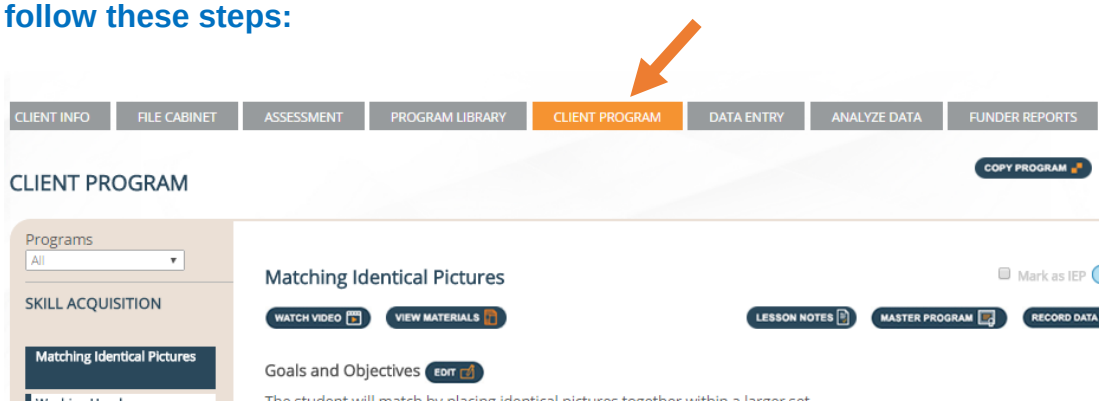
How to Customize a Program

Let's get started…

1. **Select or Match programs to current programs or programs for your client.**

2. **Add programs/programs to your Client's Program from the Program Library.**

3. **Go to the Client Program tab and start to Customize all programs for your clients by follow these steps:**



<u>Step 1:</u> Customizing/Editing Goals and Objectives for a Program:
Click on Edit

1.Edit the Goal for your clients' program
2.Edit the program with a goal only or with goals and objectives
3.Edit and customize objectives including the options to delete or add additional objectives.

<u>Step 2:</u> Customizing Targets for a Program
When customizing **targets** for a program, some clients may need to learn one target at a time where other clients may need to learn multiple targets at the same time. Rethink is set up for this flexibility and allows you to individualize each program for your clients. The **targets** allow us to break down the skill for the client. To customize this information, simply click the *Edit* button, Scroll down to **Targets/Data Collection**, and locate the **Targets.**

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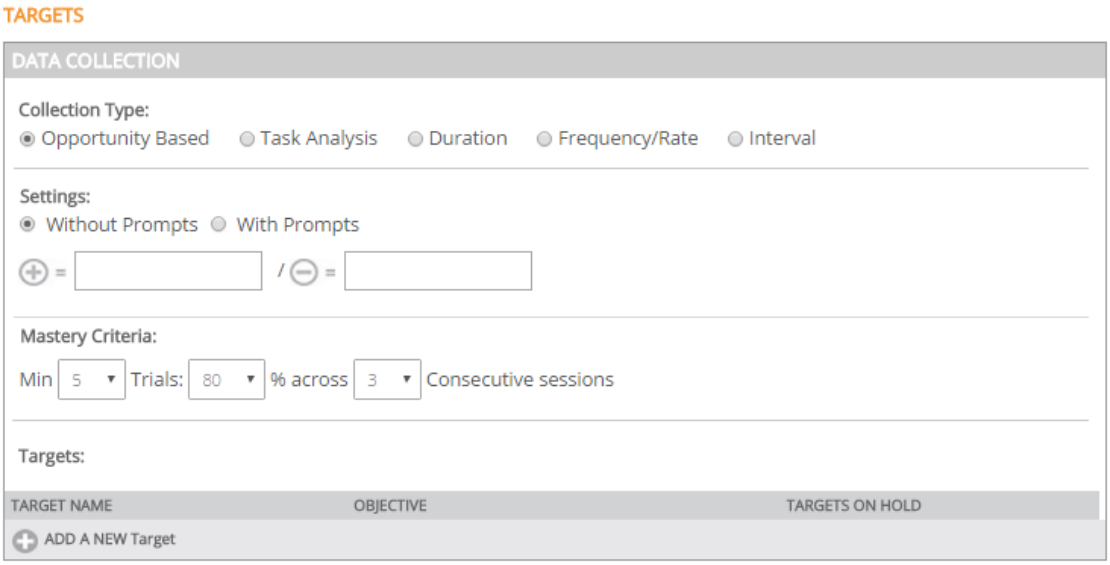

To customize this information, follow these simple steps:

1. Simply click the **Edit Program Button**
2. Scroll down to **Targets/Data Collection**
3. Locate the **Targets**
4. **Click +Add A New Target**

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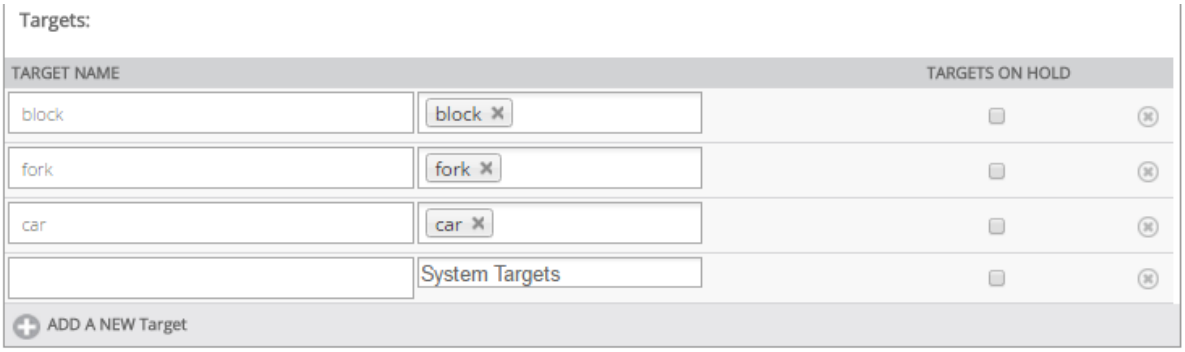
A. Customizing Targets for a program with objectives:

1. Click on **+ Add A New Target** to add targets.
2. Enter your own target or select a System Target under **Target Name**.
3. When entering targets under objectives, select the **objective** that target is being taught with.
4. If a target needs to be put on hold during teaching, click on the box, **Target on Hold**.
5. If you need to remove/delete a target, click the **x** on the far right hand side of the target panel.

B. Customizing Targets for a program without objectives

1. Click on **+ Add A New Target** to add targets.
2. Enter your own target or select a System Target under **Target Name**.
3. If a target needs to be put on hold during teaching, click on the box, **Target on Hold**.
4. If you need to remove/delete a target, click the **x** on the far right hand side of the target panel.



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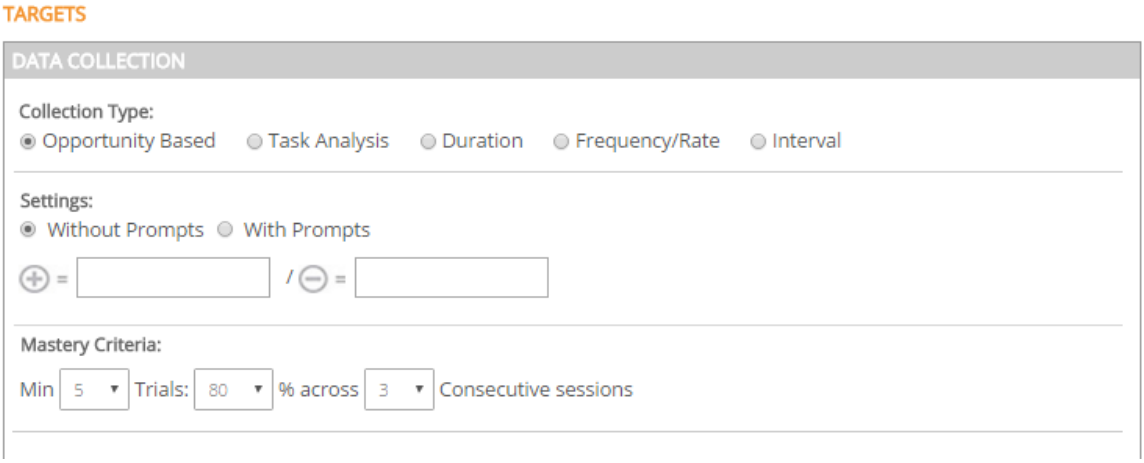
Step 3: Customizing Data Settings:

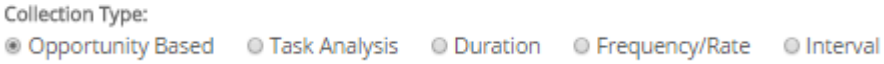
A. Once in the Client Program, select the program on the left hand side that you need to edit/customize.

B. Click the Edit button next to Goals and Objectives:

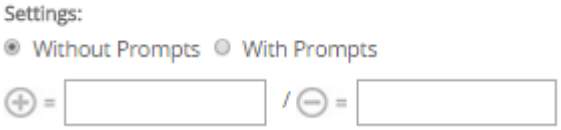
C. Scroll down to Targets/Data Collection



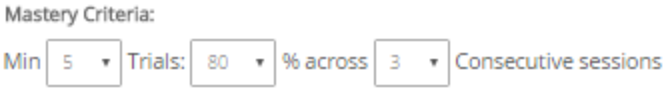
D. Select the Collection Type depending on the type of skill and data needed



E. Select the Settings



F. Select the Mastery Criteria



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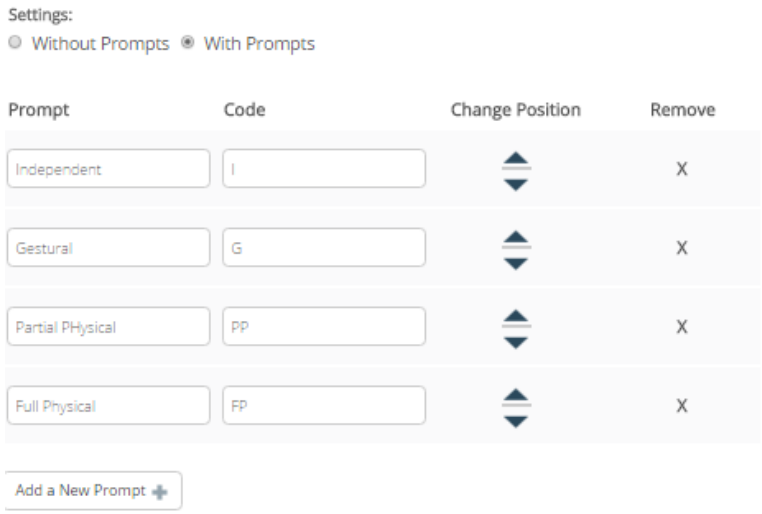
a. Opportunity (recording for each trial or opportunity) with or without prompts

Opportunity Based with Prompts

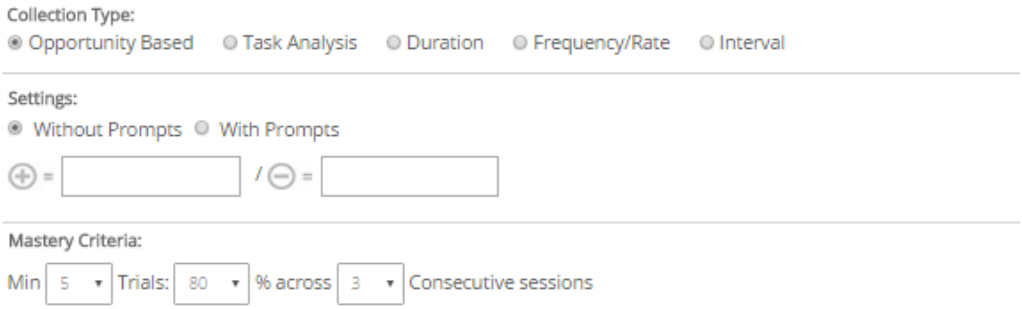


When entering prompts, here are a few recommendations:

i. Enter the prompts from least to most restrictive (least/correct response at the top and the most restrictive at the bottom). You can enter in up to 8 different prompts.
ii. Enter the **prompt name**
iii. Enter the **code**
iv. Save the sequence once complete

Example: Independent, Gestural, Partial Physical, and Full Physical

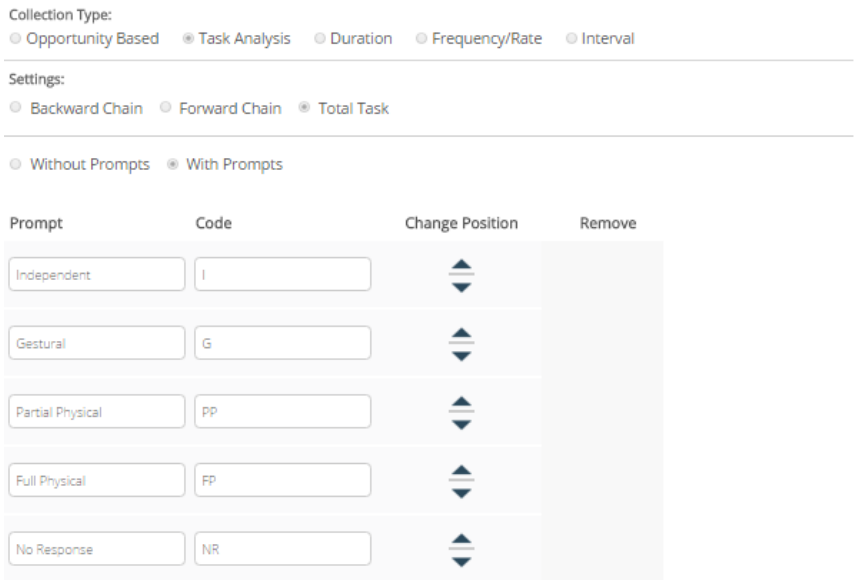
b. Opportunity Based without prompts



c. Task Analysis with or without prompts

i. Backwards Chain
ii. Forward Chain
iii. Total Task Presentation

Task Analysis with prompts



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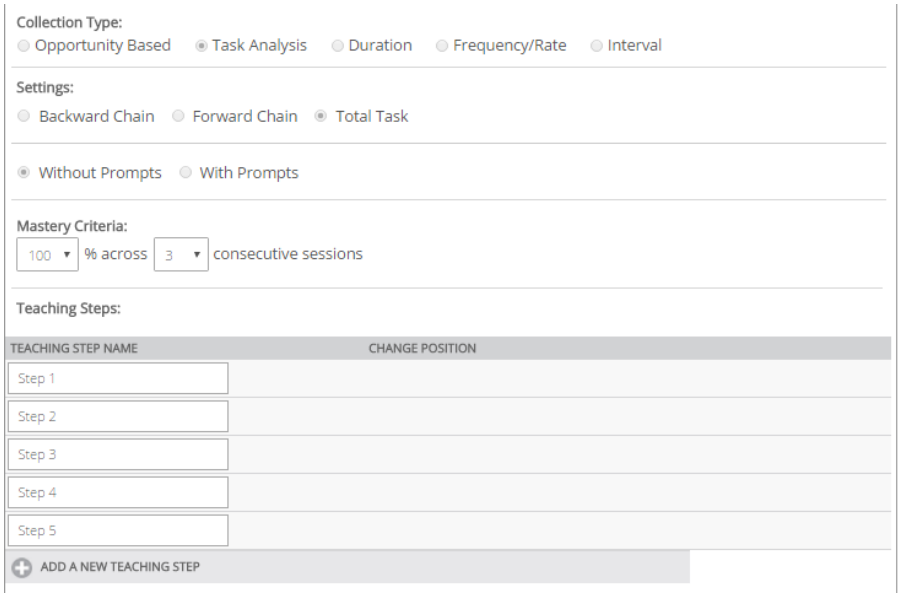
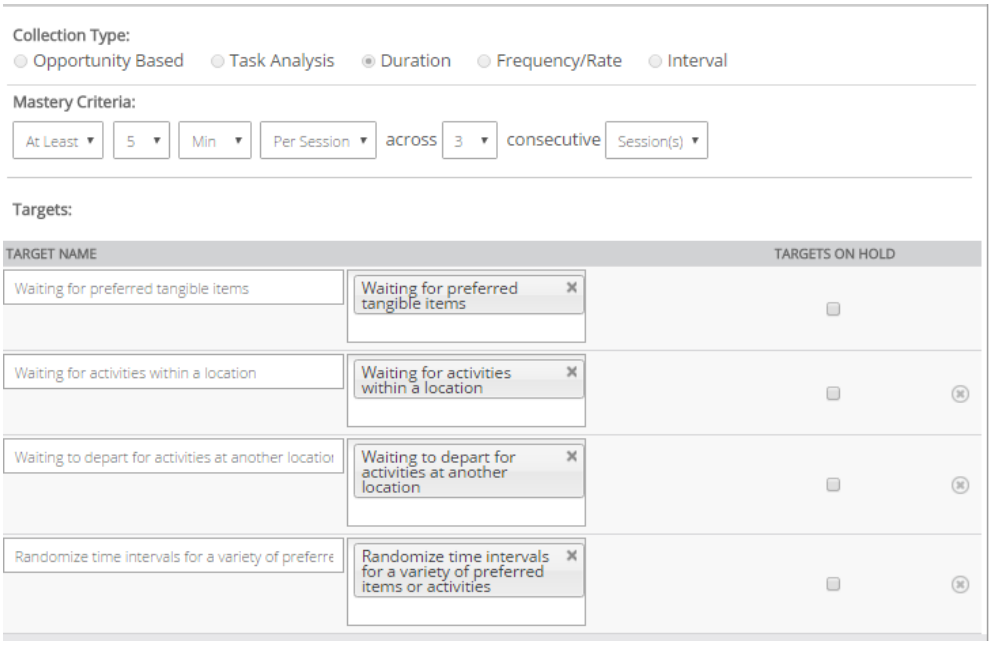
D. Save the sequence once complete

Example: Independent, Gestural, Partial Physical, Full Physical

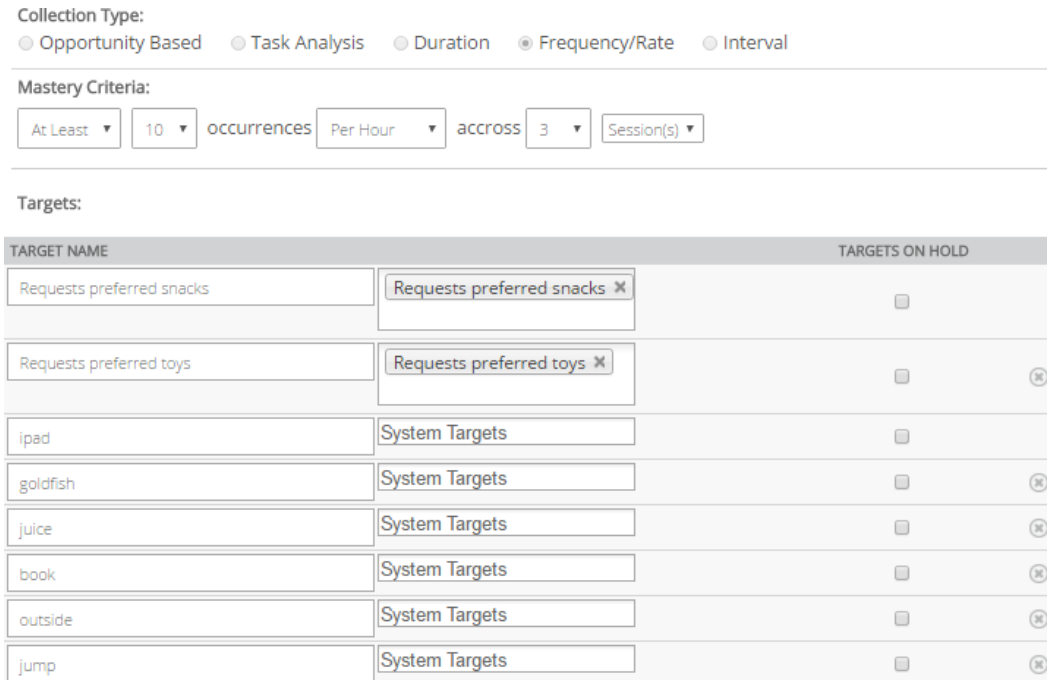
Task Analysis without prompts



d. **Duration: no specific setting options needed (how long a skill or behavior occurs).**



e. **Frequency or Rate: no specific setting options needed (number of occurrences of a behavior/skill in a period of time).**



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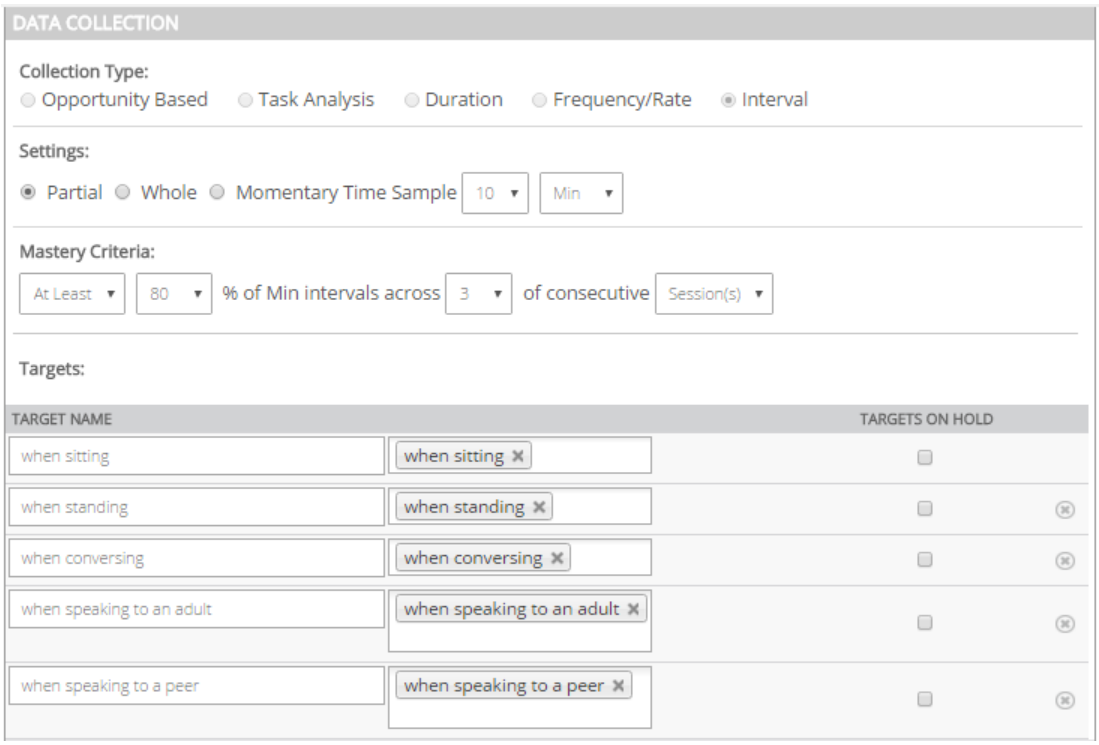
f. Interval: setting options listed below

i. Partial Interval (behavior/skill occurred anytime during the interval)
ii. Whole Interval (behavior/skill occurred throughout the whole interval)
iii. Momentary Time Sample (behavior/skill is occurring the moment that time interval ends)

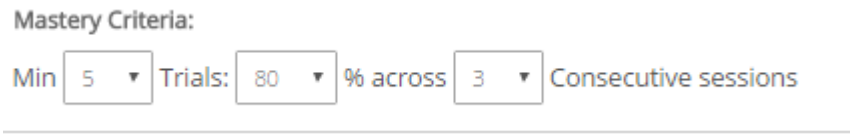
Partial, Whole, and Momentary Time Sample (all types of interval will give you the same options for editing your setting and mastery criteria)



Step 4: Customize Mastery Criteria

A. If selecting Opportunity Based, set mastery criteria by:

i. Min # Trials
ii. %
iii. Consecutive Sessions

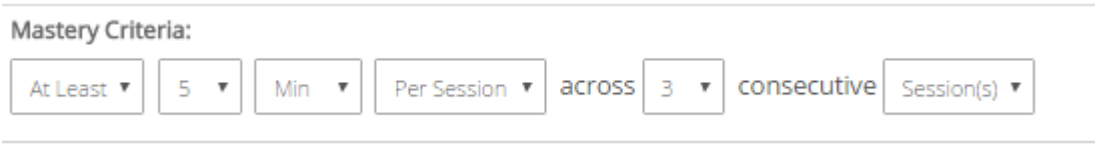


B. If selecting Task Analysis, set mastery criteria by:

i. % (**100% is recommended**)
ii. Consecutive Sessions

C. If selecting Duration, set mastery criteria by:

i. # times per Sec/Min/Hour
ii. Per Session/Per Day
iii. Consecutive Sessions



D. If selecting Frequency/Rate, set mastery criteria by:

i. Min/Max # Occurrences
ii. Per min/hour/session/day
iii. Consecutive Sessions

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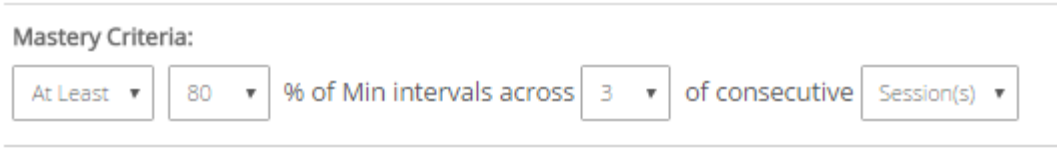
E. If selecting Interval, set mastery criteria by:

i. # of intervals
ii. Min/Sec/Hours
iii. Least/Most % of intervals
iv. # Consecutive Sessions



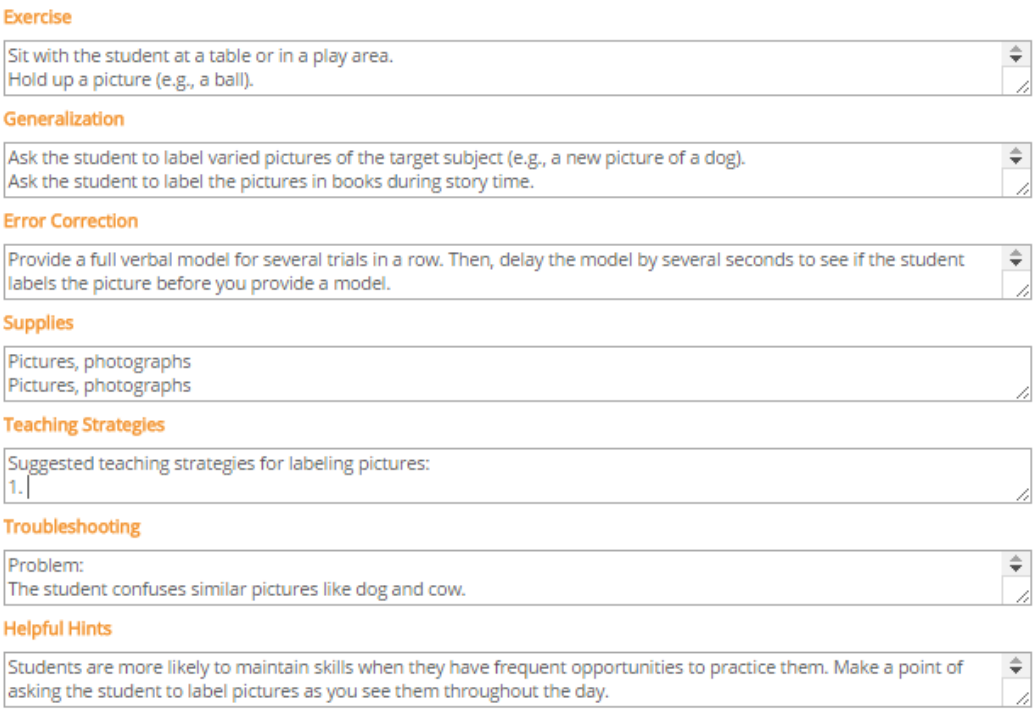
F. Save all changes made to the Program with data collection, settings, and mastery criteria options.

Step 5: Customizing/Editing the Program Plan

Rethink provides you with a unique and detailed program plan when you choose a program from the Program Library. However, if you need to make some changes to the program, this is simple to do. You have the option to edit the following components of the program in order to meet the unique needs of your client(s)

A. Exercise
B. Generalization
C. Error Correction
D. Supplies
E. Teaching Strategies
F. Trouble Shooting
G. Helpful Hints

As seen below, you can edit/delete strategies and recommendations in each area:



If you need additional help or support with Customizing your Programs, please reach out to Rethink Behavioral Health Support at Support@RethinkBH.com

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