



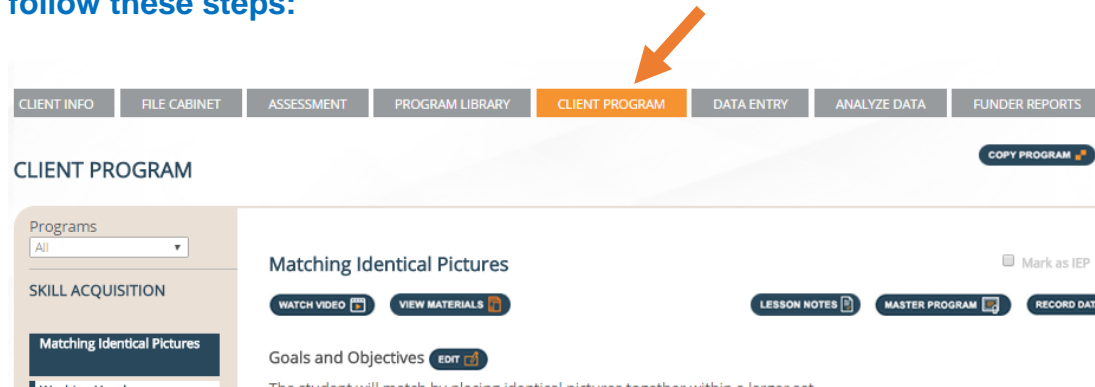
How to Customize a Program

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:



Step 1: 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.

Step 2: 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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TARGETS

DATA COLLECTION

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Settings:
 Without Prompts With Prompts

$\oplus =$ / $\ominus =$

Mastery Criteria:
Min Trials: % across Consecutive sessions

Targets:

TARGET NAME	OBJECTIVE	TARGETS ON HOLD
<input type="text" value="+ ADD A NEW Target"/>		

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**

Targets:

TARGET NAME	OBJECTIVE	TARGETS ON HOLD
<input type="text" value="block"/> <input type="button" value="block ✕"/>	<input type="text" value="Objective 1"/> ▼	<input type="checkbox"/> <input type="button" value="✕"/>
<input type="text" value="fork"/> <input type="button" value="fork ✕"/>	<input type="text" value="Objective 1"/> ▼	<input type="checkbox"/> <input type="button" value="✕"/>
<input type="text" value="car"/> <input type="button" value="car ✕"/>	<input type="text" value="Objective 1"/> ▼	<input type="checkbox"/> <input type="button" value="✕"/>
<input type="button" value="+ 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.

Targets:			
TARGET NAME		OBJECTIVE	TARGETS ON HOLD
block	block x	Objective 1	<input type="checkbox"/> x
fork	fork x	Objective 1	<input type="checkbox"/> x
car	car x	Objective 1	<input type="checkbox"/> x
	System Targets	Objectives	<input type="checkbox"/> x

+ ADD A NEW Target

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.

Targets:		
TARGET NAME		TARGETS ON HOLD
block	block x	<input type="checkbox"/> x
fork	fork x	<input type="checkbox"/> x
car	car x	<input type="checkbox"/> x
	System Targets	<input type="checkbox"/> x

+ ADD A NEW Target

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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:

Goals and Objectives **EDIT**

C. Scroll down to Targets/Data Collection

TARGETS

DATA COLLECTION

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Settings:
 Without Prompts With Prompts

+ = / - =

Mastery Criteria:
Min Trials: % across Consecutive sessions

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

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

E. Select the Settings

Settings:
 Without Prompts With Prompts

+ = / - =

F. Select the Mastery Criteria

Mastery Criteria:
Min Trials: % across Consecutive sessions

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

Opportunity Based with Prompts

Settings:
 Without Prompts With Prompts

Prompt	Code	Change Position	Remove
<input type="text" value="Independent"/>	<input type="text" value="I"/>	⬆️⬇️⬆️	X
<input type="text" value="Gestural"/>	<input type="text" value="G"/>	⬆️⬇️⬆️	X
<input type="text" value="Partial Physical"/>	<input type="text" value="PP"/>	⬆️⬇️⬆️	X
<input type="text" value="Full Physical"/>	<input type="text" value="FP"/>	⬆️⬇️⬆️	X

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

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b. Opportunity Based without prompts

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Settings:
 Without Prompts With Prompts

+ = / - =

Mastery Criteria:
Min Trials: % across Consecutive sessions

c. Task Analysis with or without prompts

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

Task Analysis with prompts

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Settings:
 Backward Chain Forward Chain Total Task

Without Prompts With Prompts

Prompt	Code	Change Position	Remove
<input type="text" value="Independent"/>	<input type="text" value="I"/>	<input type="text" value="▲▼"/>	<input type="text"/>
<input type="text" value="Gestural"/>	<input type="text" value="G"/>	<input type="text" value="▲▼"/>	
<input type="text" value="Partial Physical"/>	<input type="text" value="PP"/>	<input type="text" value="▲▼"/>	
<input type="text" value="Full Physical"/>	<input type="text" value="FP"/>	<input type="text" value="▲▼"/>	
<input type="text" value="No Response"/>	<input type="text" value="NR"/>	<input type="text" value="▲▼"/>	

When entering prompts, here are a few recommendations:

- A. 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.
- B. Enter the **prompt name**
- C. Enter the **code**

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D. Save the sequence once complete

Example: Independent, Gestural, Partial Physical, Full Physical

Task Analysis without prompts

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Settings:
 Backward Chain Forward Chain Total Task

Without Prompts With Prompts

Mastery Criteria:
100 % across 3 consecutive sessions

Teaching Steps:

TEACHING STEP NAME	CHANGE POSITION
Step 1	
Step 2	
Step 3	
Step 4	
Step 5	

+ ADD A NEW TEACHING STEP

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

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Mastery Criteria:
 At Least Min across consecutive

Targets:

TARGET NAME		TARGETS ON HOLD
Waiting for preferred tangible items	Waiting for preferred tangible items ✕	<input type="checkbox"/>
Waiting for activities within a location	Waiting for activities within a location ✕	<input type="checkbox"/> <input checked="" type="checkbox"/>
Waiting to depart for activities at another location	Waiting to depart for activities at another location ✕	<input type="checkbox"/> <input checked="" type="checkbox"/>
Randomize time intervals for a variety of preferred items or activities	Randomize time intervals for a variety of preferred items or activities ✕	<input type="checkbox"/> <input checked="" type="checkbox"/>

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

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Mastery Criteria:
 At Least occurrences across

Targets:

TARGET NAME		TARGETS ON HOLD
Requests preferred snacks	Requests preferred snacks ✕	<input type="checkbox"/>
Requests preferred toys	Requests preferred toys ✕	<input type="checkbox"/> <input checked="" type="checkbox"/>
ipad	System Targets	<input type="checkbox"/>
goldfish	System Targets	<input type="checkbox"/> <input checked="" type="checkbox"/>
juice	System Targets	<input type="checkbox"/> <input checked="" type="checkbox"/>
book	System Targets	<input type="checkbox"/> <input checked="" type="checkbox"/>
outside	System Targets	<input type="checkbox"/> <input checked="" type="checkbox"/>
jump	System Targets	<input type="checkbox"/> <input checked="" type="checkbox"/>

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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)

DATA COLLECTION

Collection Type:
 Opportunity Based Task Analysis Duration Frequency/Rate Interval

Settings:
 Partial Whole Momentary Time Sample 10 ▾ Min ▾

Mastery Criteria:
 At Least ▾ 80 ▾ % of Min intervals across 3 ▾ of consecutive Session(s) ▾

Targets:

TARGET NAME	TARGETS ON HOLD
when sitting	when sitting ✕ <input type="checkbox"/>
when standing	when standing ✕ <input type="checkbox"/> <input checked="" type="checkbox"/>
when conversing	when conversing ✕ <input type="checkbox"/> <input checked="" type="checkbox"/>
when speaking to an adult	when speaking to an adult ✕ <input type="checkbox"/> <input checked="" type="checkbox"/>
when speaking to a peer	when speaking to a peer ✕ <input type="checkbox"/> <input checked="" type="checkbox"/>

Step 4: Customize Mastery Criteria

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

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

Mastery Criteria:

Min ▾ Trials: ▾ % across ▾ Consecutive sessions

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

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

Mastery Criteria:
 % across consecutive sessions

C. If selecting Duration, set mastery criteria by:

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

Mastery Criteria:
 across consecutive

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

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

Mastery Criteria:
 occurrences across

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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

Mastery Criteria:

At Least ▾ 80 ▾ % of Min intervals across 3 ▾ of consecutive Session(s) ▾

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

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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:

Exercise

Sit with the student at a table or in a play area.
Hold up a picture (e.g., a ball).

Generalization

Ask the student to label varied pictures of the target subject (e.g., a new picture of a dog).
Ask the student to label the pictures in books during story time.

Error Correction

Provide a full verbal model for several trials in a row. Then, delay the model by several seconds to see if the student labels the picture before you provide a model.

Supplies

Pictures, photographs
Pictures, photographs

Teaching Strategies

Suggested teaching strategies for labeling pictures:
1. |

Troubleshooting

Problem:
The student confuses similar pictures like dog and cow.

Helpful Hints

Students are more likely to maintain skills when they have frequent opportunities to practice them. Make a point of asking the student to label pictures as you see them throughout the day.

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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