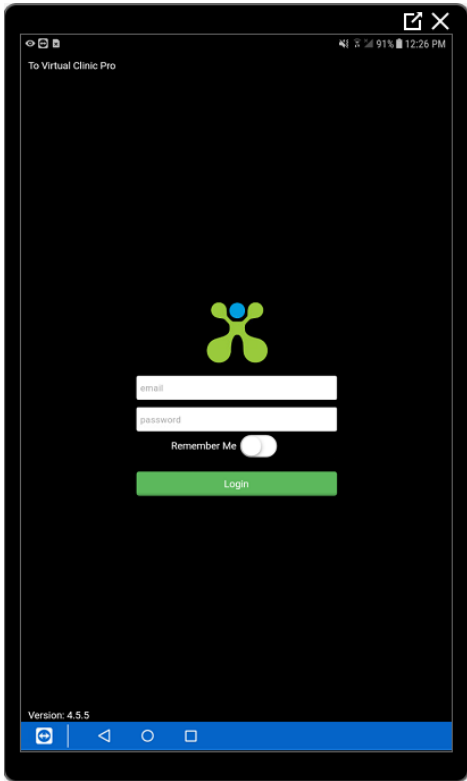ABA Solutions is currently undergoing an upgrade to our tablets. New property sheets will need to be signed and we will swap out your existing tablet. If yours has cellular service, we will need to work with you for coordination. Once yours has been upgraded, it will look like this.

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

1

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.
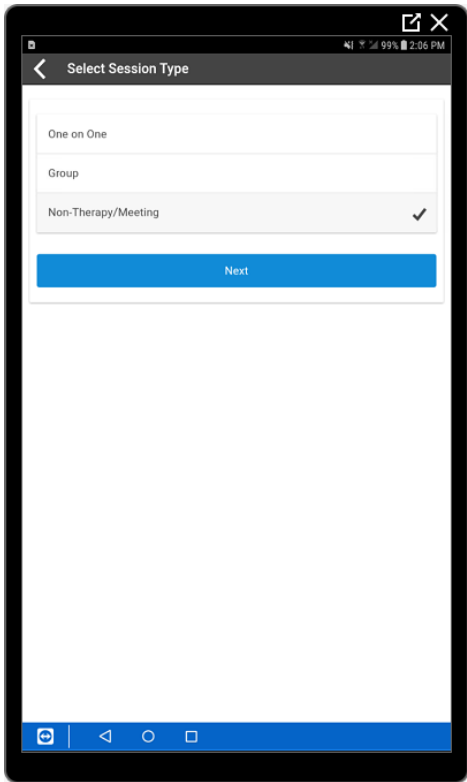
2

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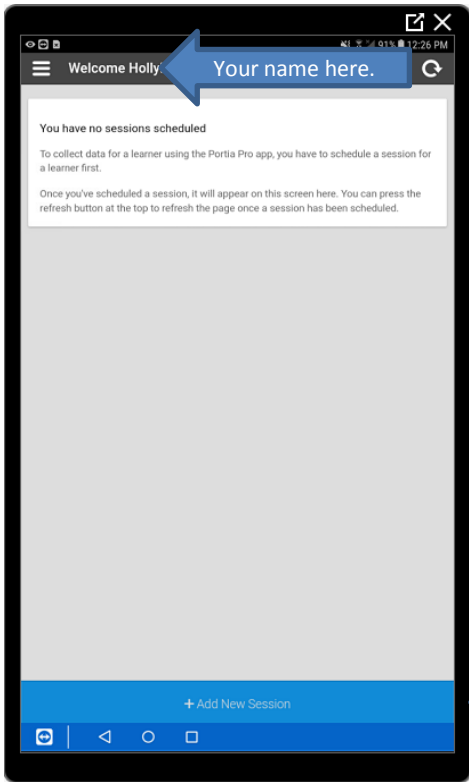
If you have been proactive and have pre-scheduled sessions, they will show up listed here. All you would have to do is select the one you are about to start and move forward.
We recommend proactively setting up sessions to eliminate any difficulties with scheduling the session during what should be the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

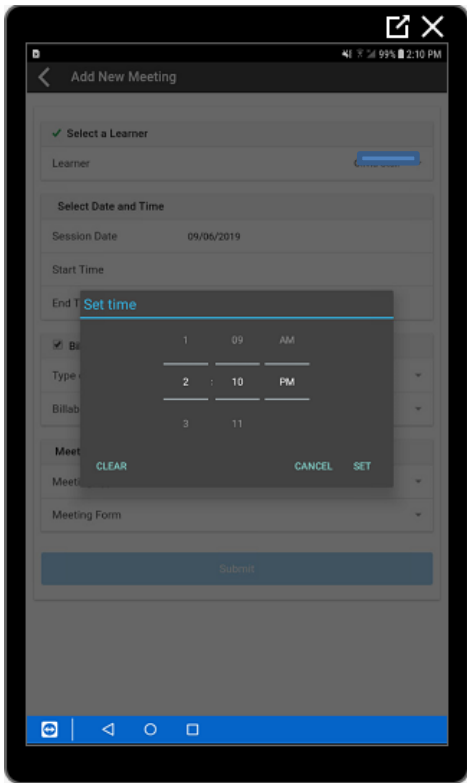Step 1- You will need to select the learner you will be working with.
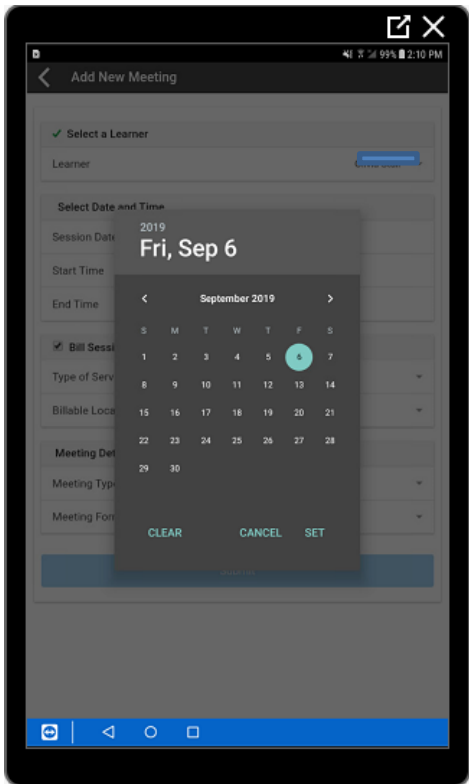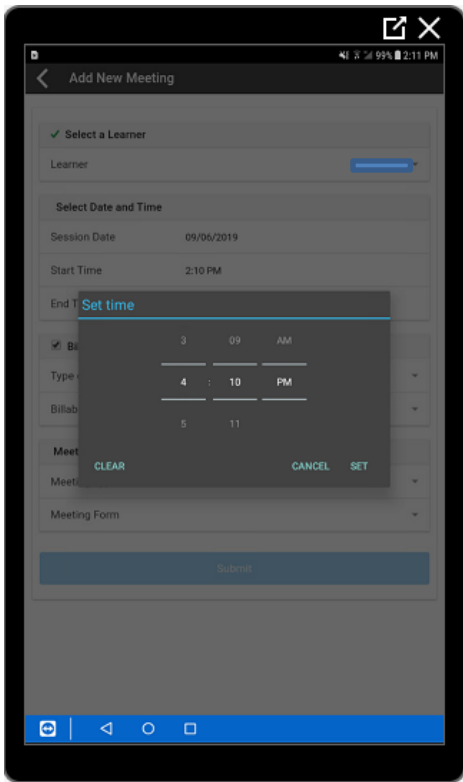
Step 2- Select the session date
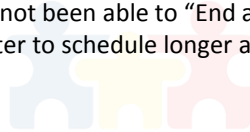
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Step 3- Select the start time

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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.

Step 5- Select the type of service. For this slideshow, we will choose "97155 – Supervision - BCBA".

Step 6- The rest of this part form is self-explanatory. Click "Submit" when finished.
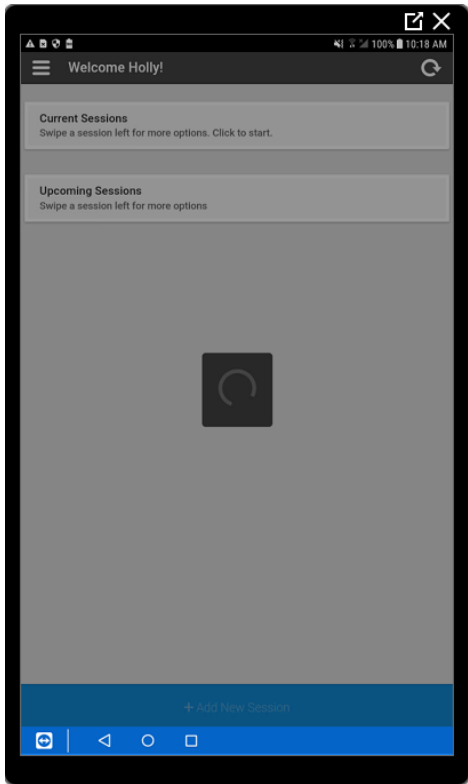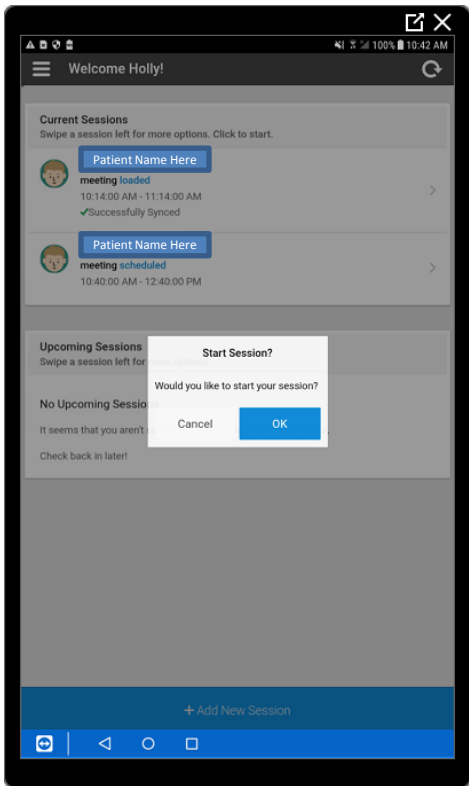
The tablet is loading pertinent data.
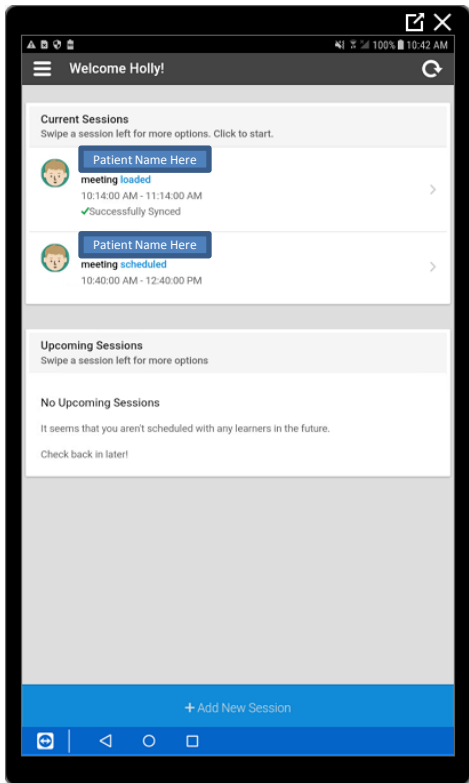
The second session I created for this demo was for the "Supervision Form".
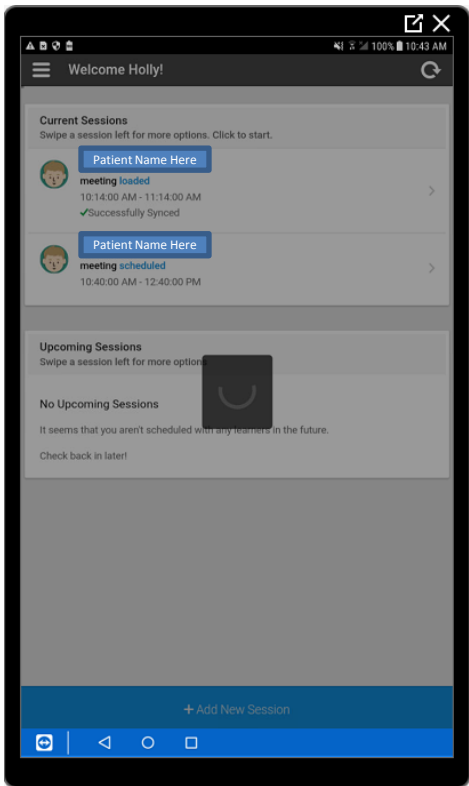
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When you click the session you would like to open, it will prompt you to start that session.
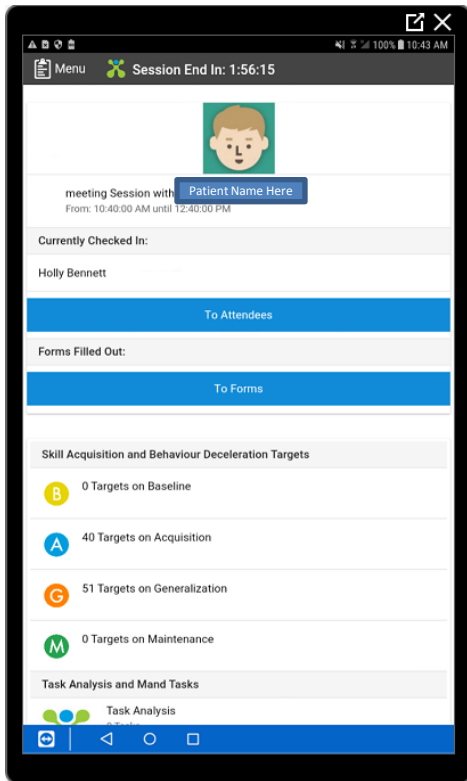
ABA Solutions, LLC
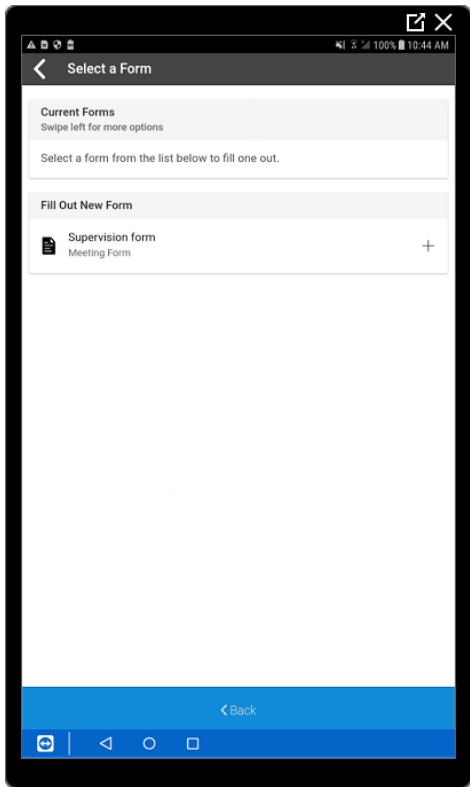
The tablet is loading the desired session.

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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".

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

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

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.

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.

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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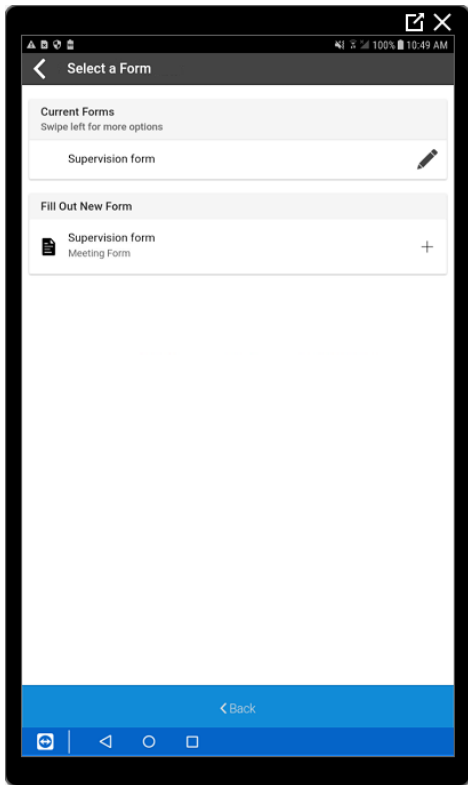
Clicking "Save" does not save and exit the session, it simply saves the data entered in to the form. You must press the "< Back" button.
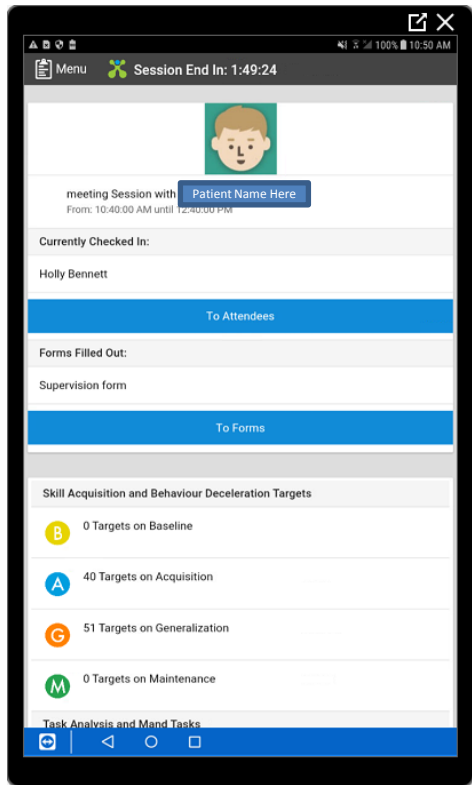
Now you are back in to the session data. To save and exit the session, there are still a few more steps.
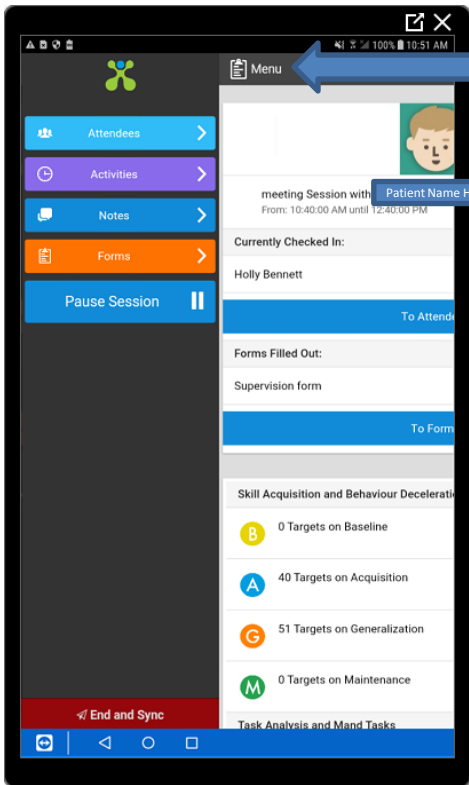
Pressing the "Menu" button, usually in the upper-left corner, opens a side taskbar. From there, press the red "End and Sync" button at the bottom of the taskbar.

You are **not** finished yet.

Menu

meeting Session with [Patient Name Here]
From: 10:40:00 AM until 12:40:00 PM

Currently Checked In:

Holly Bennett

To Attend

Forms Filled Out:

Supervision form

To Form

Skill Acquisition and Behaviour Deceleration

B 0 Targets on Baseline

A 40 Targets on Acquisition

G 51 Targets on Generalization

M 0 Targets on Maintenance

Task Analysis and Mand Tasks

Attendees

Activities

Notes

Forms

Pause Session

End and Sync

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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.

You must scroll to the bottom of the session overview to get the green "Sign and Finish" button.
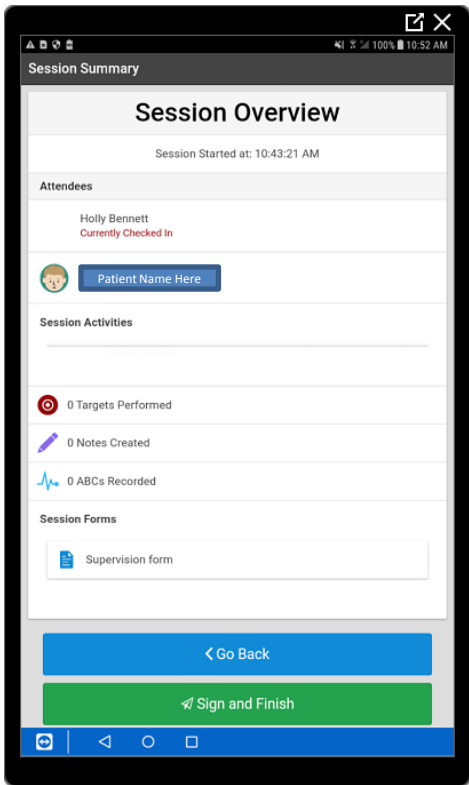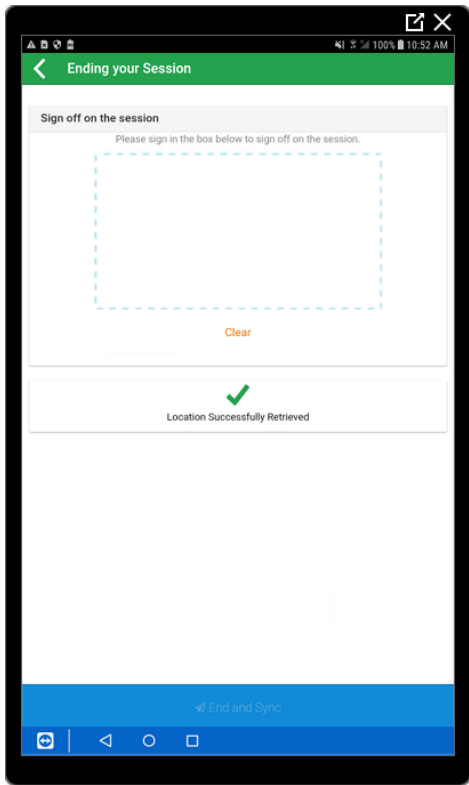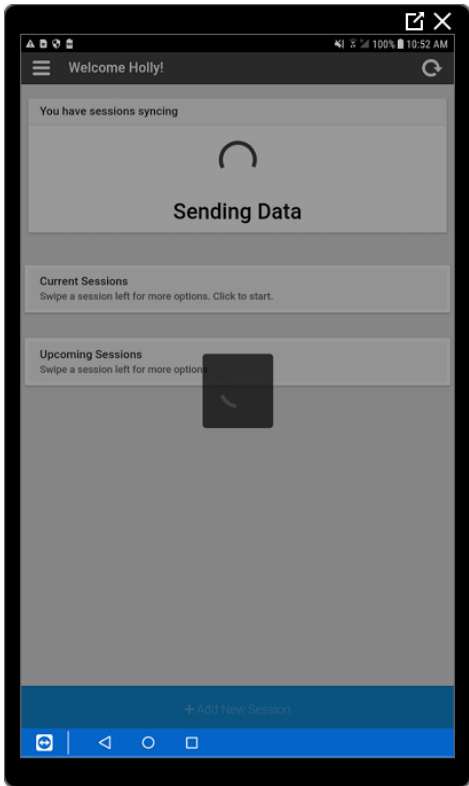
You are **not** finished yet.

This is where you are attesting that the information you have provided is accurate for the session.
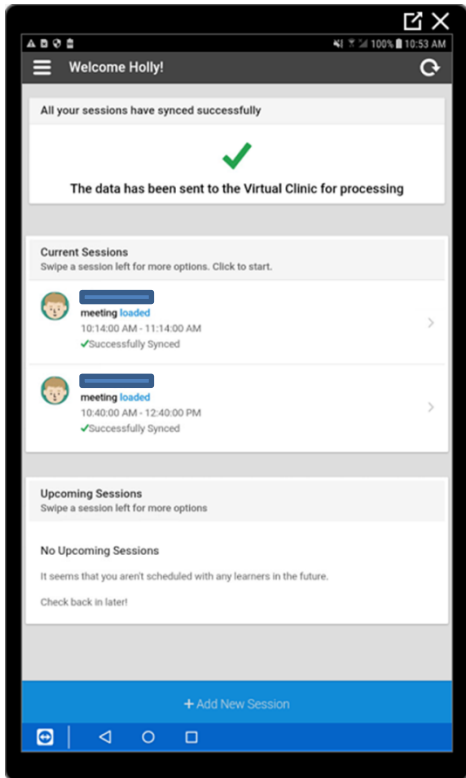
You are **not** finished yet.

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.

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.