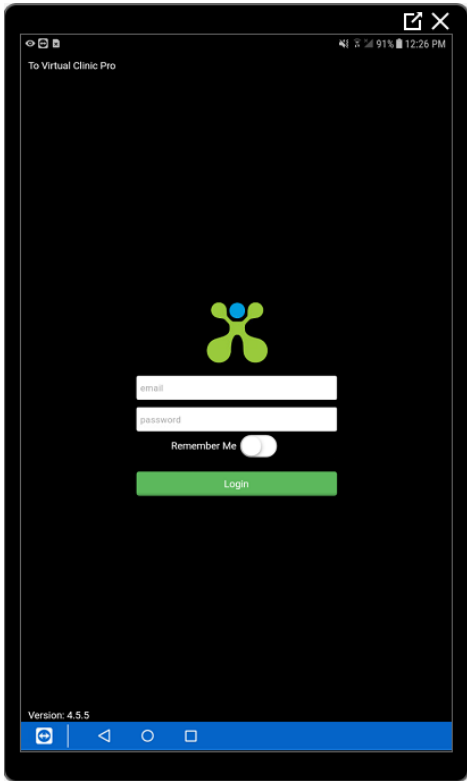




ABA Solutions is currently undergoing an upgrade to our tablets. New property sheets will need to be signed and we will swap out your existing tablet. If yours has cellular service, we will need to work with you for coordination. Once yours has been upgraded, it will look like this.



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



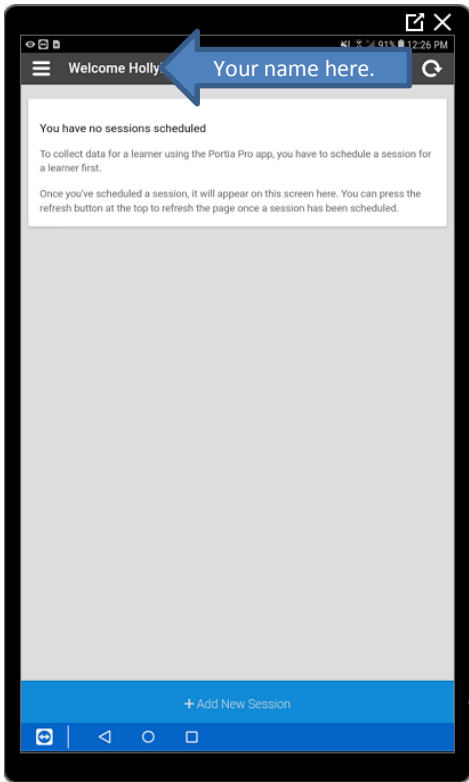
This is the top-most screen when you first start the Portia Pro App.

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.

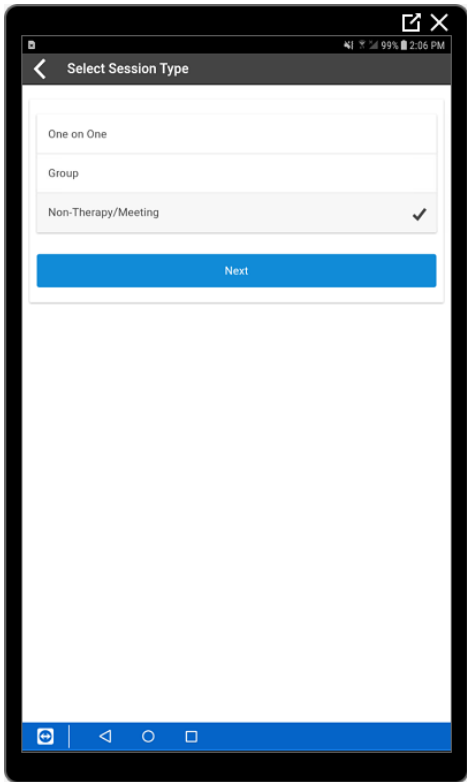


If you have been proactive and have pre-scheduled sessions, they will show up listed here. All you would have to do is select the one you are about to start and move forward. *****We recommend proactively setting up sessions to eliminate any difficulties with scheduling the session during what should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

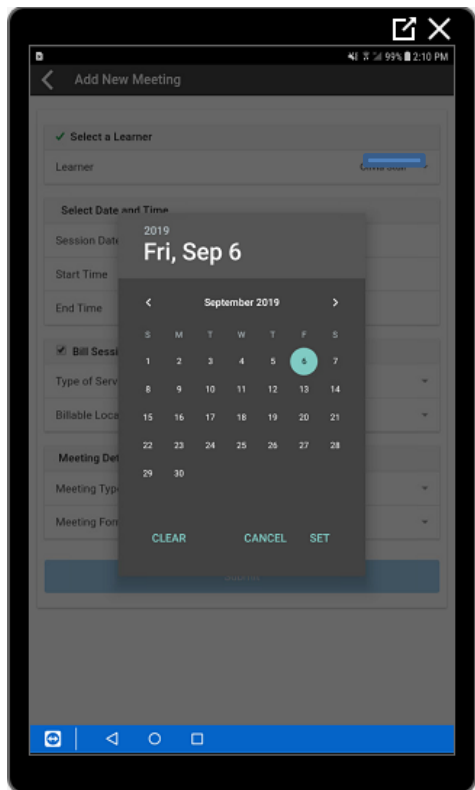
- Select a Learner:** A dropdown menu labeled "Learner" with a downward arrow.
- Select Date and Time:** Three input fields labeled "Session Date", "Start Time", and "End Time".
- Meeting Details:** Two dropdown menus labeled "Meeting Type" and "Meeting Form", both with downward arrows.

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.



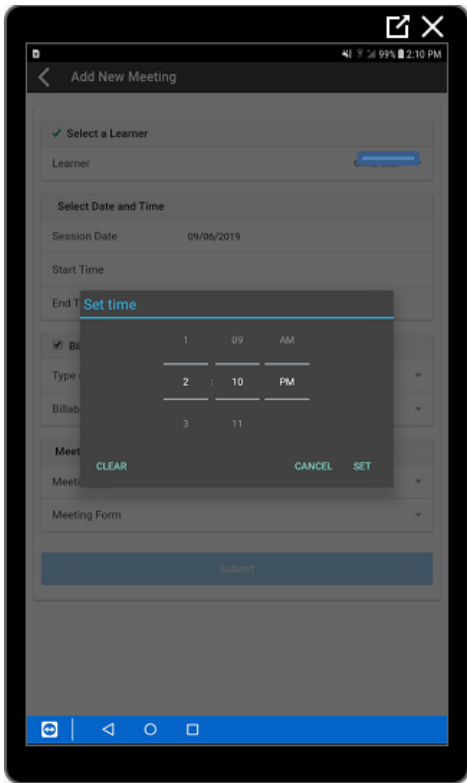
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Step 2- Select the session date



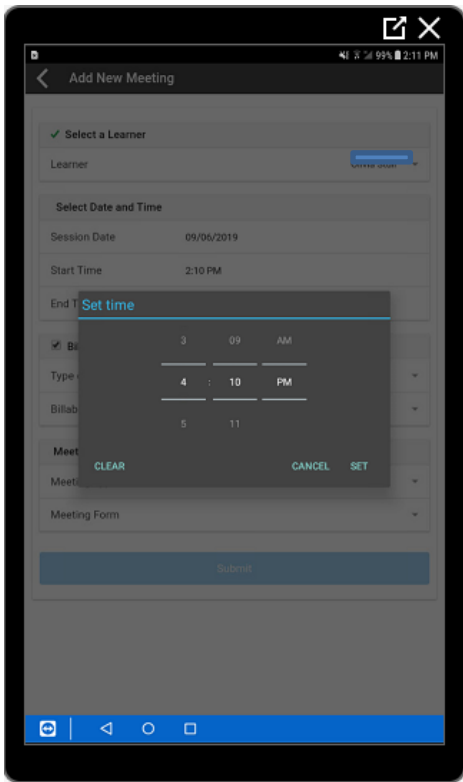
ABA Solutions, LLC



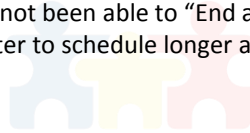
Step 3- Select the start time



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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

✓ Select Date and Time

Session Date 09/06/2019

Start Time 2:10 PM

End Time 4:10 PM

Bill Session Through Portia

Type of Service

Billable Locations

Meeting Details

Meeting Type

Meeting Form

H2012 - Treatment Planning

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 “H2012 – Treatment Planning”.



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Add New Meeting

✓ Select a Learner

Learner

✓ Select Date and Time

Session Date 09/13/2019

Start Time 10:14 AM

End Time 11:14 AM

Bill Session Through Portia

Type of Service H2012 - Treatment Planning

Billable Locations Home

✓ Meeting Details

Meeting Type meeting

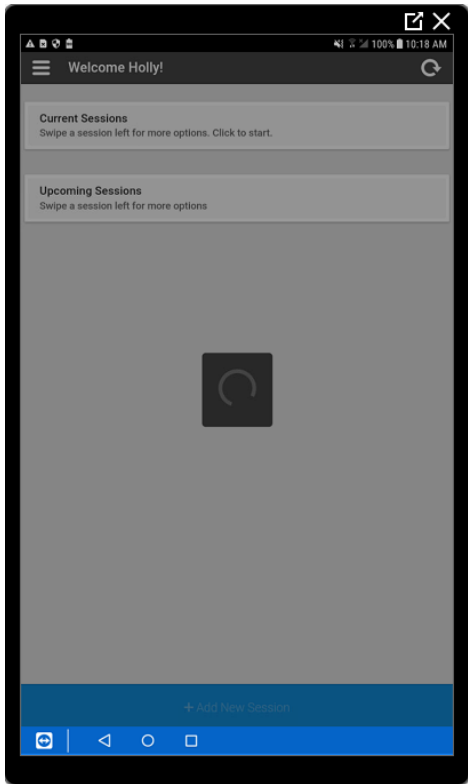
Meeting Form Treatment Planning

Submit

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



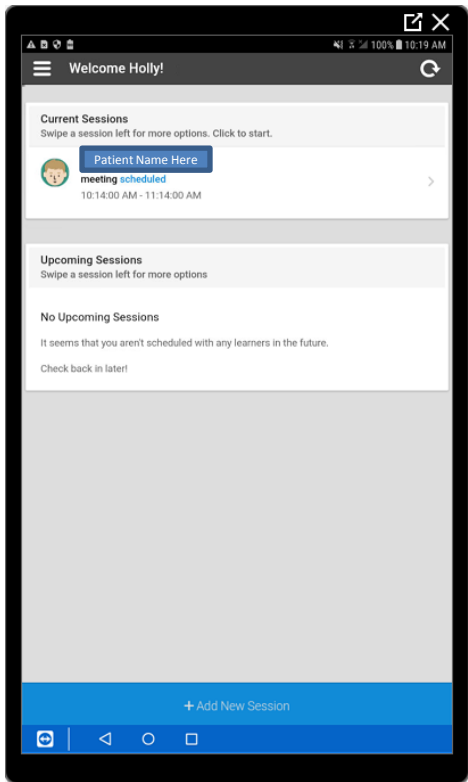
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The tablet is loading pertinent data.



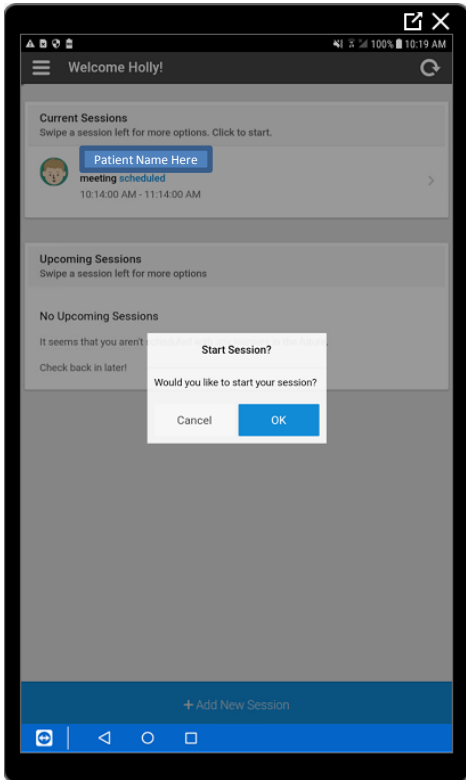
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The first session I created for this demo was for the “Treatment Planning Form”.



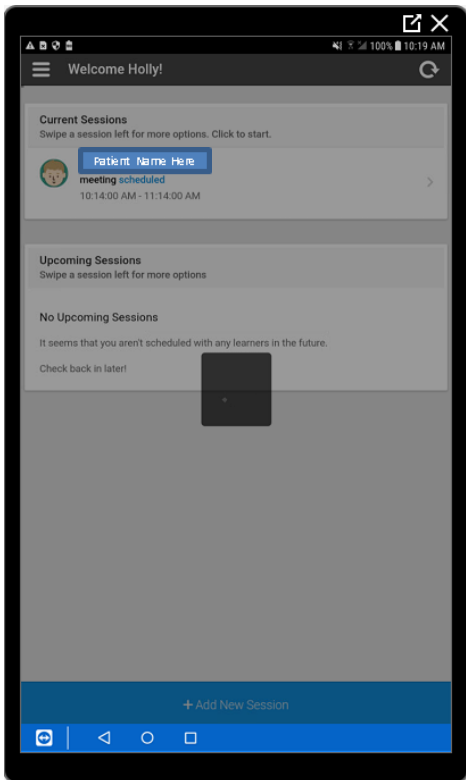
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When you click the session you would like to open, it will prompt you to start that session.



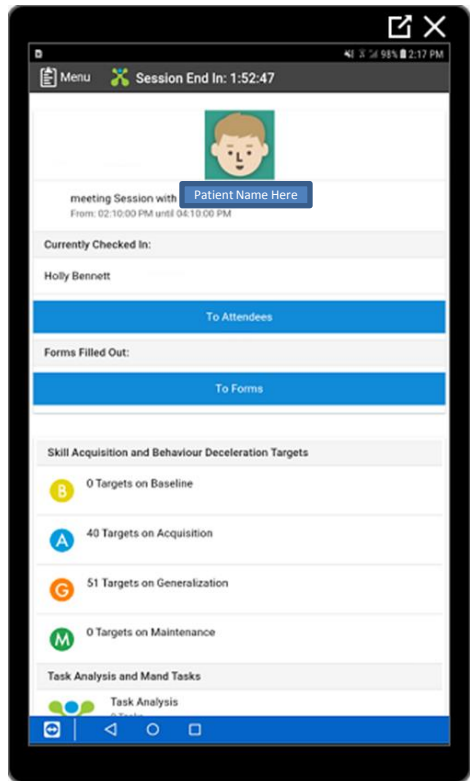
ABA Solutions, LLC



The tablet is loading the desired session.



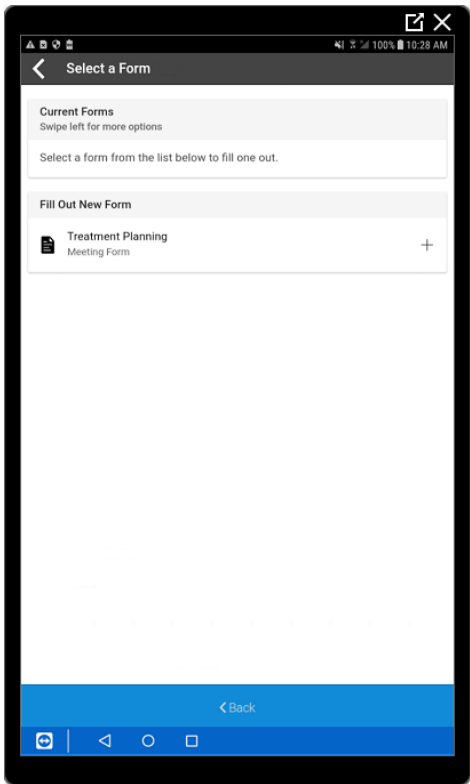
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Here is what the loaded session should look like. From here, we can jump right in to the form, by pressing “To Forms”.



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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 form titled "Treatment Planning". At the top, there is a status bar with icons for signal strength, Wi-Fi, and battery (100%), and the time 3:02 PM. Below the status bar is a dark header with the text "Fill a Form" and a close button (X). The main content area has a title "Treatment Planning" with a folder icon. Below the title is a section header "List indirect treatment planning activities conducted:*. Each activity is preceded by an unchecked checkbox. At the bottom of the form is a green bar with a "Save" button and an upward arrow icon. The very bottom of the screen shows the Android navigation bar with icons for home, back, and recent apps.

Fill a Form

Treatment Planning

List indirect treatment planning activities conducted:*

- Developed treatment goals, protocols, and or data collection systems.
- Summarized and analyzed data.
- Evaluate patient progress towards treatment goals.
- Adjusted treatment protocols based on data
- Reported progress towards treatment goals
- Developed assessment and/or progress report
- Developed transition plan
- Developed discharge plan
- Developed Behavior intervention plan
- Evaluate medical necessity for ABA treatment
- Developed crisis plan
- 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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Fill a Form

Describe details of indirect supervision activities conducted: *

Describe patient strengths/weaknesses: *

Describe patient problem areas: *

- Deficits in social communication and social interaction
- Restricted, repetitive patterns of behavior, interests, or activities.
- Other

Describe Barriers to progress: *

- Negative Behavior Barrier
- Instructional Control Barrier
- Absent/weak/impaired skills Barrier
- Generalization Barrier

Save

Sections 2, 3, and 4 are shown here.



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The screenshot shows a mobile application interface with a black border. At the top, there is a status bar with icons for signal strength, Wi-Fi, 100% battery, and the time 10:29 AM. Below the status bar is a dark header with the text "Fill a Form" and a close button (X). The main content area is white and contains the text "Describe Barriers to progress: *". Below this text is a list of 13 items, each with an unchecked checkbox and a label: "Negative Behavior Barrier", "Instructional Control Barrier", "Absent/weak/impaired skills Barrier", "Generalization Barrier", "Weak Motivation Barrier", "Reinforcer Dependency Barrier", "Self-Stimulatory Barrier", "Obsessive Compulsive Behavior Barrier", "Hyperactive behavior Barrier", "Impaired Eye Contact Barrier", "Sensory Defensiveness Barrier", "No Barriers encountered", and "Other". At the bottom of the form area is a green bar with a white "Save" button. Below the green bar is a blue navigation bar with standard Android navigation icons: a home button, a back arrow, a circle, and a square.

Section five is 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 current interventions, response to interventions, and patient progress: *** (Empty text input field)
- Describe parent/caregiver involvement in treatment: *** (Empty text input field)
- Date of next treatment planning session *** (Text input field containing "09/13/2019")
- Describe plan for next treatment planning session: *** (Empty text input field)
- Supervisor name: *** (Empty text input field)
- Supervisor Signature: *** (A dashed blue rectangular box indicating a signature area)

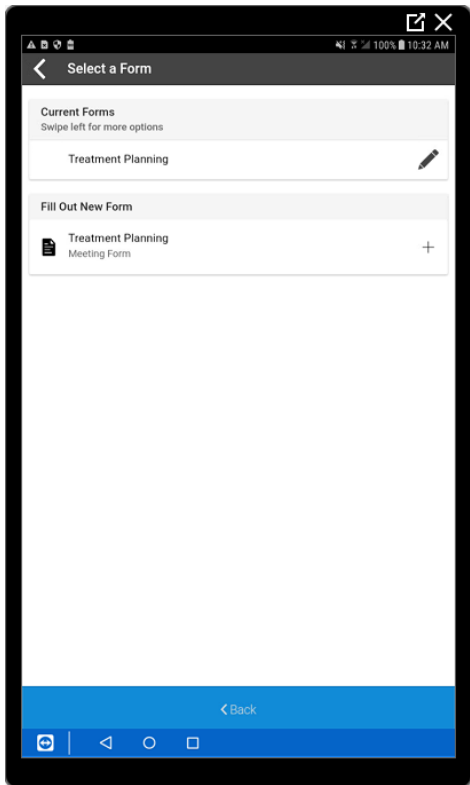
At the bottom of the form, there is a green bar with a white "Save" button and an upward-pointing arrow icon. Below the form is an Android-style navigation bar with a back arrow, a home circle, and a recent apps square.

Sections 6, 7, 8, and 9 and care based, and then we proceed through the signatures, before clicking “Save”.

You are **not** finished yet.



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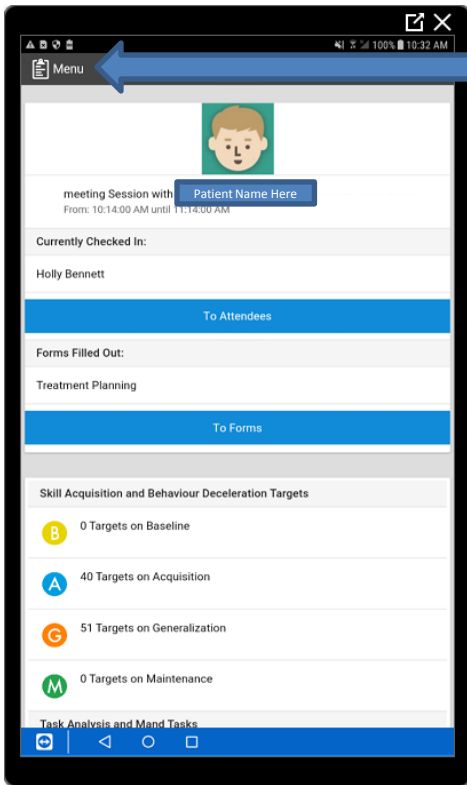


This form has been completed successfully. At this time, you press the “< Back” button.

You are **not** finished yet.



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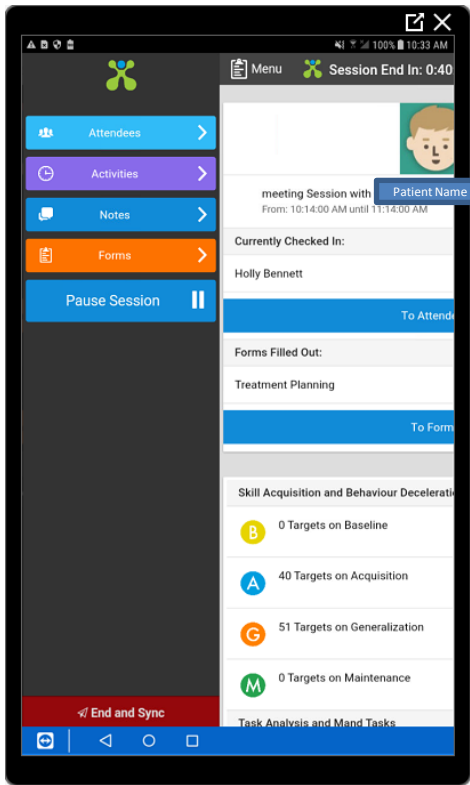


Menu

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



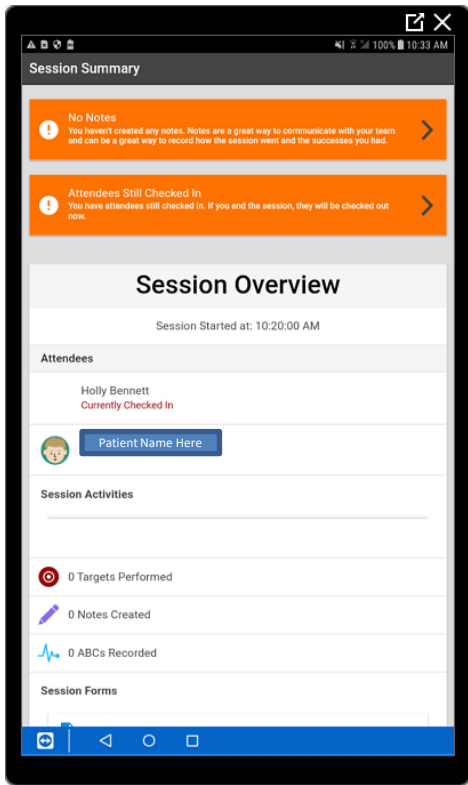
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The menu screen will show this taskbar on the left. “End and Sync” is at the bottom. Click this to finalize the session, however, you are **not** finished yet.



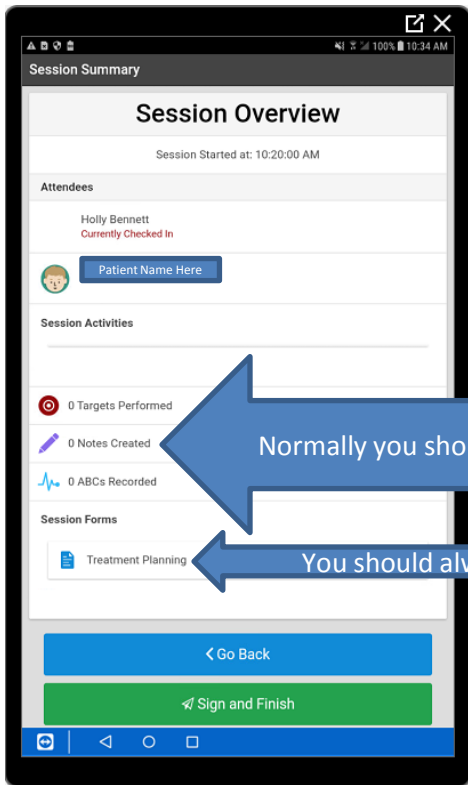
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When the session is finalized, it will bring you to the Session Overview screen. Scroll down. You are **not** finished yet.



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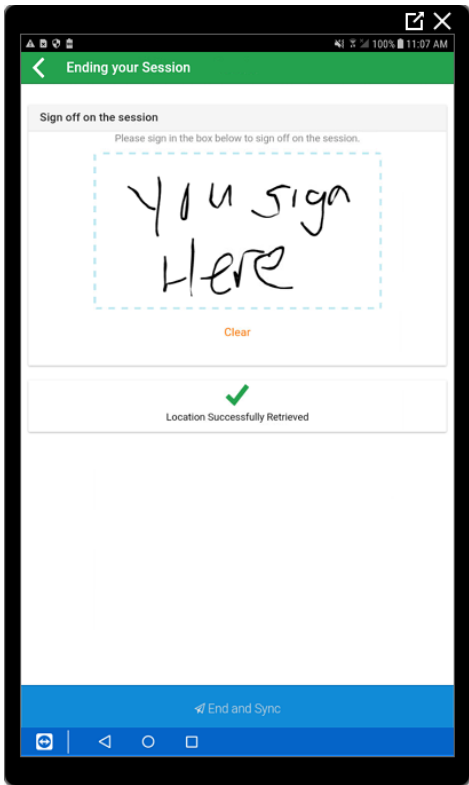
At the bottom of the Session Overview is a green “Sign and Finish” button. This is your last chance to make sure you have entered all information correctly. Otherwise, use the “< Go Back” button to go correct the issues before they are recorded.

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

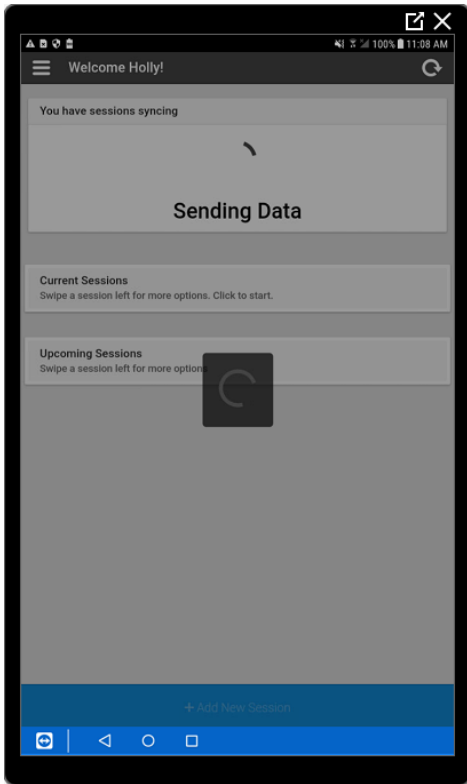


This is where you are attesting that the information you have provided is accurate for the session.

You are **not** finished yet.



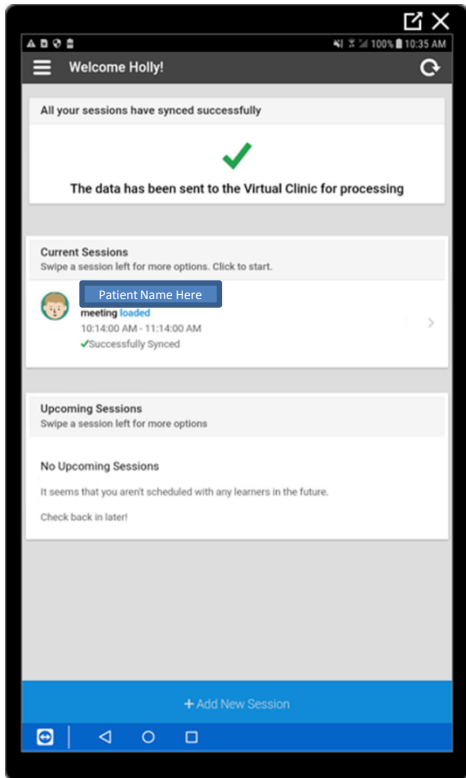
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After pressing the “Sign and Finish” button, you should see the tablet preparing to send the data to the server. If not, this should raise a flag and you should notify us as soon as possible.



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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.*****