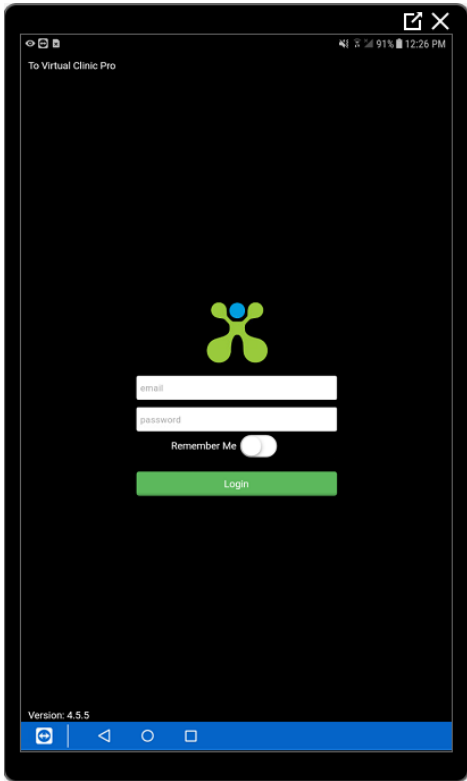




ABA Solutions is currently undergoing an upgrade to our tablets. New property sheets will need to be signed and we will swap out your existing tablet. If yours has cellular service, we will need to work with you for coordination. Once yours has been upgraded, it will look like this.



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



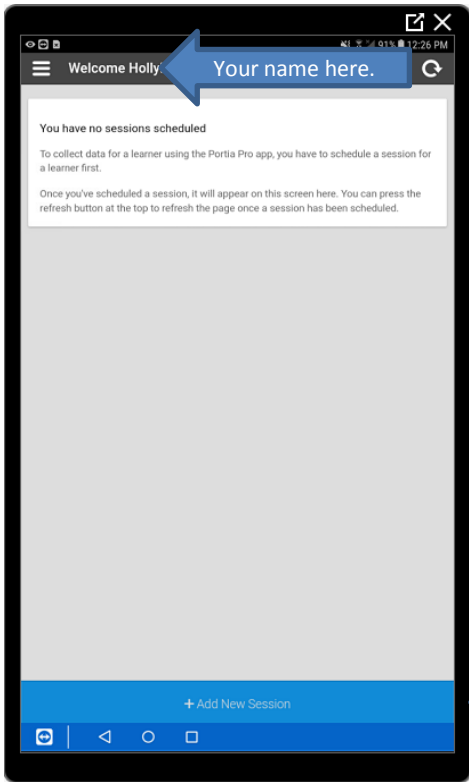
This is the top-most screen when you first start the Portia Pro App.

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.



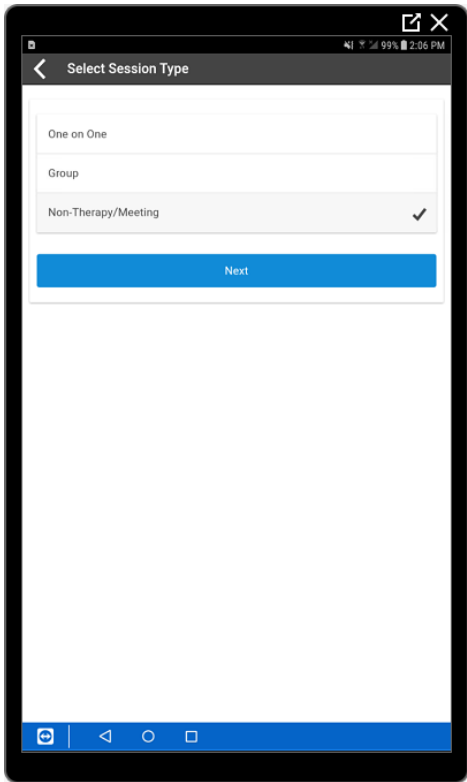
If you have been proactive and have pre-scheduled sessions, they will show up listed here. All you would have to do is select the one you are about to start and move forward. *****We recommend proactively setting up sessions to eliminate any difficulties with scheduling the session during what should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

Schedule a new session here



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:

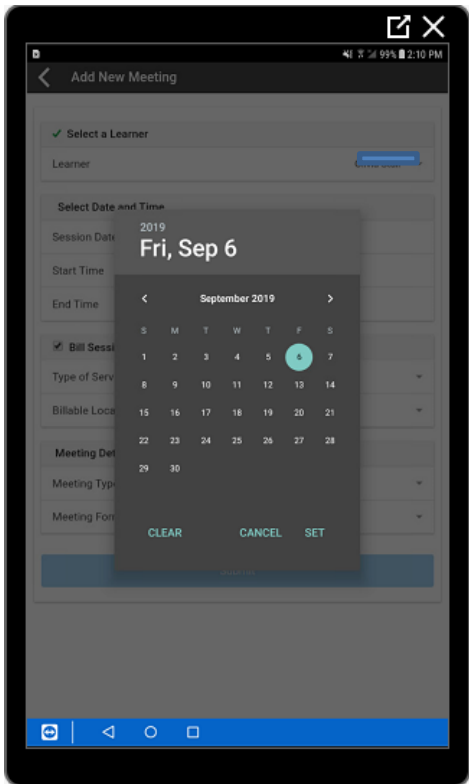
- Select a Learner:** A dropdown menu labeled "Learner" with a downward arrow.
- Select Date and Time:** Three input fields labeled "Session Date", "Start Time", and "End Time".
- Meeting Details:** Two dropdown menus labeled "Meeting Type" and "Meeting Form", both with downward arrows.

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.



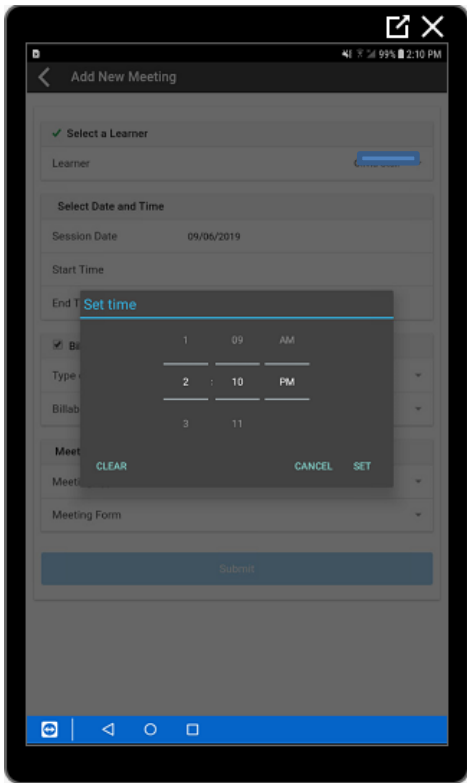
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Step 2- Select the session date



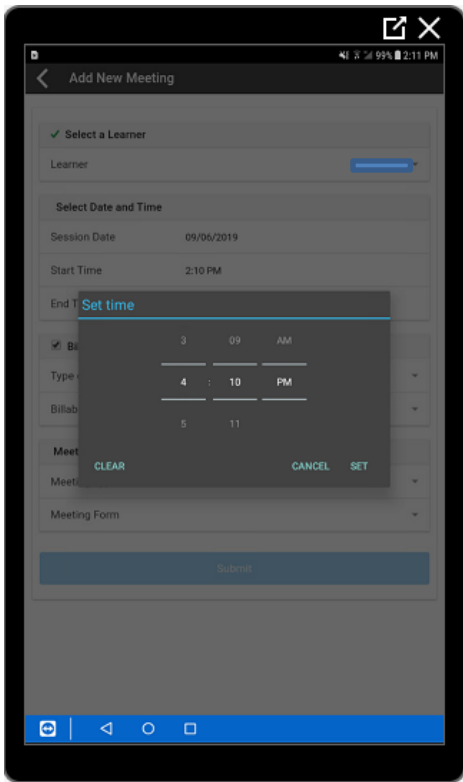
ABA Solutions, LLC



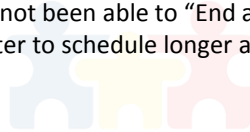
Step 3- Select the start time



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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 [dropdown]

✓ Select Date and Time
Session Date: 09/13/2019
Start Time: 10:40 AM
End Time: 12:40 AM

Bill Session Through Portia
Type of Service [dropdown]

Billable Locations [dropdown]

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 “97155 – Supervision - BCBA”.



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Add New Meeting

✓ Select a Learner

Learner

✓ Select Date and Time

Session Date 09/13/2019

Start Time 10:40 AM

End Time 12:40 AM

Bill Session Through Portia

Type of Service 97155 - Supervision - BCBA

Billable Locations Home

✓ Meeting Details

Meeting Type meeting

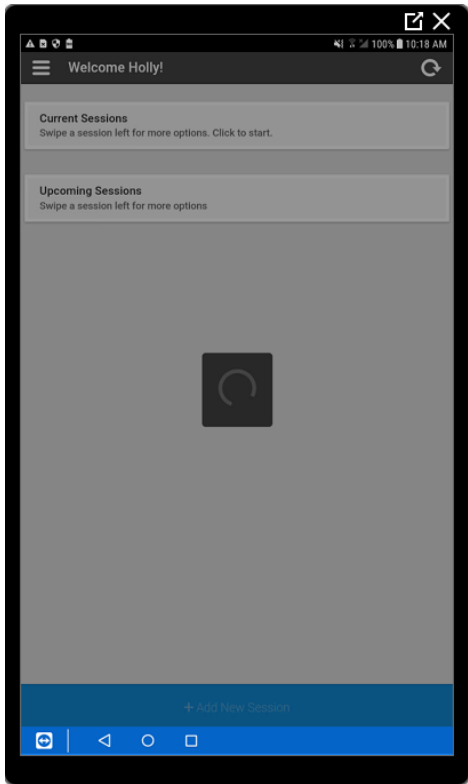
Meeting Form Supervision form

Submit

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



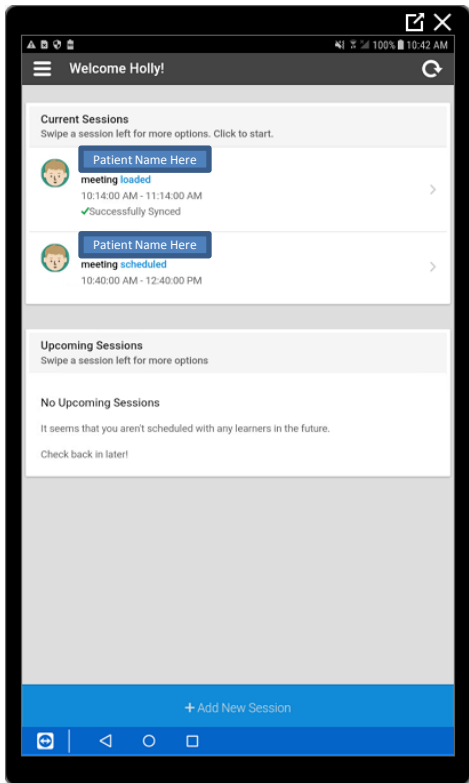
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The tablet is loading pertinent data.



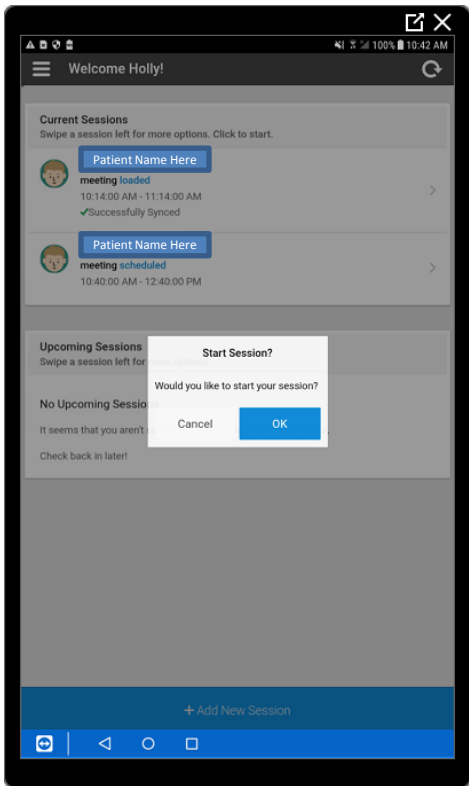
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The second session I created for this demo was for the “Supervision Form”.



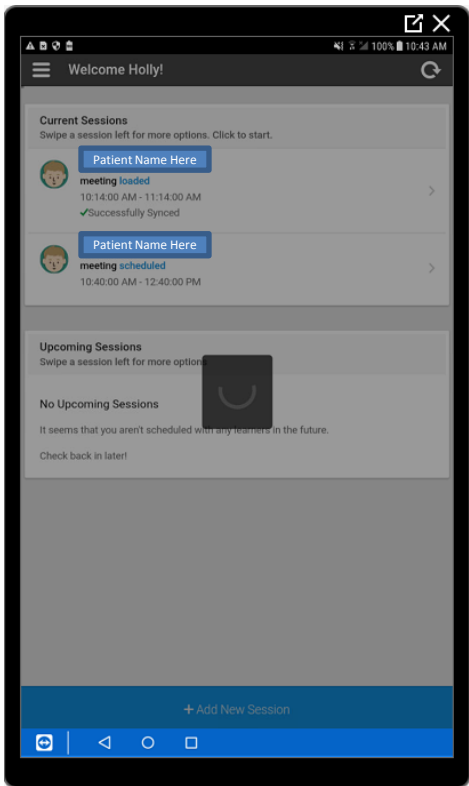
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When you click the session you would like to open, it will prompt you to start that session.



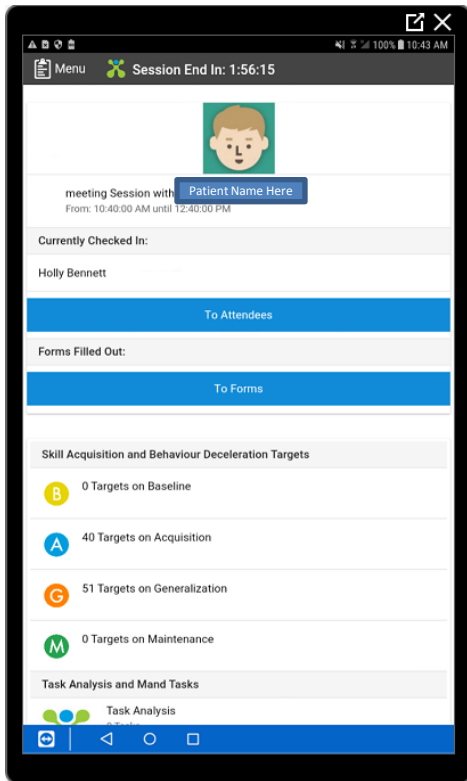
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The tablet is loading the desired session.



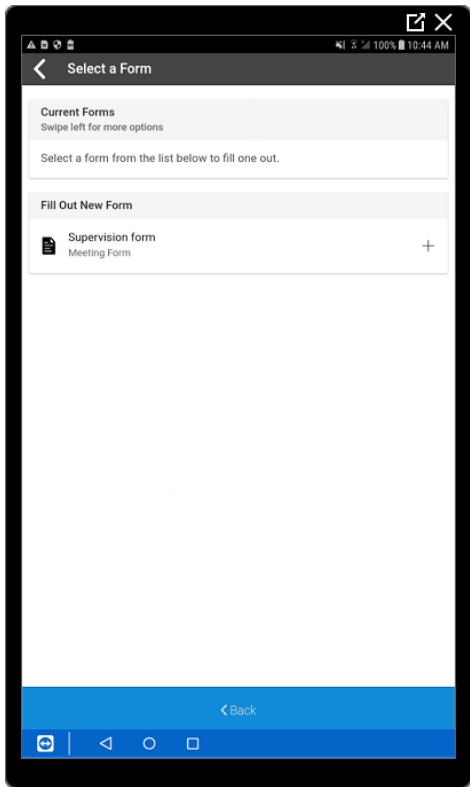
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Here is what the loaded session should look like. From here, we can jump right in to the form, by pressing “To Forms”.



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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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Fill a Form

Supervision form

Attendees:*

- Patient
- Technician
- Supervisor
- Parent/caregiver
- Other

List direct supervision activities:*

- Directly observed treatment implementation by technician
- Monitored treatment integrity to ensure satisfactory implementation
- Directed technician in the implementation of treatment protocols
- Conducted activities in order to evaluate patient progress and adjust tr...
- Other

Save

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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The screenshot shows a mobile application interface titled "Fill a Form". At the top, there is a status bar with icons for signal strength, Wi-Fi, 100% battery, and the time 10:45 AM. Below the title bar, the form is divided into several sections, each with a text input field and a red asterisk indicating a required field:

- Describe observations, monitoring, and directions provided during the supervision session: ***
- Describe interventions implemented, response to interventions, and patient progress: ***
- Describe patient strengths/weaknesses observed: ***
- Describe patient problem areas: ***
 - Deficits in social communication and social interaction
 - Restricted, repetitive patterns of behavior, interests, or activities
- Describe any barriers to progress encountered: ***
 - Negative Behavior Barrier
 - Instructional control Barrier

At the bottom of the form, there is a green bar with a "Save" button and a white arrow icon. The very bottom of the screen shows the standard Android navigation bar with icons for home, back, and app drawer.

Maneuvering through the form is the same, just the forms are different.

Note: any of the red asterisks are required fields. You will have difficulty closing the session if these are not filled out entirely.



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The screenshot shows a mobile application interface with a title bar 'Fill a Form'. Below the title bar, there is a status bar with icons for signal strength, Wi-Fi, 100% battery, and the time 10:45 AM. The main content area contains a form with the instruction 'Describe any barriers to progress encountered: *'. Below this instruction is a list of 12 barrier categories, each with an unchecked checkbox:

- Negative Behavior Barrier
- Instructional control Barrier
- Absent/weak/impaired skills Barrier
- Generalization Barrier
- Weak Motivation Barrier
- Reinforcer Dependency Barrier
- Self-Stimulatory behavior Barrier
- Obsessive-Compulsive behavior Barrier
- Hyperactive behavior Barrier
- Impaired eye contact Barrier
- Sensory Defensiveness Barrier
- No barriers encountered
- Other

At the bottom of the form area, there is a green bar with a white 'Save' button. Below the form area is a blue Android navigation bar with icons for back, home, and recent apps.

Once you have started, you will find a Menu button in the top left corner. When pressed, a toolbar is presented for easy access to key features. These will be covered in the following slides.



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The screenshot shows a mobile application interface with a form titled "Fill a Form". The form contains several input fields and a signature area. At the top, there are status icons and the time "10:46 AM". The form fields are:

- "Describe recommendations: *" with an empty text input field.
- "Date of next supervision session: *" with a date input field containing "09/13/2019".
- "Describe plan for next supervision session: *" with an empty text input field.
- "Supervisor name: *" with an empty text input field.
- "Supervisor Signature: *" with a large dashed blue rectangular box for a signature and a "Clear" button below it.

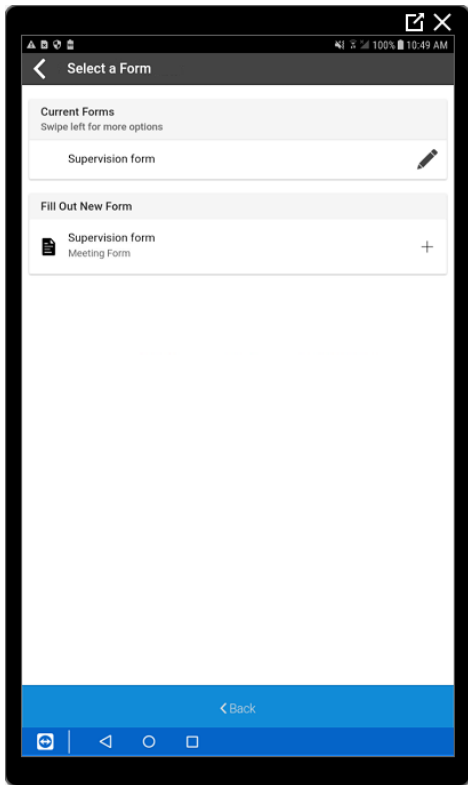
At the bottom of the form is a green bar with a "Save" button. The mobile OS navigation bar is visible at the very bottom.

Once you have completed all fields, and everyone has signed, attesting to the accuracy of the data provided, click "Save".

You are **not** finished yet.



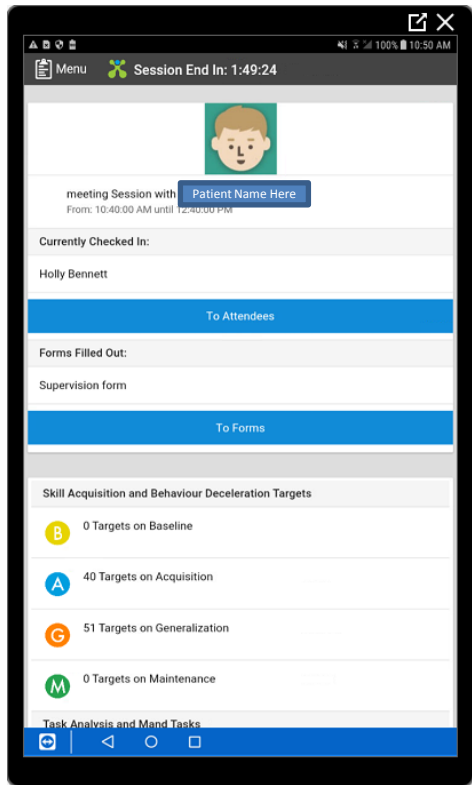
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Clicking "Save" does not save and exit the session, it simply saves the data entered in to the form. You must press the "< Back" button.



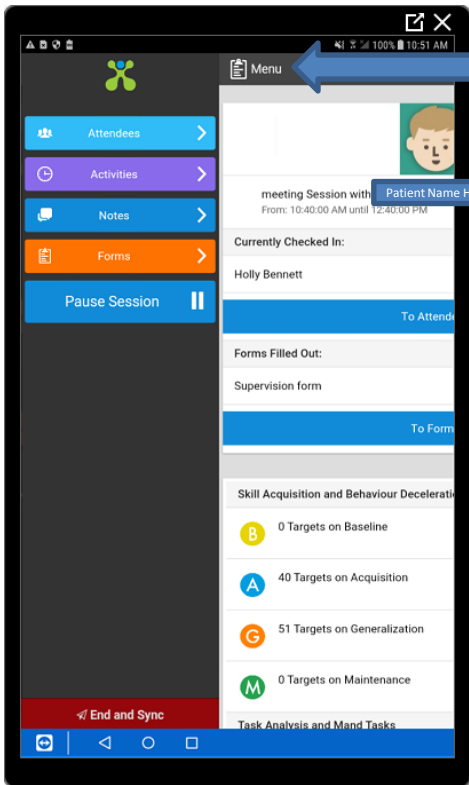
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Now you are back in to the session data. To save and exit the session, there are still a few more steps.



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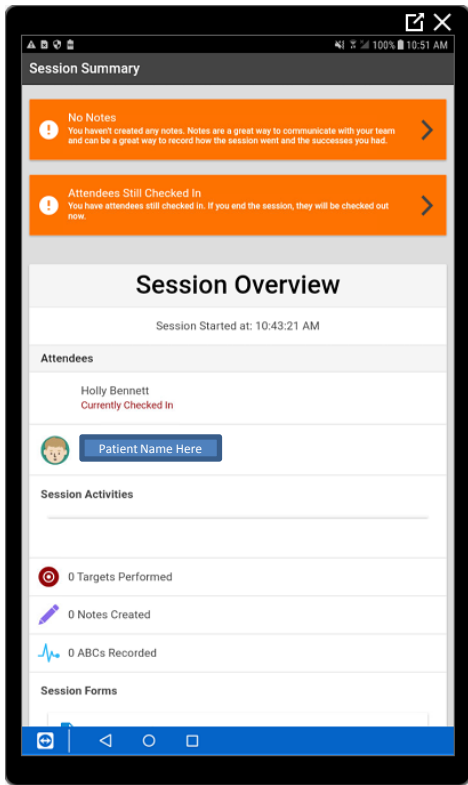
Menu

Pressing the “Menu” button, usually in the upper-left corner, opens a side taskbar. From there, press the red “End and Sync” button at the bottom of the taskbar.

You are **not** finished yet.



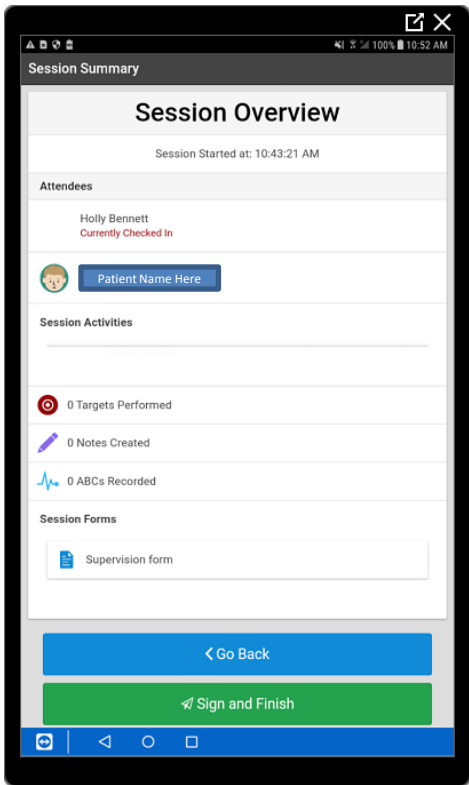
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When the session is finalized, it will bring you to the Session Overview screen. Scroll down. You are **not** finished yet.



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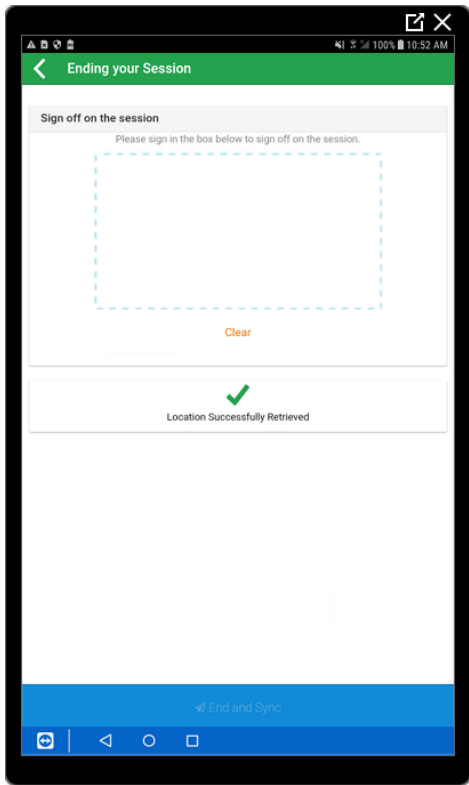


You must scroll to the bottom of the session overview to get the green “Sign and Finish” button.

You are **not** finished yet.



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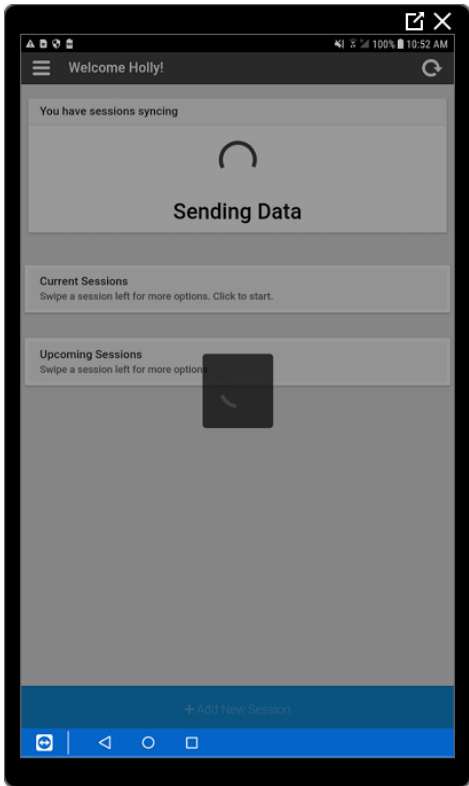


This is where you are attesting that the information you have provided is accurate for the session.

You are **not** finished yet.



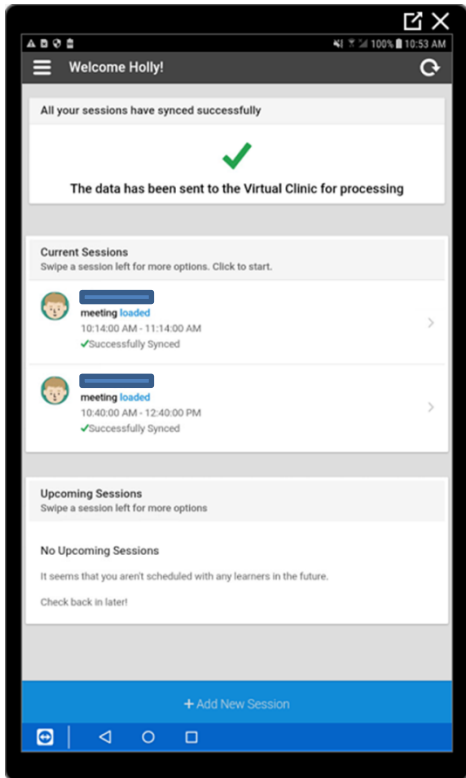
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After pressing the “Sign and Finish” button, you should see the tablet preparing to send the data to the server. If not, this should raise a flag and you should notify us as soon as possible.



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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.

*****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.*****