this.



Please disregard this bar. It is not on the actual tablets.



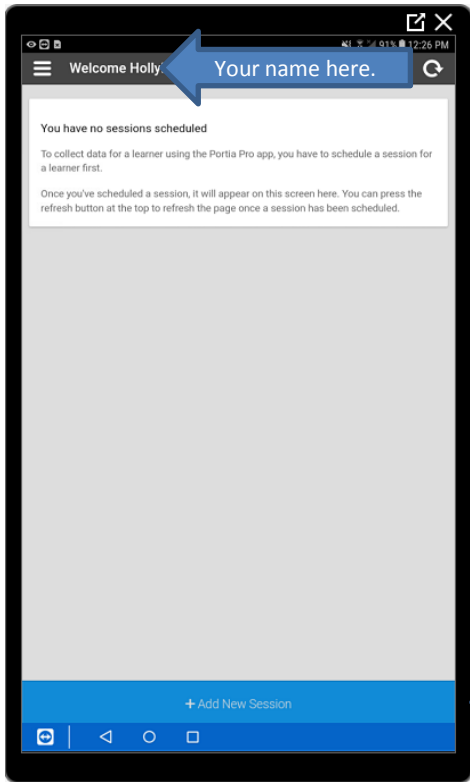
This is the top-most screen when you first start the Portia Pro App.

You will need to enter your Portia credentials in order to proceed.

Note: If you click the “Remember Me” button, your email (username) will be stored and will not need to be entered every time. You will still need to enter your password.

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Please disregard this bar. It is not on the actual tablets.

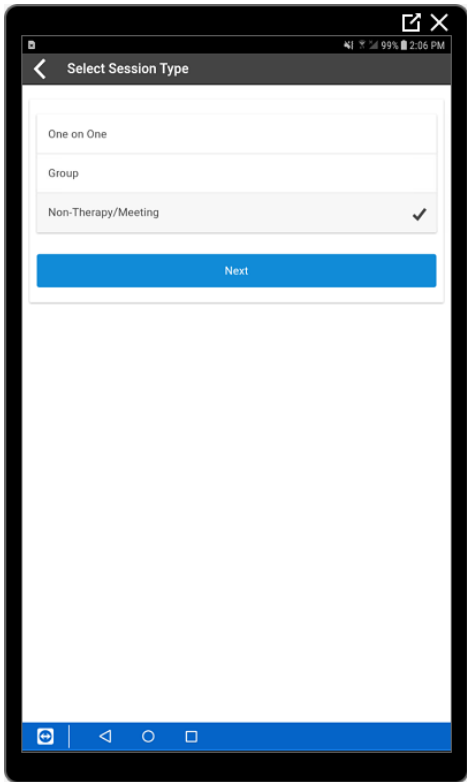


If you have been proactive and have pre-scheduled sessions, they will show up listed here. All you would have to do is select the one you are about to start and move forward. *****We recommend proactively setting up sessions to eliminate any difficulties with scheduling the session during what should be the start time, and it allows you to set recurring sessions*****

This can be done via the web interface at:
<https://app.portiapro.com> (Not from the tablet)

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If nothing has been scheduled, you will need to first schedule a session so that you can then start it. The next few pages will walk you through that process.



Select “Non-Therapy/Meeting” and press next



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The screenshot shows a mobile application interface for adding a new meeting. The title bar at the top reads "Add New Meeting" with a back arrow on the left and a close icon on the right. The status bar above the title bar shows signal strength, Wi-Fi, 99% battery, and 2:03 PM. The form is organized into three sections:

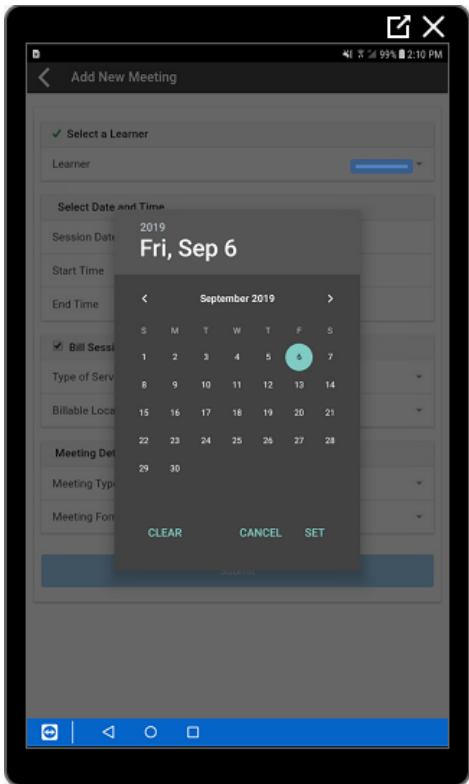
- Select a Learner:** A dropdown menu labeled "Learner" with a downward arrow.
- Select Date and Time:** Three input fields labeled "Session Date", "Start Time", and "End Time".
- Meeting Details:** Two dropdown menus labeled "Meeting Type" and "Meeting Form", both with downward arrows.

A blue "Submit" button is located at the bottom of the form. The bottom of the screen shows the Android navigation bar with icons for home, back, and recent apps.

Step 1- You will need to select the learner you will be working with.



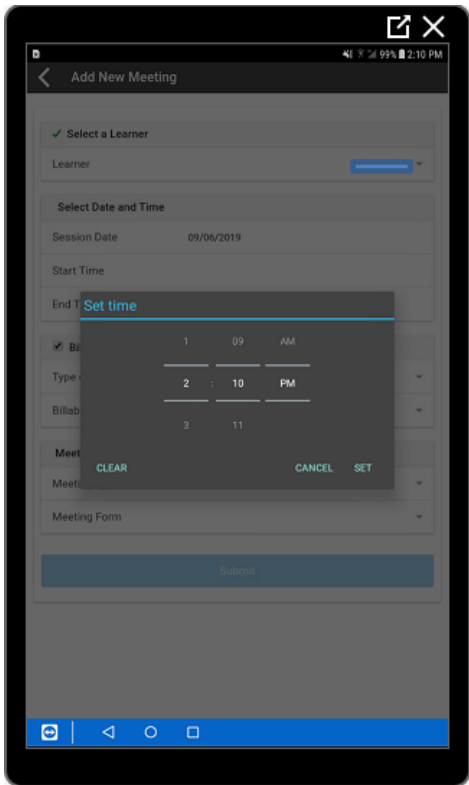
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Step 2- Select the session date



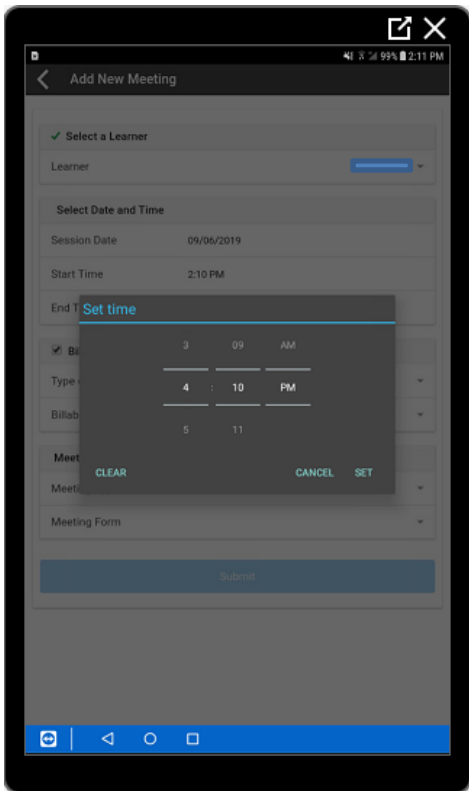
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Step 3- Select the start time



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Step 4- Select the end time. We recommend adding a minimum of 30 minutes extra time in order to add the additional required data at the end. The session will “force close” at the end of the scheduled session. The process for ending a session does not take this long, however if for any reason, you have not been able to “End and Sync”, it creates an issue. It is better to schedule longer and just end appropriately.

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Add New Meeting

✓ Select a Learner

Learner

✓ Select Date and Time

Session Date 09/13/2019

Start Time 10:55 AM

End Time 11:55 AM

Bill Session Through Portia

Type of Service

Billable Locations

Meeting Details

Meeting Type	H2012 - Treatment Planning
Meeting Form	97151 - Assessment
	97153 - Direct ABA Therapy
	97155 - Supervision - BCBA
	97156 - Parent Training (with or w/o child)

Step 5- Select the type of service. For this slideshow, we will choose “97156 – Parent Training (with or w/o child)”.



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Add New Meeting

✓ Select a Learner

Learner

✓ Select Date and Time

Session Date 09/13/2019

Start Time 10:55 AM

End Time 11:55 AM

Bill Session Through Portia

Type of Service 97156 - Parent Training (with or w/o child)

Billable Locations Home

✓ Meeting Details

Meeting Type meeting

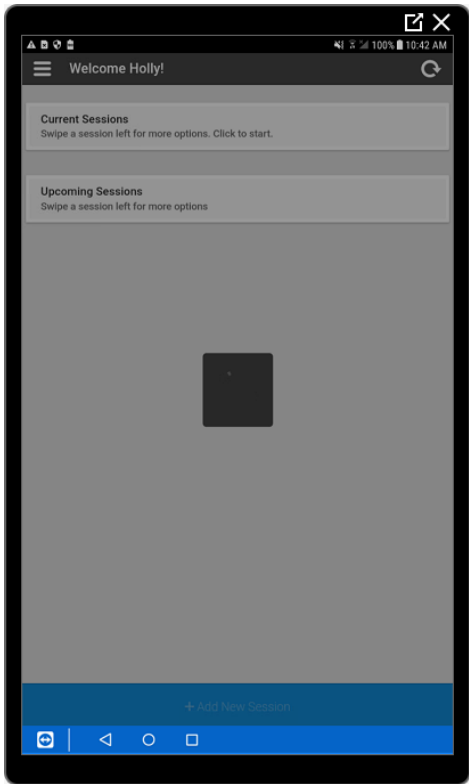
Meeting Form Parent/caregiver training form

Submit

Step 6- The rest of this part form is self-explanatory. Click “Submit” when finished.



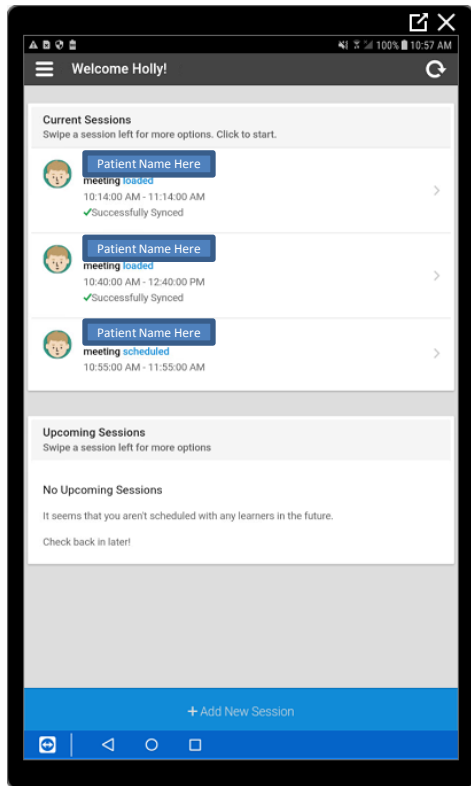
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The tablet is loading pertinent data.



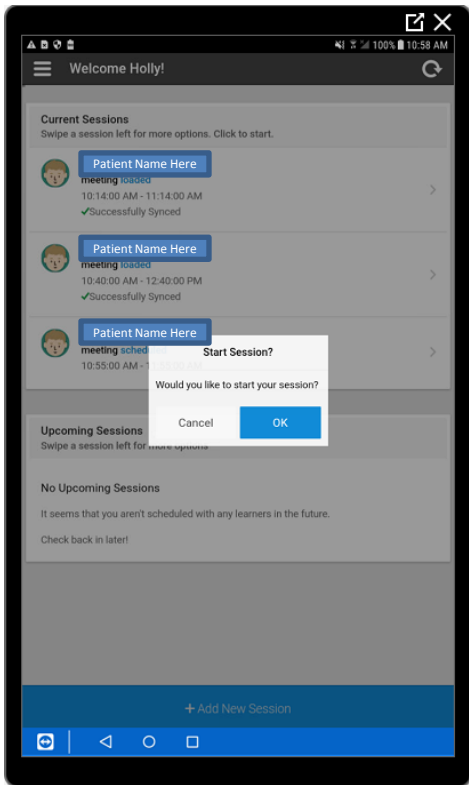
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The third session I created for this demo was for the “Parent Training Form”.



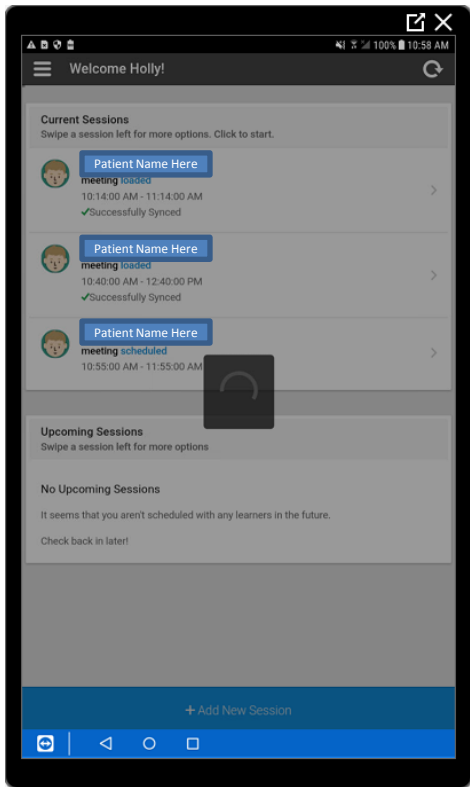
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When you click the session you would like to open, it will prompt you to start that session.



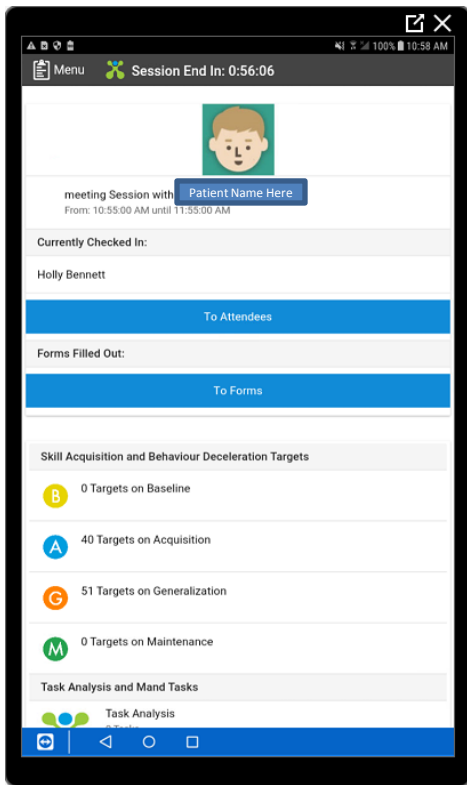
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The tablet is loading the desired session.



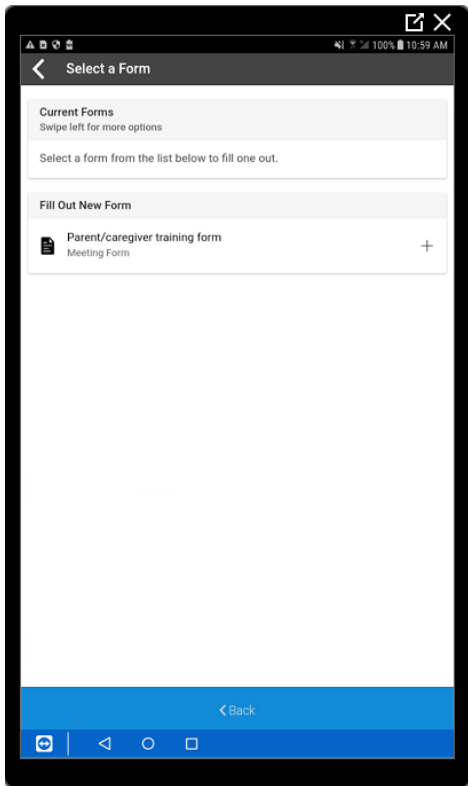
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Here is what the loaded session should look like. From here, we can jump right in to the form, by pressing “To Forms”.



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This will bring you to this screen, ready for you to select the desired form. In this case, there is only one.



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The screenshot shows a mobile application interface for a 'Parent/caregiver training form'. At the top, there is a status bar with icons for signal, Wi-Fi, and battery (100%), and the time 11:00 AM. Below the status bar is a header bar with the text 'Fill a Form' and a close button (X). The main content area is titled 'Parent/caregiver training form' and contains two sections. The first section is 'Attendees:*' with four checkboxes: 'Patient', 'Supervisor', 'Parent/Caregiver', and 'Other'. The second section is 'List parent/caregiver training activities conducted: *' with seven checkboxes: 'Conducted individualized behavioral assessment and case formation', 'Conducted relevant presentations for parent/caregiver', 'Modeled/demonstrated skills for parent/caregiver', 'parent/caregiver practiced skills with support without patient', 'Supervised and coached parent/caregiver during implementation of s...', 'Problem solved with parent/caregiver about relevant issues', and 'Developed parent/caregiver goals, protocols, and/or data collection'. At the bottom of the form is a green bar with a 'Save' button. The very bottom of the screen shows the Android navigation bar with icons for home, back, and recent apps.

You can move through the forms by simply scrolling down. I tried to show each sub-section, so you may notice some overlap.



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Fill a Form

List parent/caregiver training activities conducted: *

- Conducted individualized behavioral assessment and case formation
- Conducted relevant presentations for parent/caregiver
- Modeled/demonstrated skills for parent/caregiver
- parent/caregiver practiced skills with support without patient
- Supervised and coached parent/caregiver during implementation of s...
- Problem solved with parent/caregiver about relevant issues
- Developed parent/caregiver goals, protocols, and/or data collection
- Summarized/analyzed parent/caregiver data
- Other

Describe details of parent/caregiver training activities conducted: *

Describe parent/caregiver progress on

Save

Sections 2 and 3 are shown here.



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The screenshot shows a mobile application interface for a form titled "Fill a Form". The form contains several sections, each with a text input field:

- Describe details of parent/caregiver training activities conducted: *
- Describe parent/caregiver progress on parent/caregiver training goals: *
- Describe parent/caregiver compliance and level of involvement: *
- Recommendations: *
- Date of next parent/caregiver training session: * (with the date 09/13/2019 entered)
- Describe plan for next parent/caregiver training session: *
- Supervisor name: *

At the bottom of the form is a green bar with a "Save" button. The mobile OS navigation bar is visible at the very bottom.

Sections 3, 4, 5, 6, 7, and 8 are shown.



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The screenshot shows a mobile application interface for filling out a form. At the top, there is a status bar with icons for signal strength, Wi-Fi, and battery (100%), along with the time 11:02 AM. Below the status bar is a dark header with the title "Fill a Form" and a close button (X). The form is divided into several sections:

- Supervisor name:** A text input field with a red asterisk indicating it is required.
- Supervisor Signature:** A large dashed blue rectangular area for a signature, with a blue "Clear" button below it.
- Parent/Caregiver name:** A text input field with a red asterisk indicating it is required.
- Parent/Caregiver signature:** A large dashed blue rectangular area for a signature.

At the bottom of the form, there is a green bar with a "Save" button and an Android navigation bar with back, home, and recent apps icons.

Sections 9, 10, 11, 12, 13, and 14 are used for names and signatures. The parent and your signatures are required on the forms for insurance purposes.



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The screenshot shows a mobile application interface with a form titled "Fill a Form". At the top, there is a status bar with icons for signal strength, Wi-Fi, and battery (100%), and the time 11:02 AM. The form has a dark header with the title "Fill a Form". Below the header, there is a large dashed blue rectangular area for a signature or drawing, with a blue "Clear" button centered below it. A horizontal separator line follows. Below the separator, there is a text label "Other name (if present):" followed by a white text input field. Another horizontal separator line follows. Below the separator, there is a text label "Other (if present) signature:" followed by another large dashed blue rectangular area for a signature or drawing, with a blue "Clear" button centered below it. At the bottom of the form, there is a green bar with a white "Save" button. The entire application is framed by a black border, and at the very bottom, there is a blue Android navigation bar with icons for home, back, and recent apps.

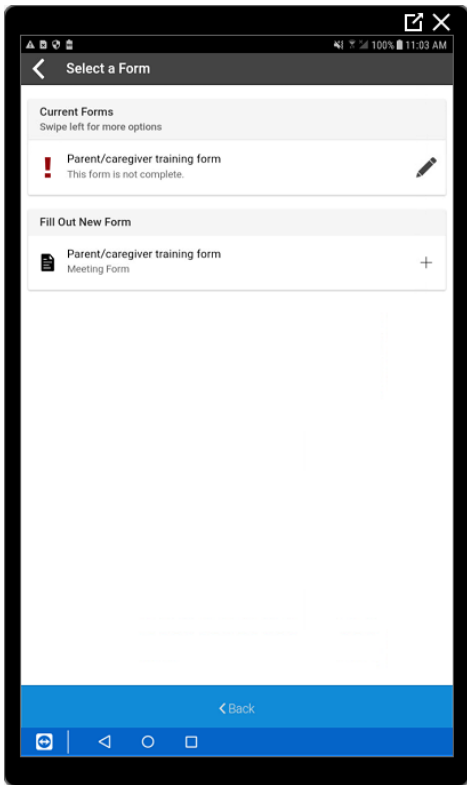
This particular form has an optional entry for other attendees.

Once all of the required fields have been appropriately completed, press "Save".

You are **not** finished yet.



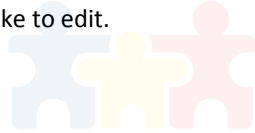
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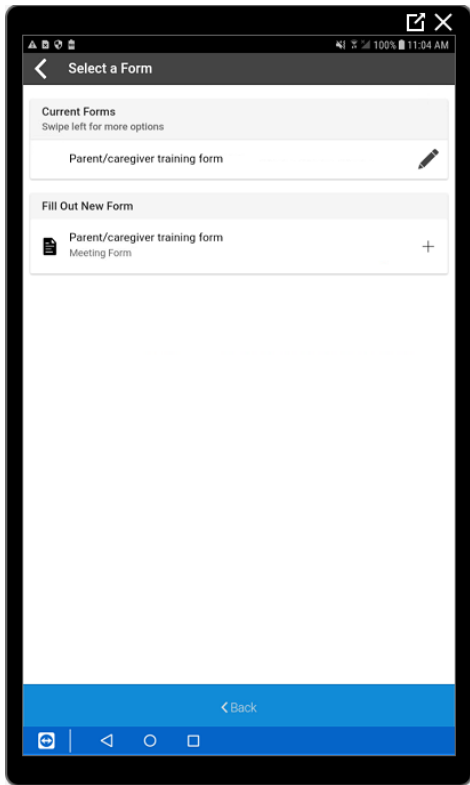
If the form is missing information, you will get a warning

designated by the **!**. This means go back and correct it.

You can do this by pressing the pencil to the right of the form you would like to edit.



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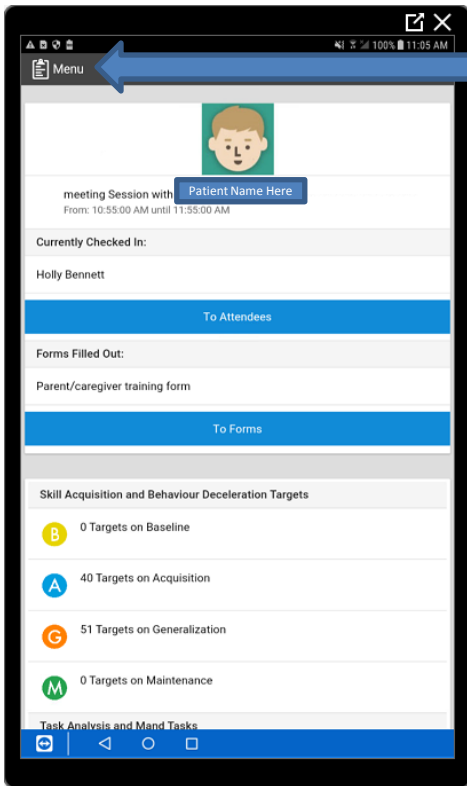


This form has been completed successfully. At this time, you press the "< Back" button.

You are **not** finished yet.



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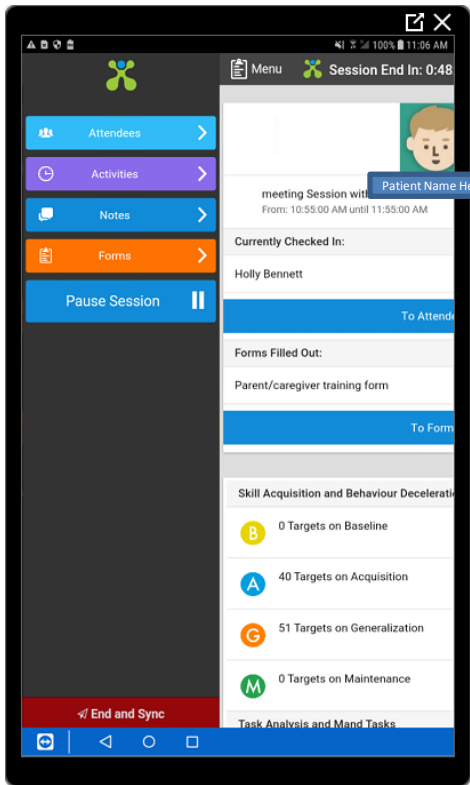


Menu

The “< Back” button will return you to this screen. To save and exit the session, you need to press the Menu button.



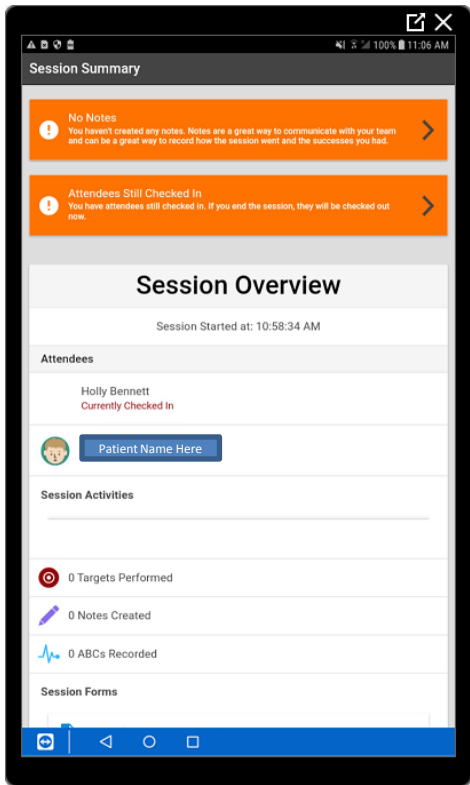
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The menu screen will show this taskbar on the left. “End and Sync” is at the bottom. Click this to finalize the session, however, you are **not** finished yet.



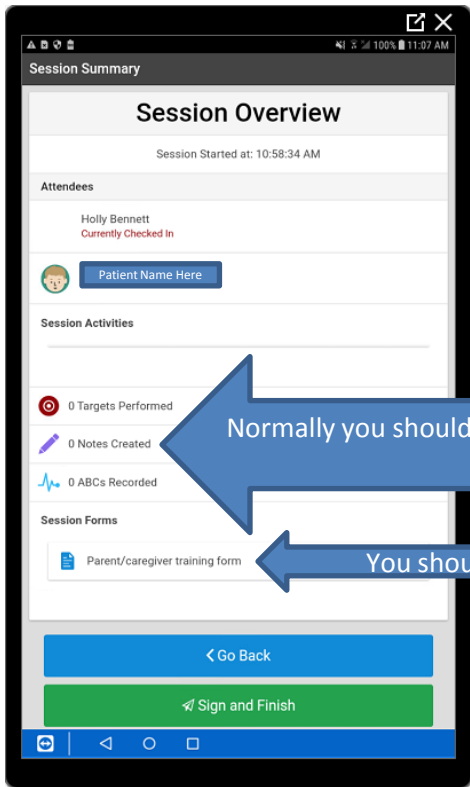
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When the session is finalized, it will bring you to the Session Overview screen. Scroll down. You are **not** finished yet.



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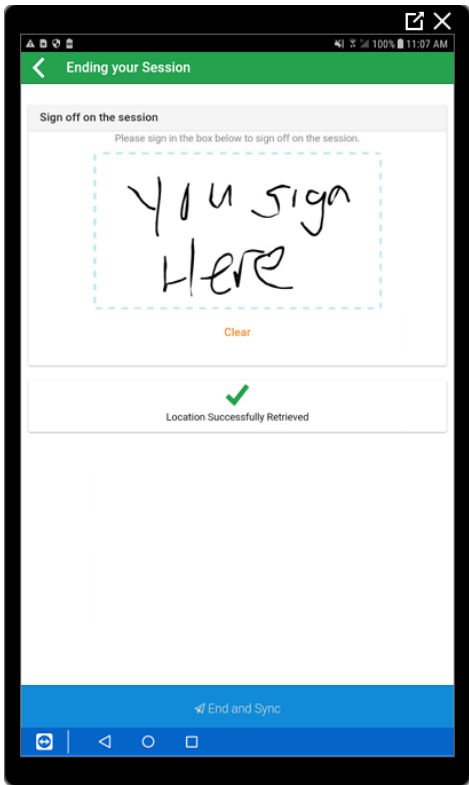
At the bottom of the Session Overview is a green “Sign and Finish” button. This is your last chance to make sure you have entered all information correctly. Otherwise, use the “< Go Back” button to go correct the issues before they are recorded.

Normally you should see data recorded in 1 or more of these three sections

You should always see the appropriate session form here

If you are confident in what you would like to see recorded for this session, press the “Sign and Finish” button.

You are **not** finished yet.

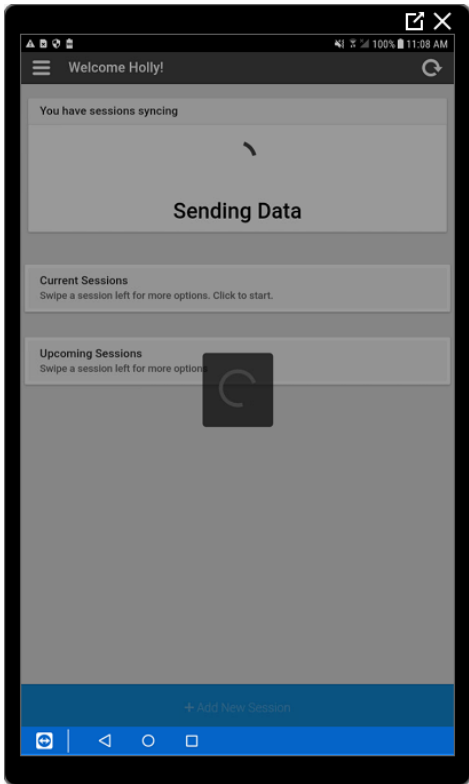


This is where you are attesting that the information you have provided is accurate for the session.

You are **not** finished yet.



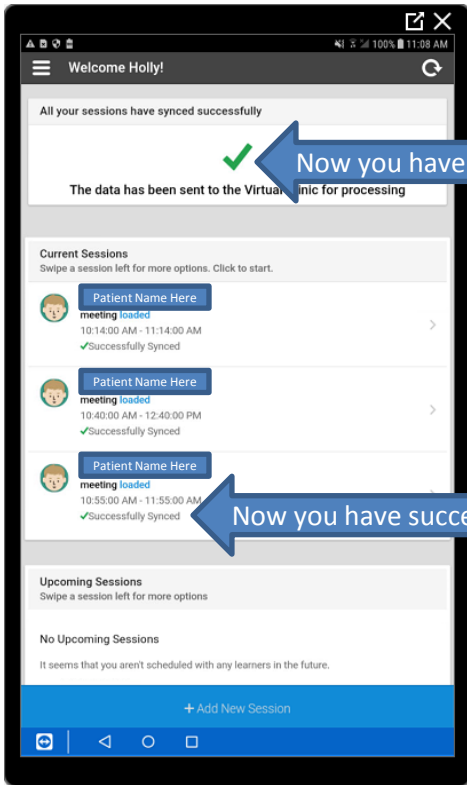
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After pressing the “Sign and Finish” button, you should see the tablet preparing to send the data to the server. If not, this should raise a flag and you should notify



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Now you have successfully finished a session.

If your session does not sync or wifi is down, please fill out a paper form and get parents signatures. This is the **exception**. This needs to be done and sent to tech4abasolutions@gmail.com **within 24 hours** or it will not be back billed and you will not be paid. Please let us know if you have any questions about this.

Now you have successfully finished a session.

*****If your tablet is consistently not working, you need to reach out to tablets.abasolutions@gmail.com right away so we can fix the issue.*****