RETHINK BEHAVIORAL HEALTH

MOBILE APP TRAINING

INSTALLING THE APP

- Visit the **Apple or Google Play App Store** and search ‘Rethink BH’. Look for the following icon:

Device Category	OS	Example
iPhone	iOS v10 and up	iPhone 6, 6+, 7, 7+, 8, 8+, X, 11, etc.
iPad	iOS v10 and up	All: iPad Air, iPad mini, iPad 2, iPad 3, iPad 4, iPad 5, iPad 6, iPad 7 etc.
Android Phone	Android v5.0.2 and Up	Samsung, Google, LG, Moto, HTC, etc.
Android Tablets	Android v5.0.2 and Up	ASUS, Lenovo, Google, Samsung Galaxy Tablet, etc.

RECOMMENDED OPERATING SYSTEMS FOR IOS AND ANDROID

BEFORE USING THE APP

- ❑Make sure all appointments are added on the website.
- ❑Make sure individual and group sessions are added.
- ❑Make sure session note templates have been created and customized to meet funder requirements.
- ❑Make sure all skill acquisition and behavior reduction programs are set up on the website.
- ❑For skills, make sure the following fields are set up: goals/objectives, maintenance settings, targets, mastery criteria, data collection type and settings, and the exercise field of the lesson plan.
- ❑If baseline data has been collected, add this in for skills and behaviors on the website.
- ❑Switch from baseline to teaching/intervention for all skills and behaviors.
- ❑For behavior reduction goals, make sure step 1 and step 5 of behavior support are set up.

LOGGING IN

Log in Screen

Login in from your IOS or Android device with or without internet connection.

To log into the mobile app, use the same username and password that you use to log in to **rethinkbh.com**.

The app now has an additional checkbox on the login screen (Remember Me) which will trigger the use of the saved fingerprint or face ID.

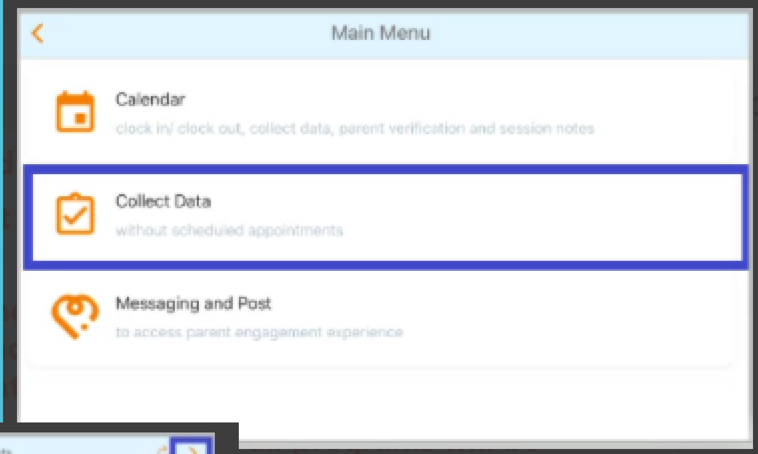
OFFLINE DATA ENTRY

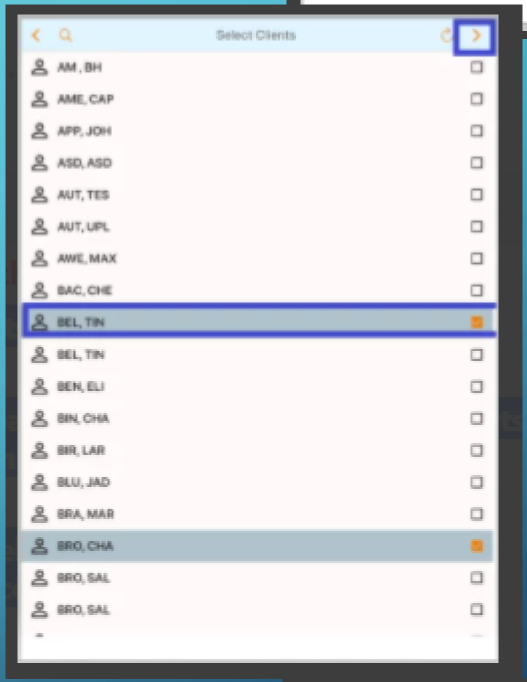
1.Tap Collect Data & Select all clients that you plan on working with offline mode.

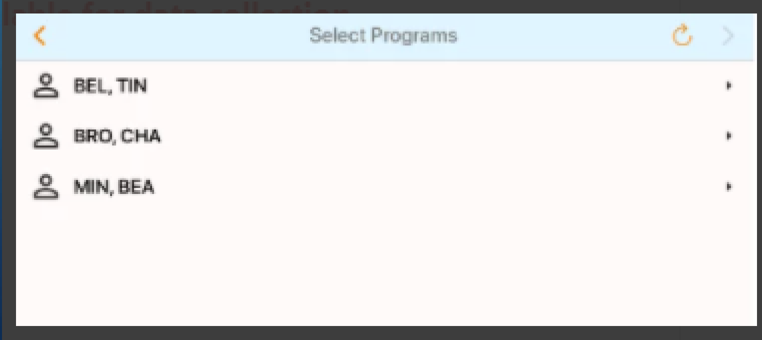
2.Go to the next screen, once the loading spinner is done, those clients can be worked in offline mode from anywhere, including the appointments or collect data.

3.Programs do not need to be preselected; all programs will be available when logging in without connection. Programs can be selected at that time.

4.Log out





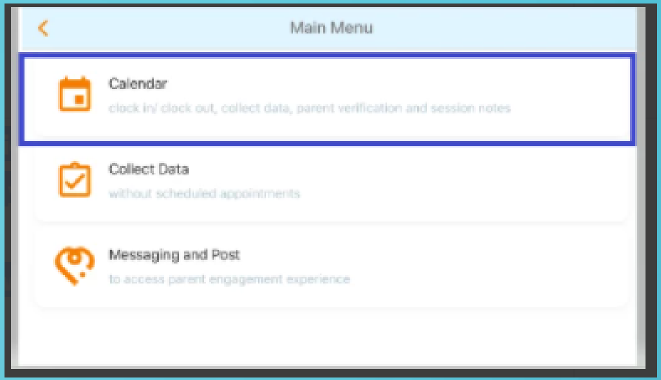


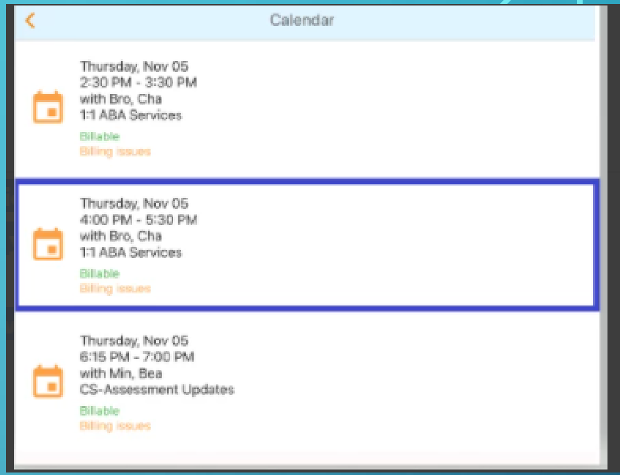
OFFLINE DATA ENTRY

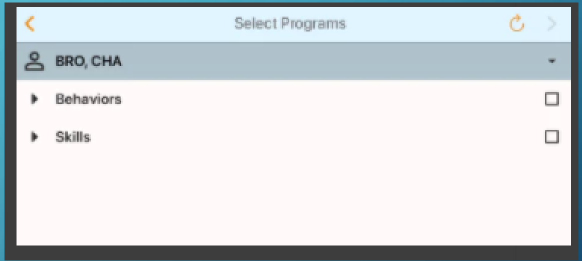
- All appointments are automatically available to view in offline mode once the download is finished (they can see appointments in calendar).
- Offline Mode Tip - When switching to "offline" mode, it's recommended to use airplane mode as that is the easiest way to make sure you don't have an internet connection.
- Data Collection is available for current appointments and appointments in the past (based on time and date). Future appointments are not available for data collection.

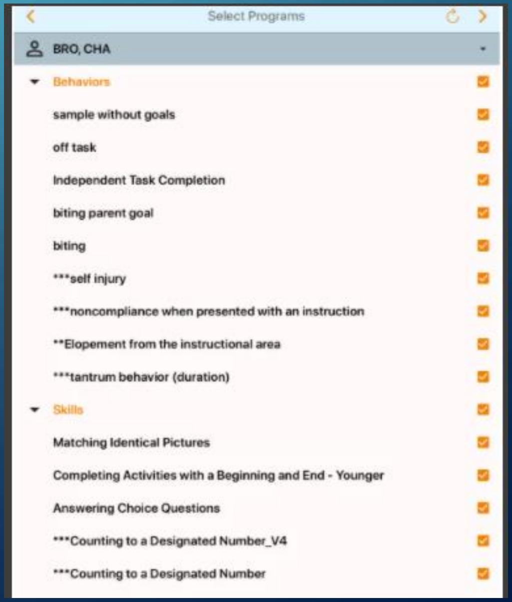
OFFLINE DATA ENTRY

- **Offline Mode Data Collection with Appointments**
- **Tap on Calendar & Select your appointment**
- **Click on Collect Data**
- **Select the skills and behaviors needed**, and begin data collection in offline mode.



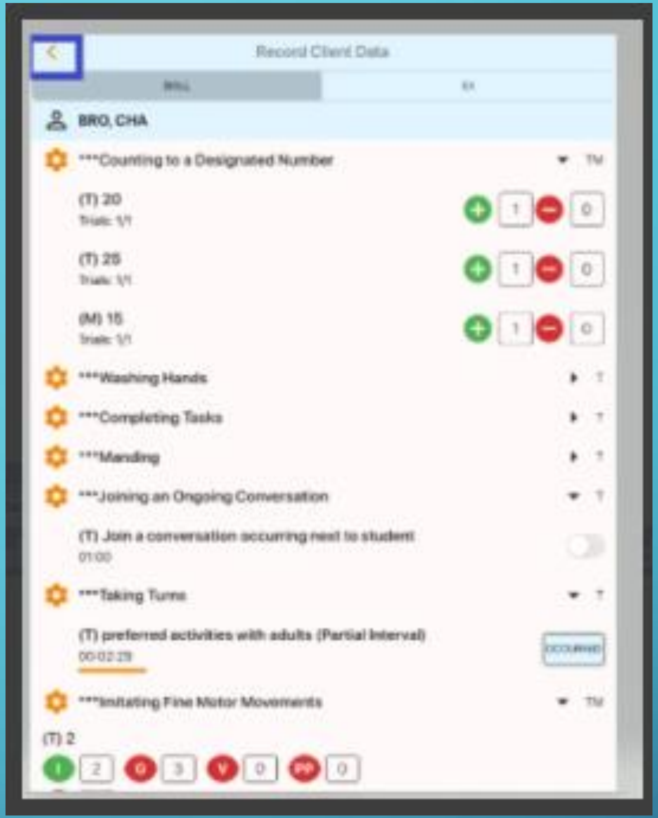


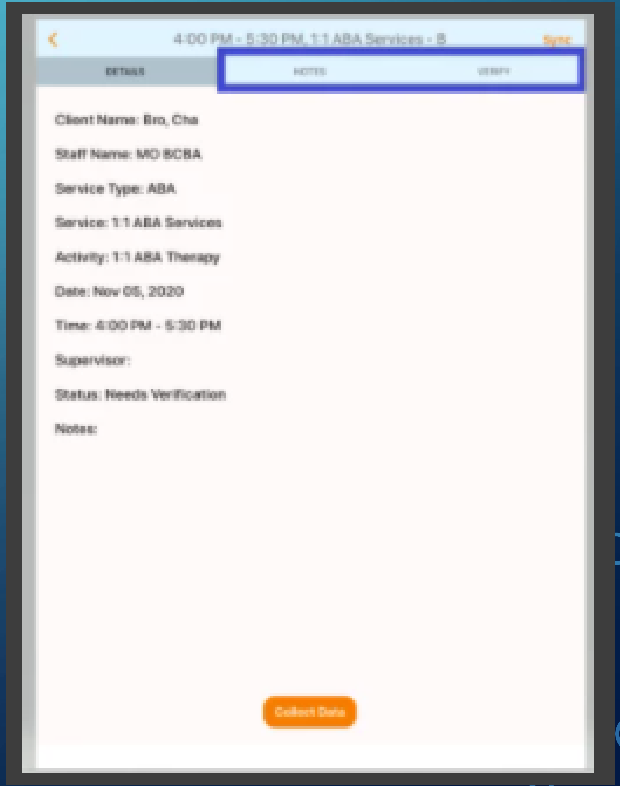




OFFLINE DATA ENTRY

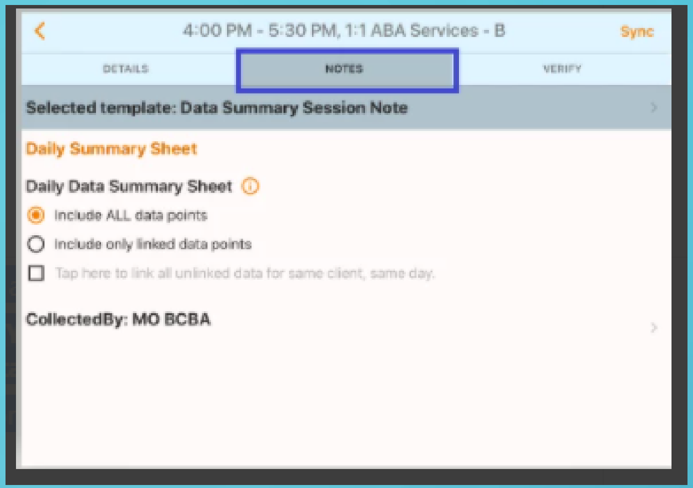
- Enter data without connection for all skills and behaviors needed.
- Go back to the appointment details page to enter your session note and verify your appointment

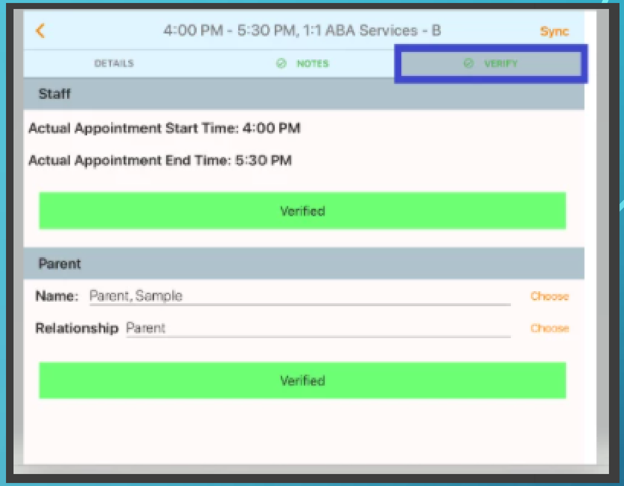


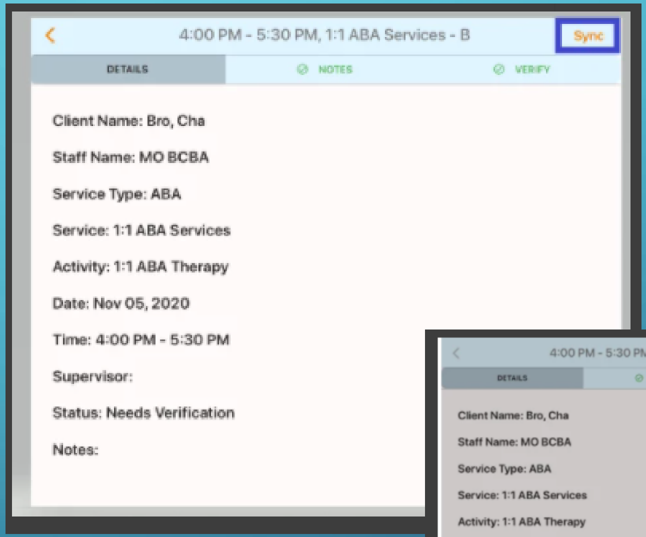


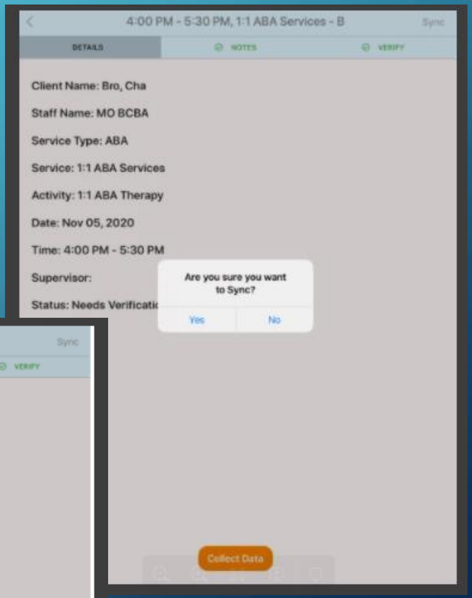
OFFLINE DATA ENTRY

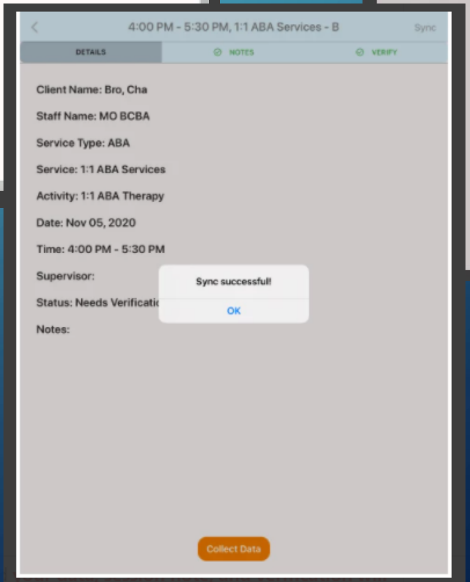
- Complete your session note and verification on the appointment screen.
- To end your session, Press SYNC (in the top right hand corner of the screen 1 time and your data will be saved to your device.)
- Log Out of your device by pressing the back arrow, all data will be saved to your device.







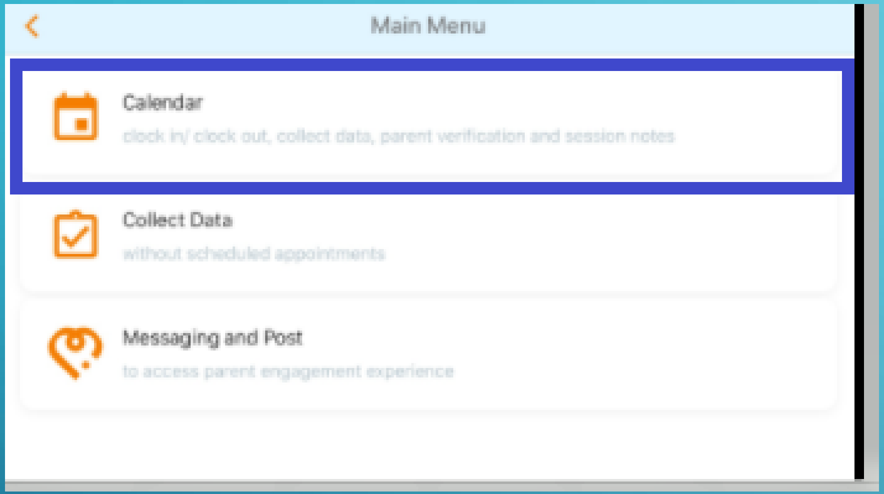




OFFLINE DATA ENTRY

- Log in with connection and your data, session note, and verification will sync to the website.
- Log out.

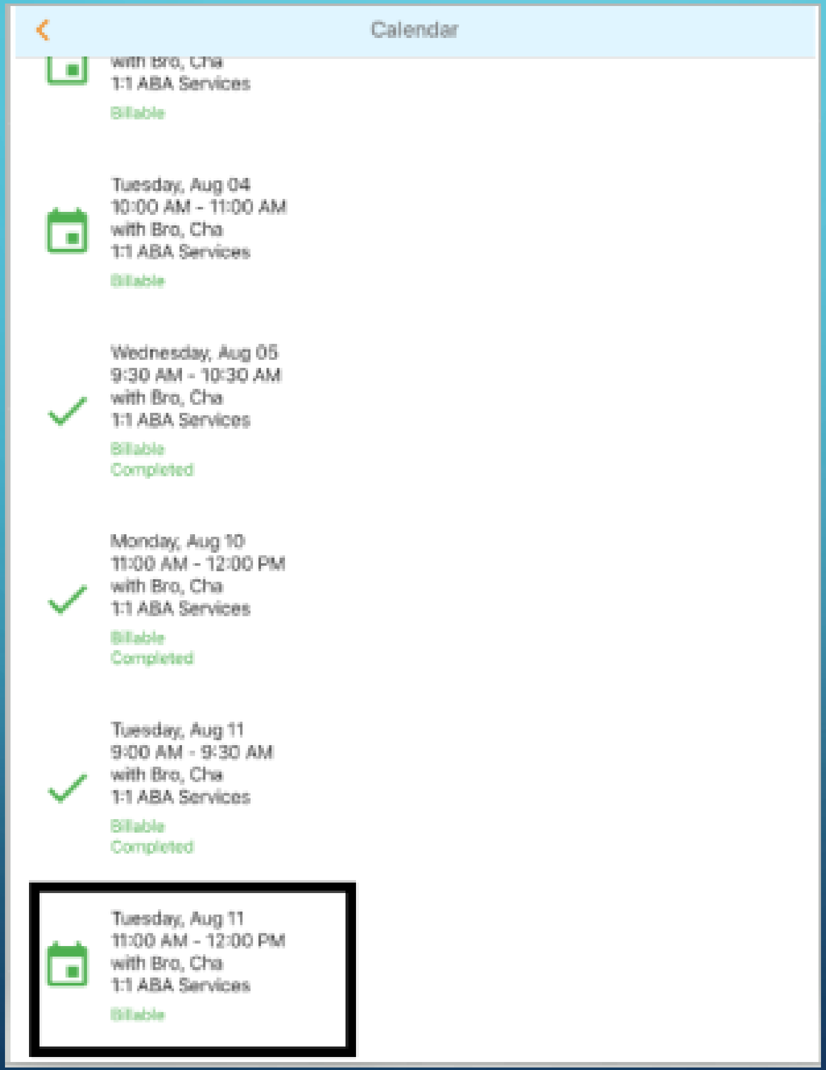
MAIN MENU PAGE ON MOBILE APP



On the main menu page you now have different Clinical and PM options on our mobile app:

1. Calendar – allows access to your appointment, take data, enter session notes, and verify appointments. This is the recommended tab for appointments with data entry.
2. Collect Data – allows you to enter data first if you don't have scheduled appointments. Use this tab if you are only entering data, data without an appointment.
3. Messaging and Post – This is the jump point for TheraWe, Rethink's parent engagement tool. Click here to view and post messages to parents and caregivers.

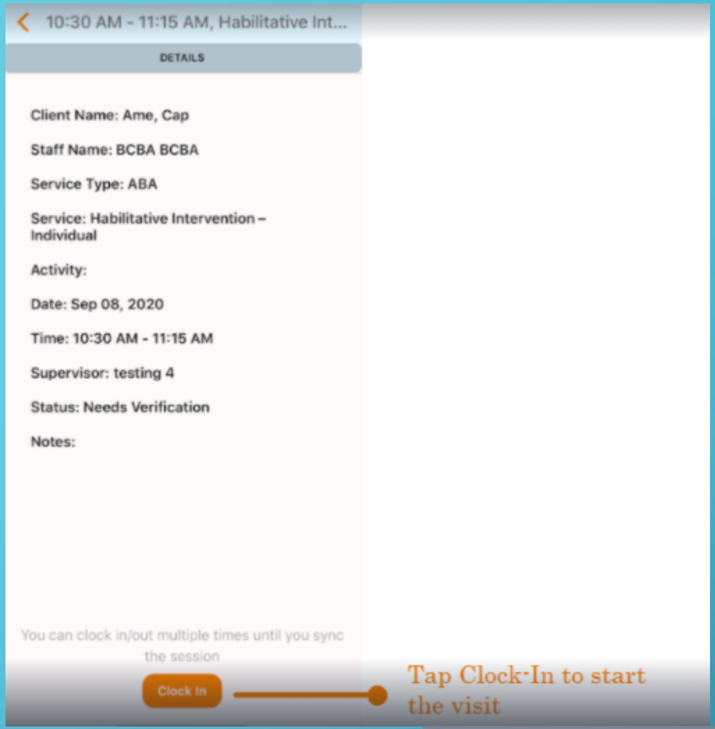
START WITH THE CALENDAR

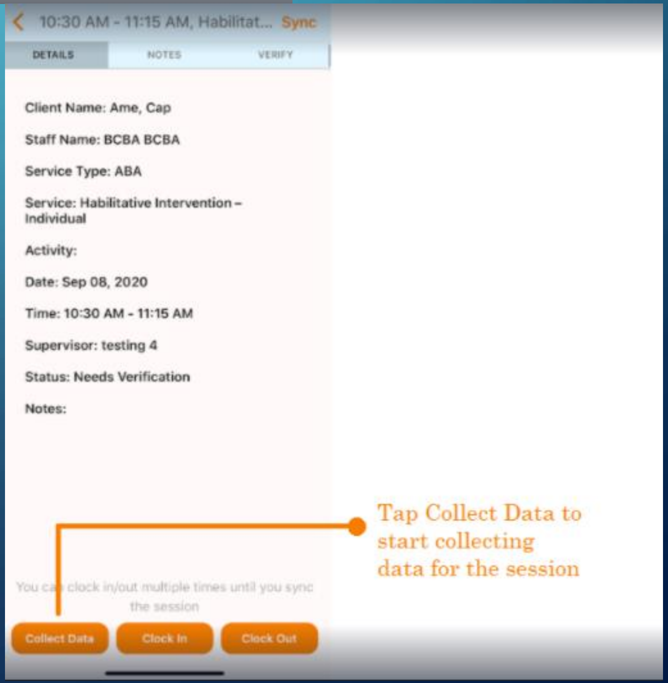


- When selecting appointments, you can select one appointment for an individual therapy session.
- You can also select multiple appointments for a group therapy session.

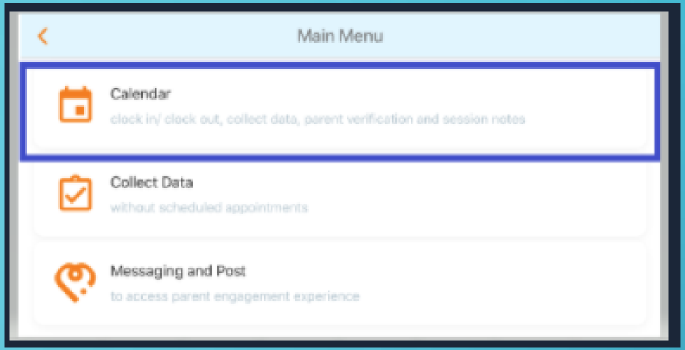
EVV AND CLOCKING IN

- If it is a requirement from a funder to clock in and clock out of a session. You will do this after selecting an individual appointment.
- Within the details of the appointment, click on clock in at the bottom of the details to start the visit.

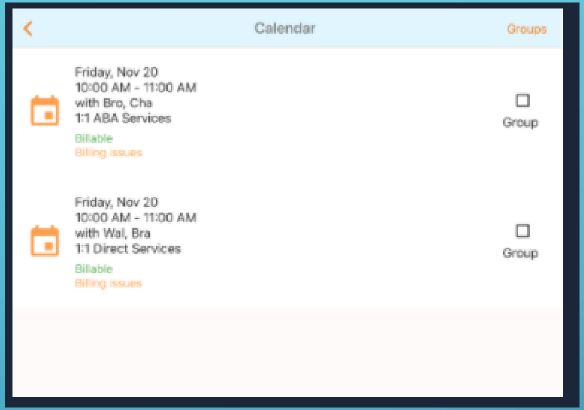


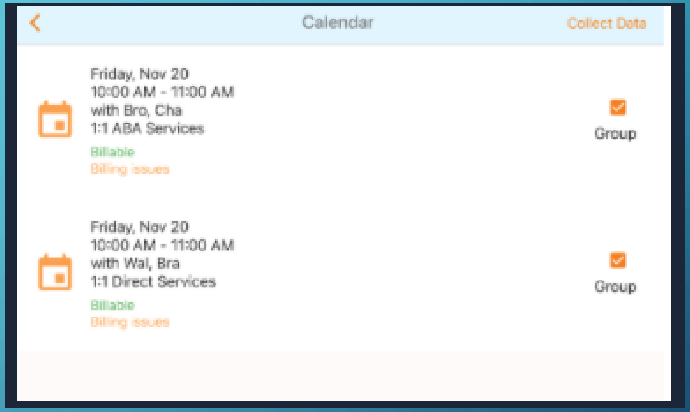


SELECTING APPOINTMENTS FOR A GROUP SESSION



- Go to the Calendar Tab
- You have 2 options for group sessions



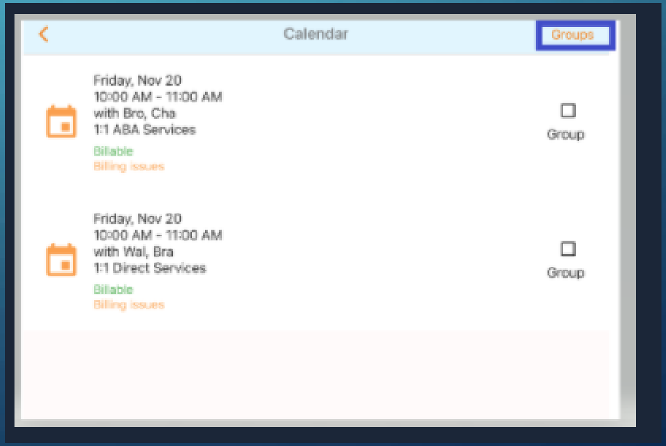


<u>OPTION 1:</u>

- Select all appointment for the session, manually check each one.

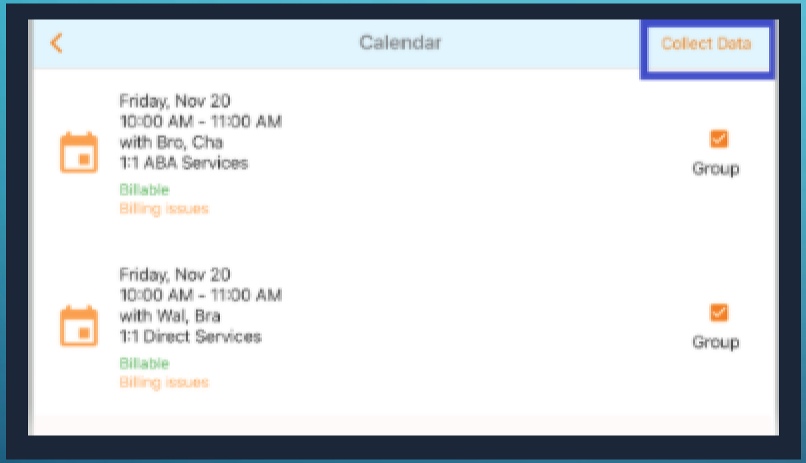
<u>Option 2:</u>

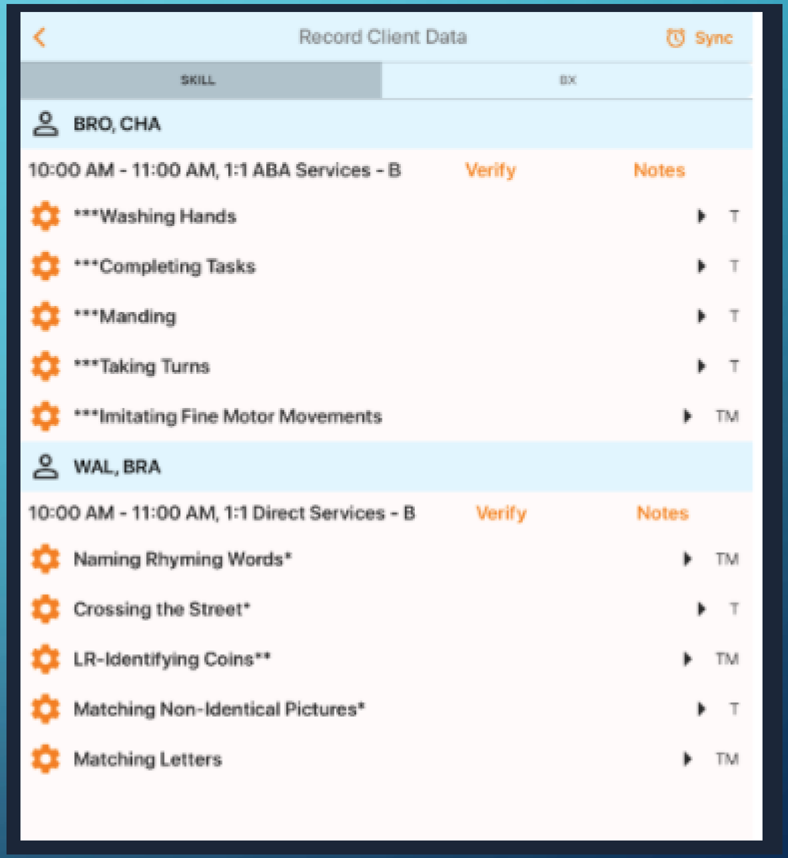
- Click on GROUPS in the top right hand corner to view all group appointments (same time and day for different clients)

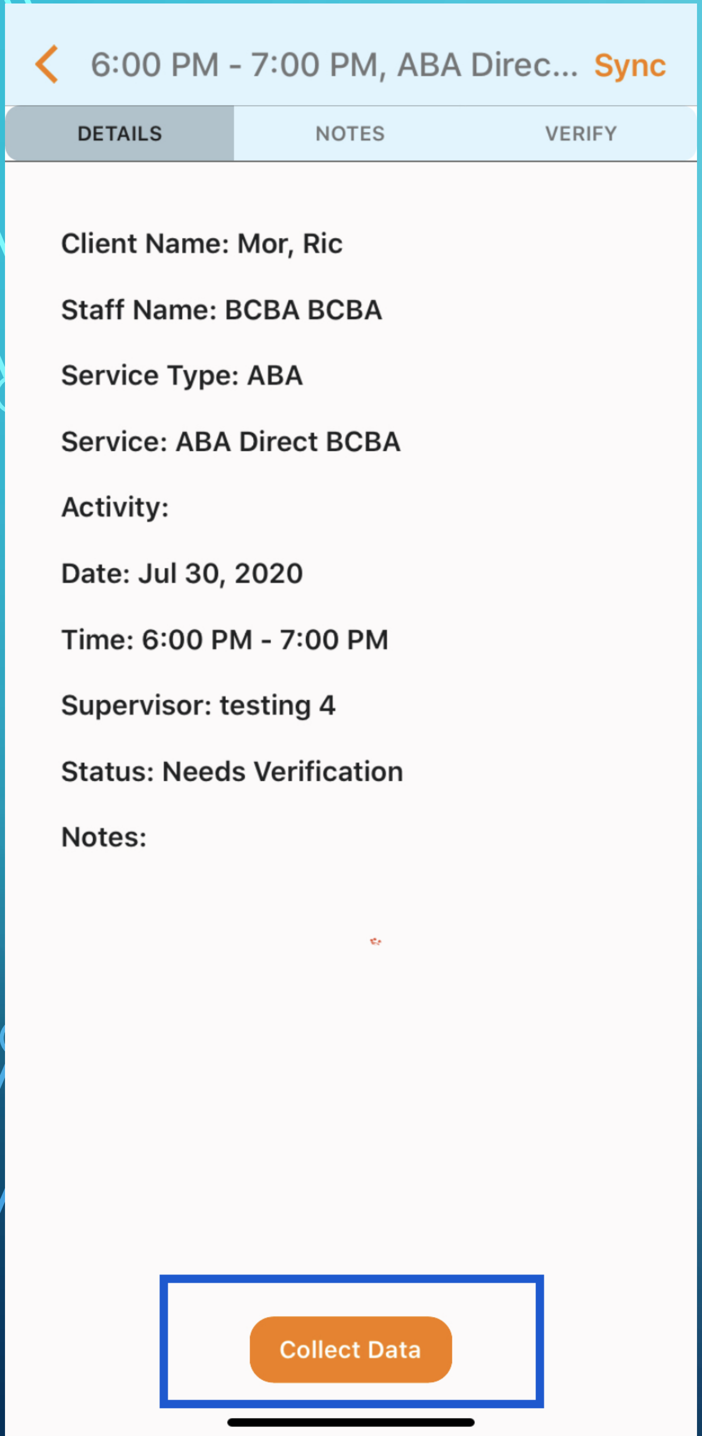


SELECTING APPOINTMENTS FOR A GROUP SESSION

Click on collect data, select all programs for your group session with each client and tap on the right arrow to begin data collection





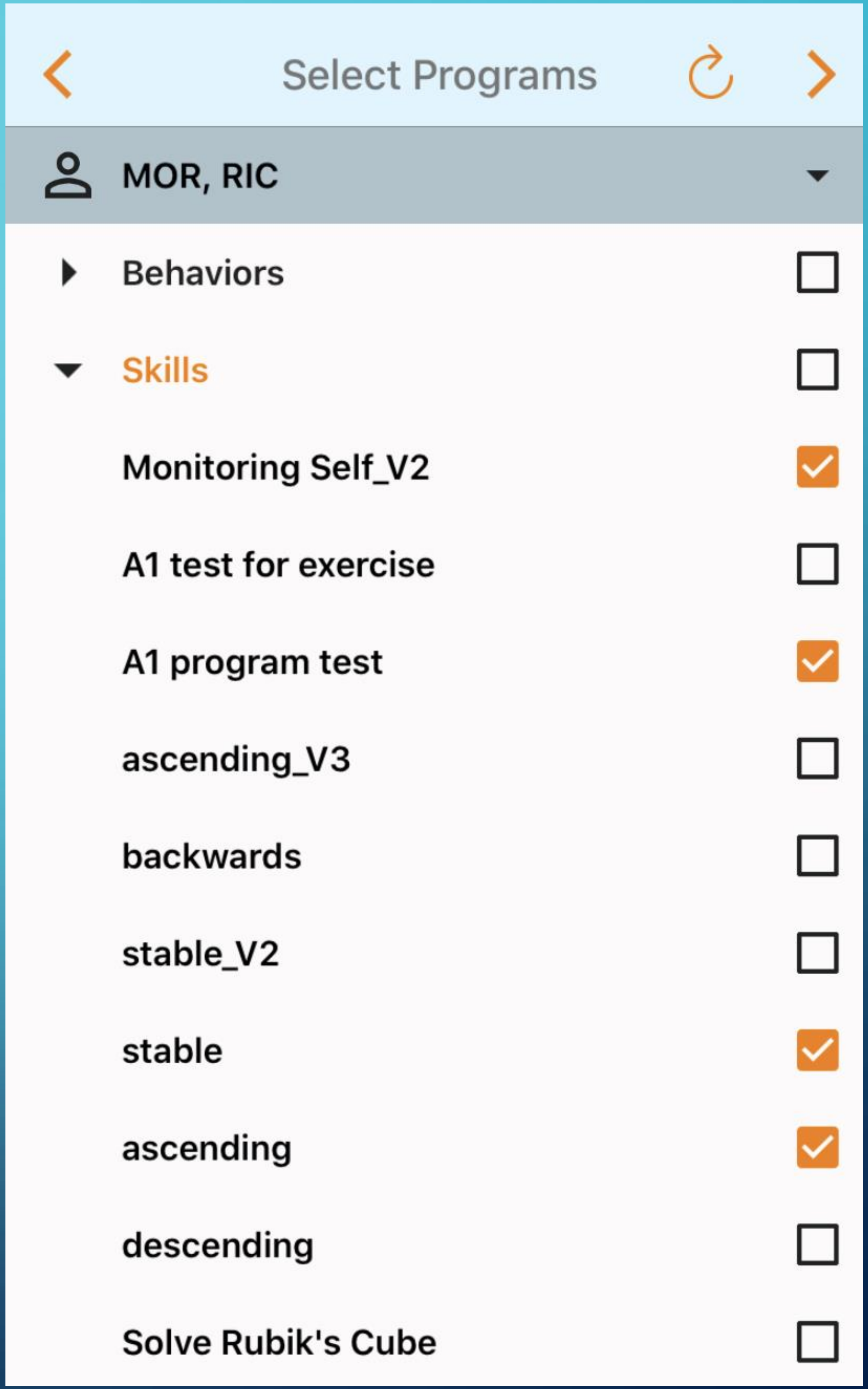


COLLECT DATA BUTTON

By clicking on "Collect Data", this will take you to the list of skill and behavior programs that you need for your session.

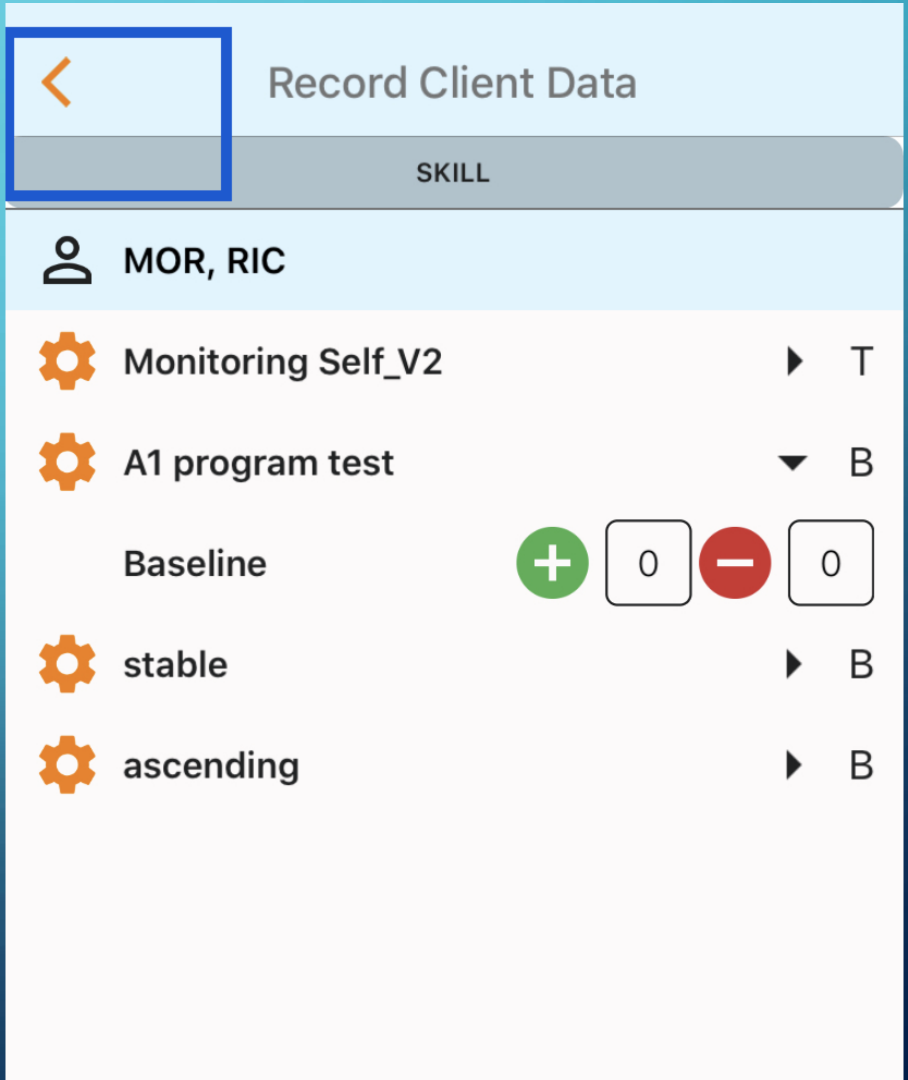
SELECT YOUR SKILL AND BEHAVIOR PROGRAMS FOR AN INDIVIDUAL SESSION

1. Choose the programs you want to work on within the session
2. Click Next (Right arrow on top) to start collecting data
3. If you need to select all skills and behaviors, all that is needed is to check the behavior and skill check box and then press the right arrow to proceed.



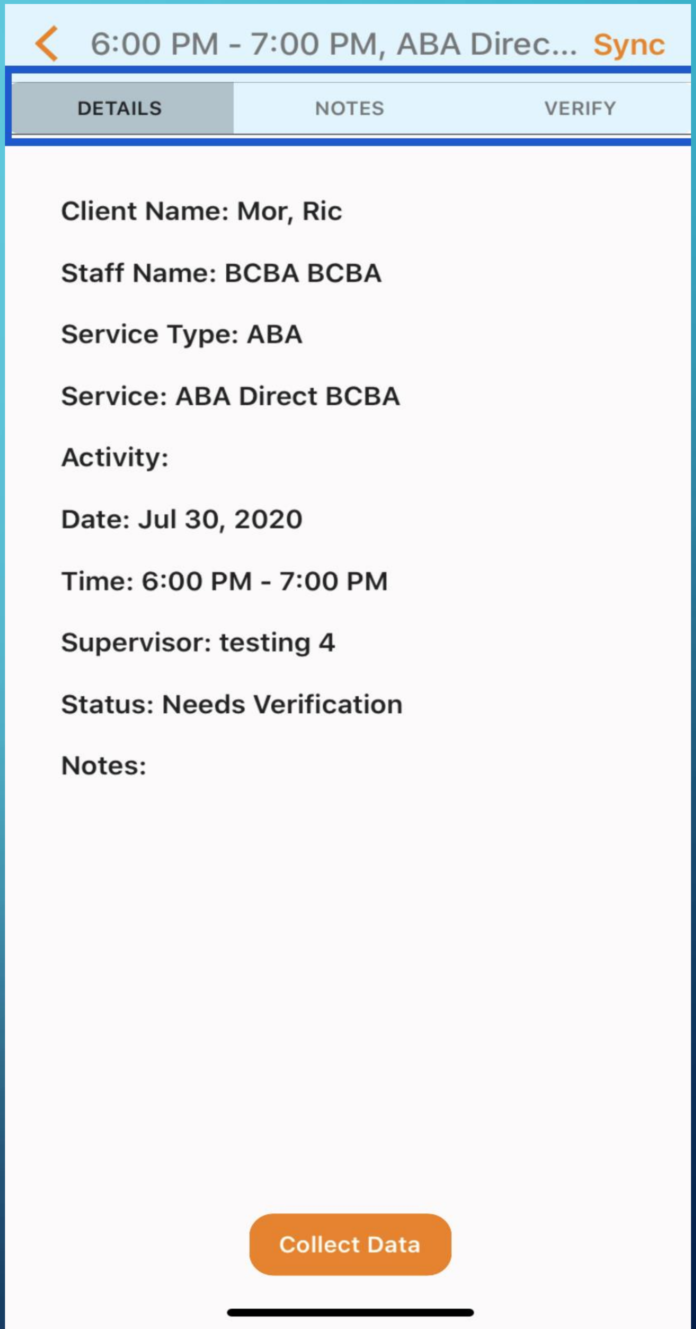
COLLECT DATA AND GO BACK TO THE APPOINTMENT TO SYNC

- Once you finish data collection, you will have to go back to the appointment to complete session note, verify, and sync the data from there.
- Syncing is only done at the appointment screen.



ENTER SESSION NOTE, VERIFY, AND SYNC

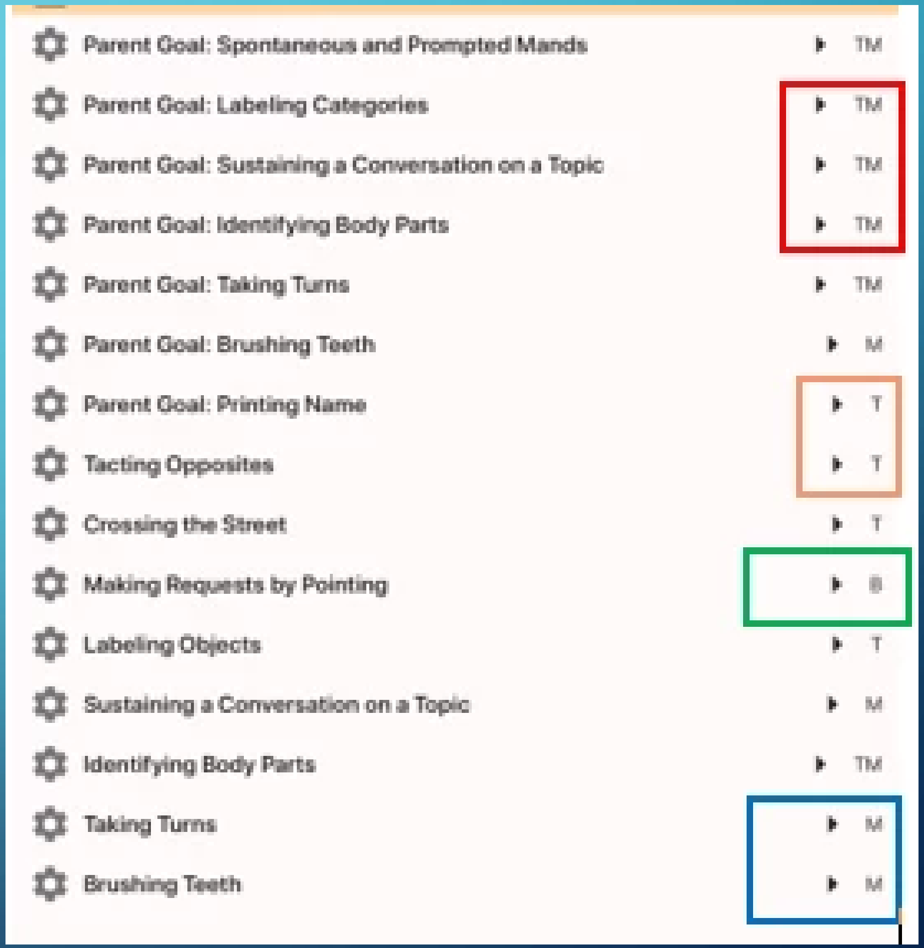
- Once you go back to the appointment, you will see the tabs DETAILS, NOTES, AND VERIFY.
- Typically you will fill the session notes within the session as the last step will be to verify the session times and obtain parent's signature.
- Once data has been entered, session notes completed, and verification is completed, you're able to sync your session from any tab in the appointment screen (details, session notes, or verify page)
- Even after you sync the appointment, you can always come back to collect more data points from within the appointment and link them to this appointment.



RECORDING DATA ON SKILLS

Once you have started a data session, you will see the names of the skills you have selected with a letter code to the right of the goal name:

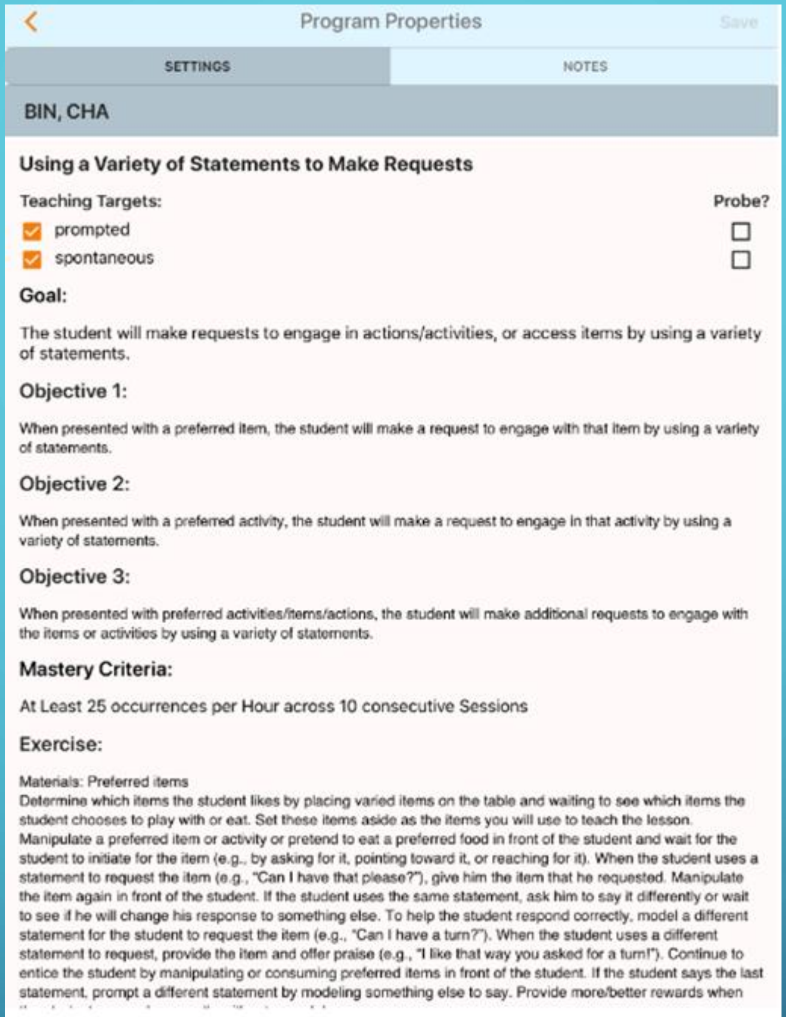
- **"T" indicates that you will be recording teaching data**
- **"B" indicates that you will be recording baseline data**
- **"M" indicates that you have targets in maintenance**
- **"TM" indicates that you have targets in teaching and maintenance**

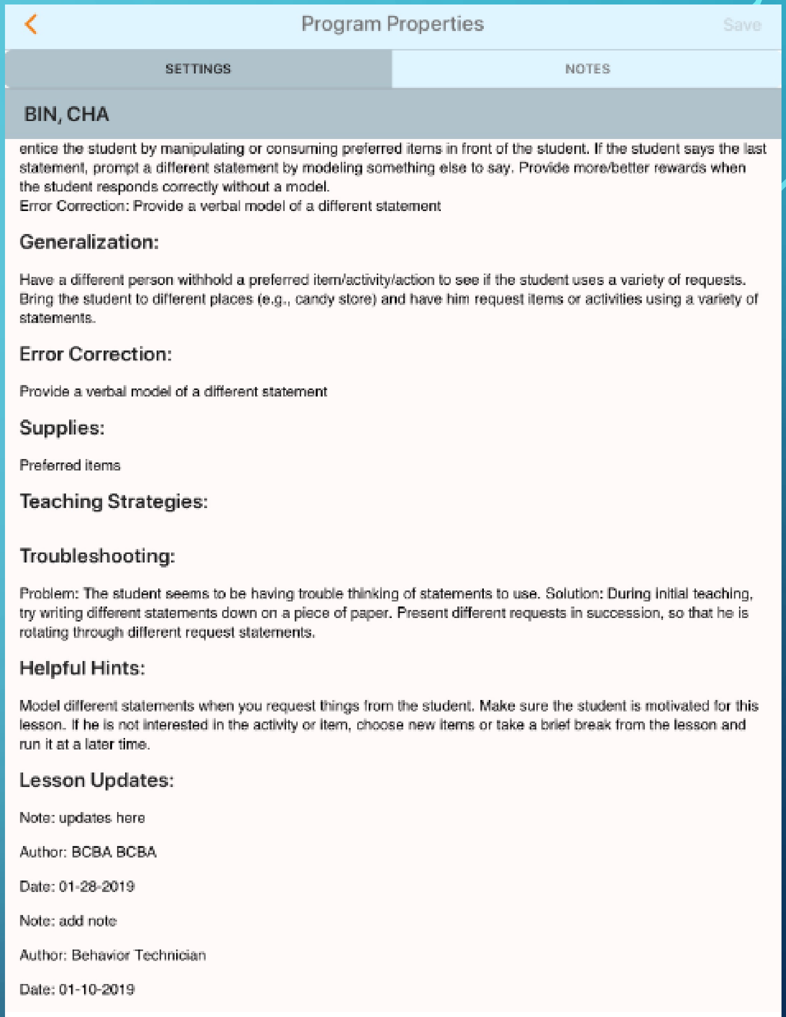


Lesson Plan Details

By clicking on the gear icon to the left of the skill name, you can then view the setting screen.

On the settings/notes screen you can review: the full lesson plan

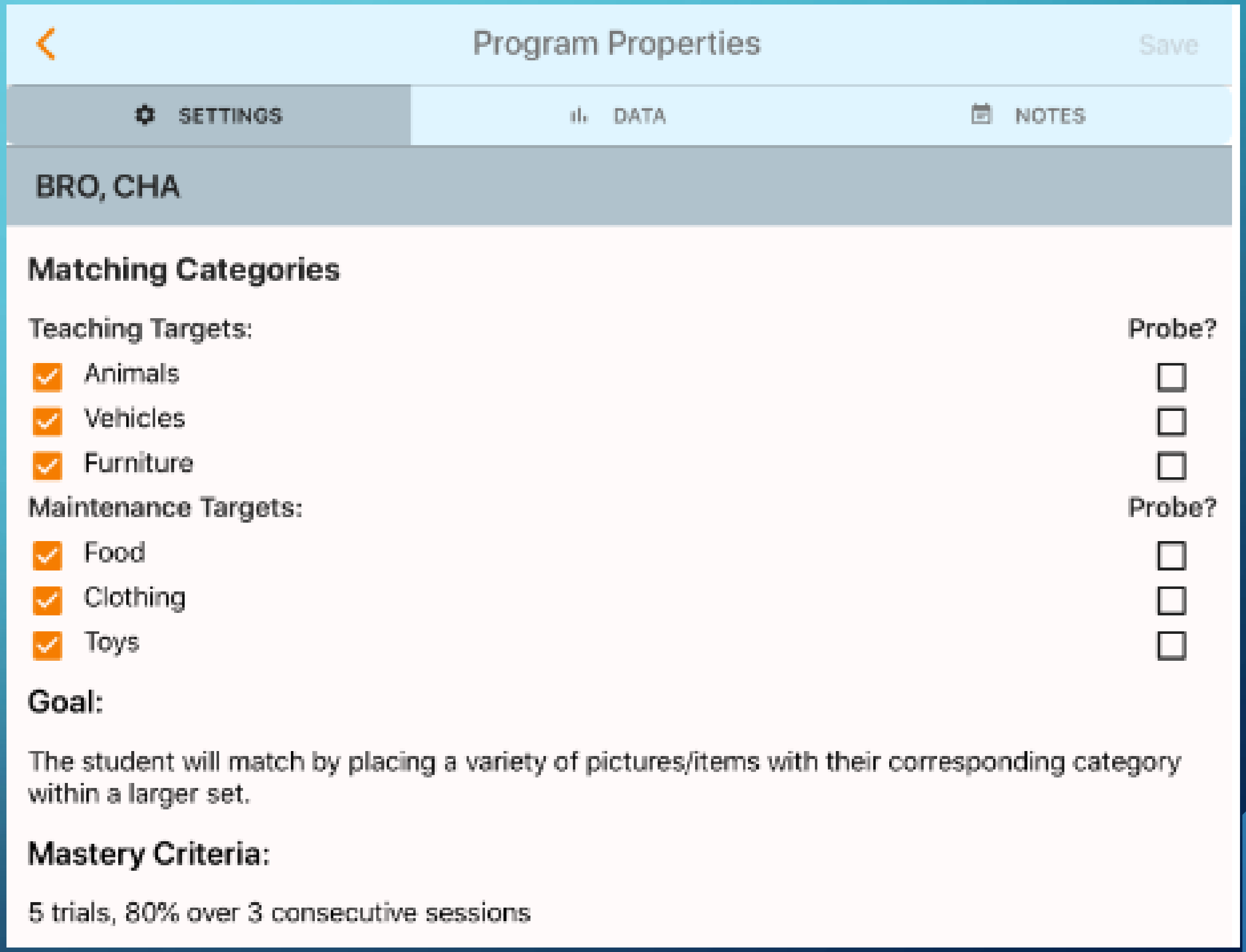




The full lesson plan includes: Goal, Objectives, Targets, Mastery Criteria, Maintenance Mastery Criteria, Exercise, Generalization, Error Correction, Supplies, Teaching Strategies, Troubleshooting, Helpful Hints, & Lesson Updates

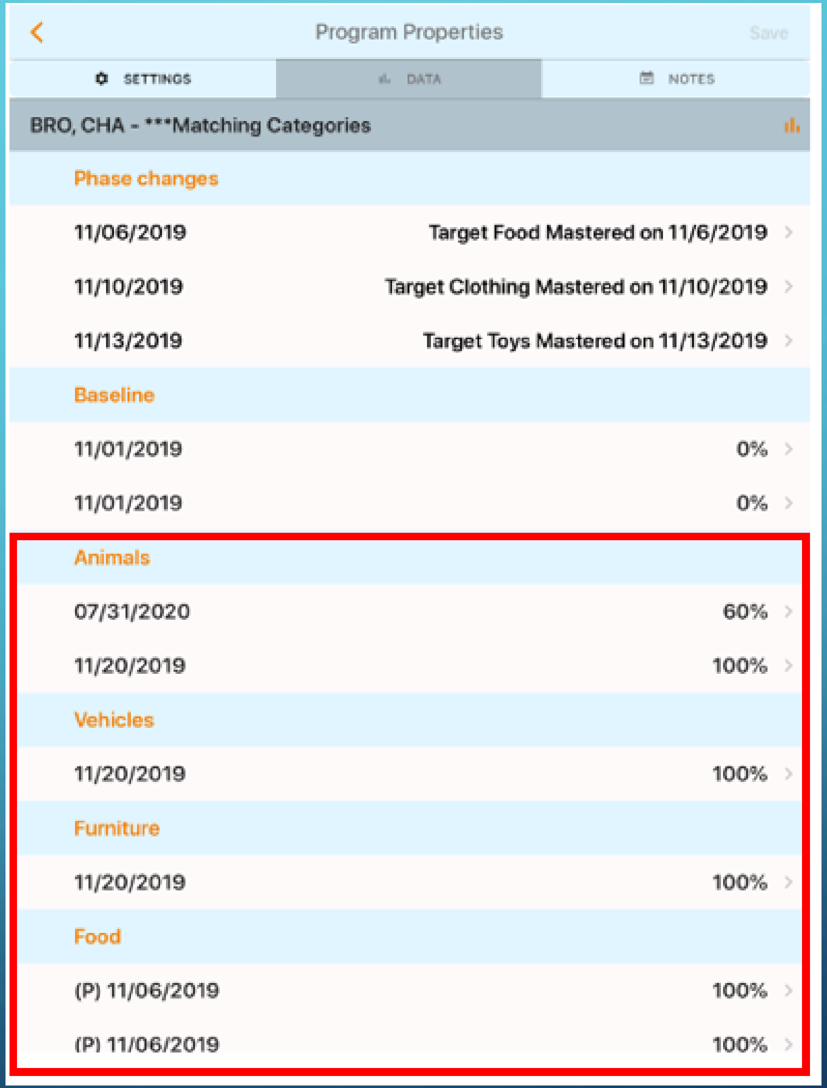
DESELECTING AND SELECTING TARGETS

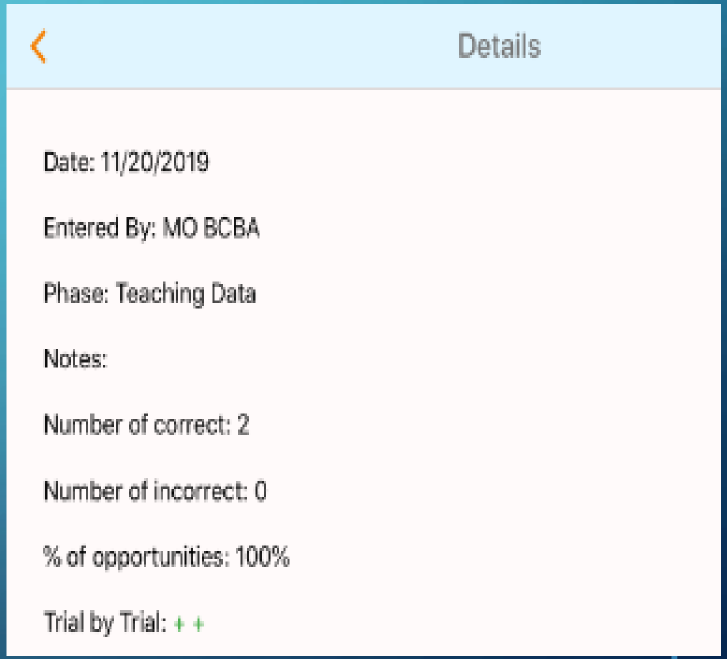
- By default all **teaching and maintenance targets** added on the website will be checked off on the mobile app
- When you're getting starting it's important to deselect and/or select **teaching and maintenance targets** needed for data collection
- After you select the targets needed, press SAVE



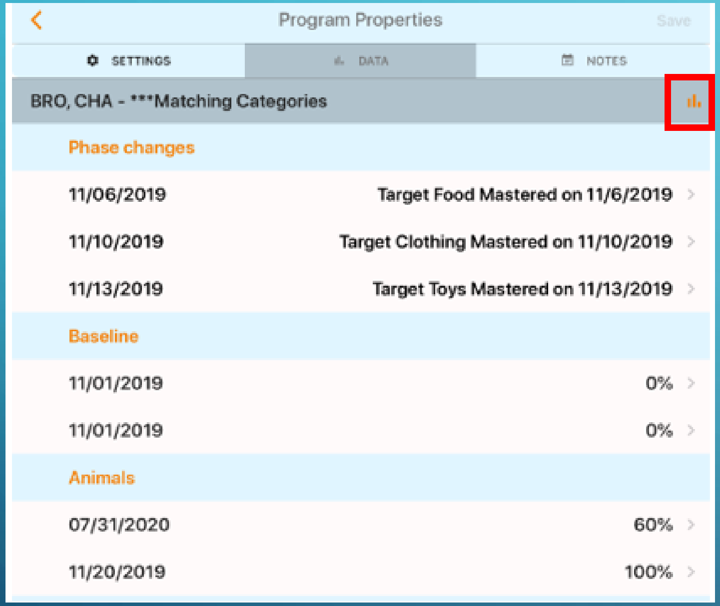
VIEWING PREVIOUS SKILLS DATA ON MOBILE APP

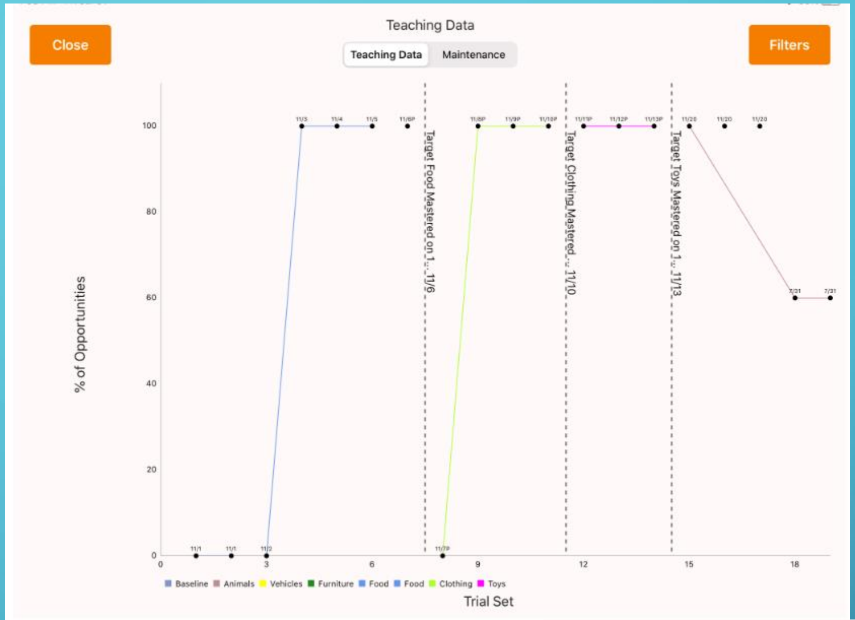
- List of 5 most recent data points for all targets and baseline
- Ability to view details of previous data sessions, similar to the website & includes raw data
- Viewing graph of the individual programs

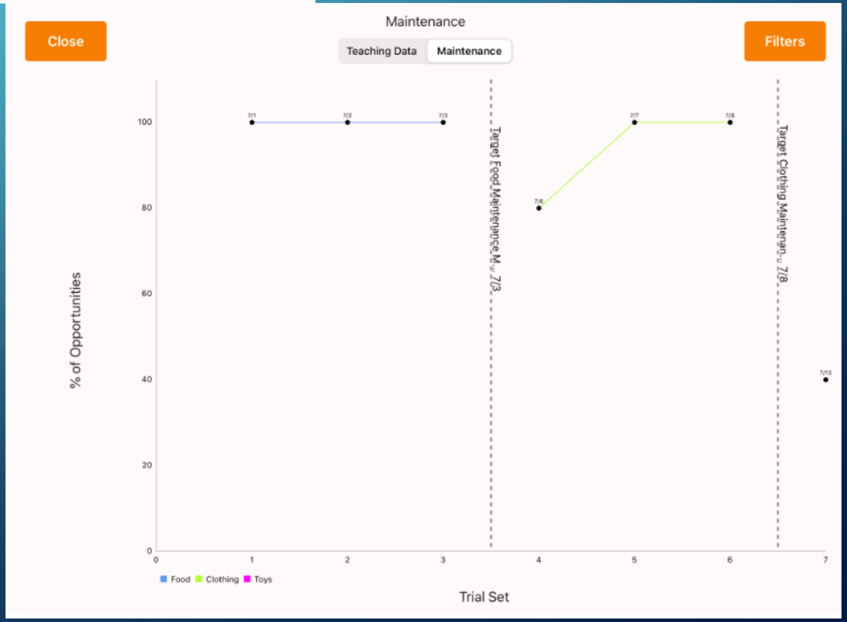




HOW TO VIEW SKILL GRAPHS





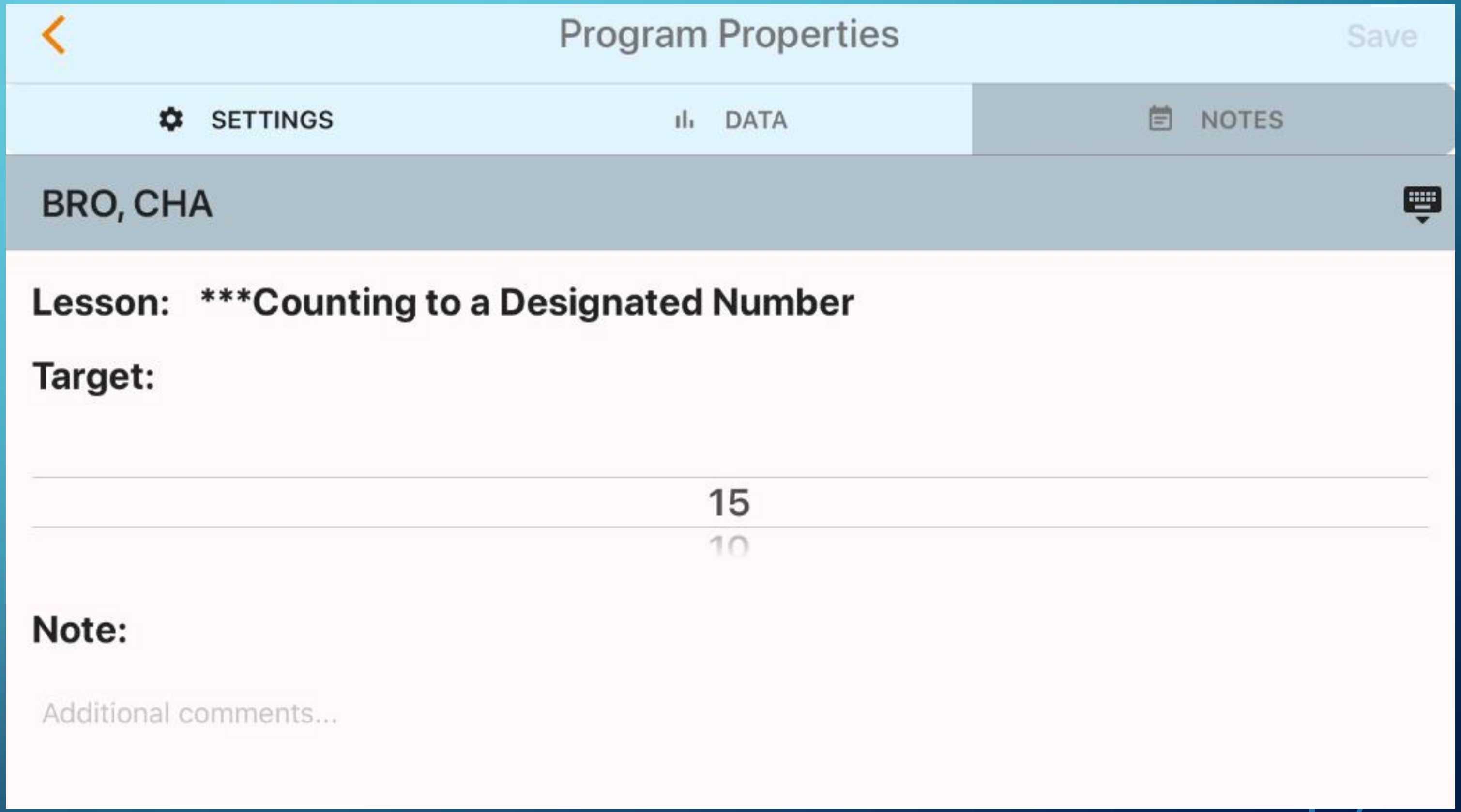


HOW TO ADD SKILL/TARGET NOTES

To enter notes on a target:

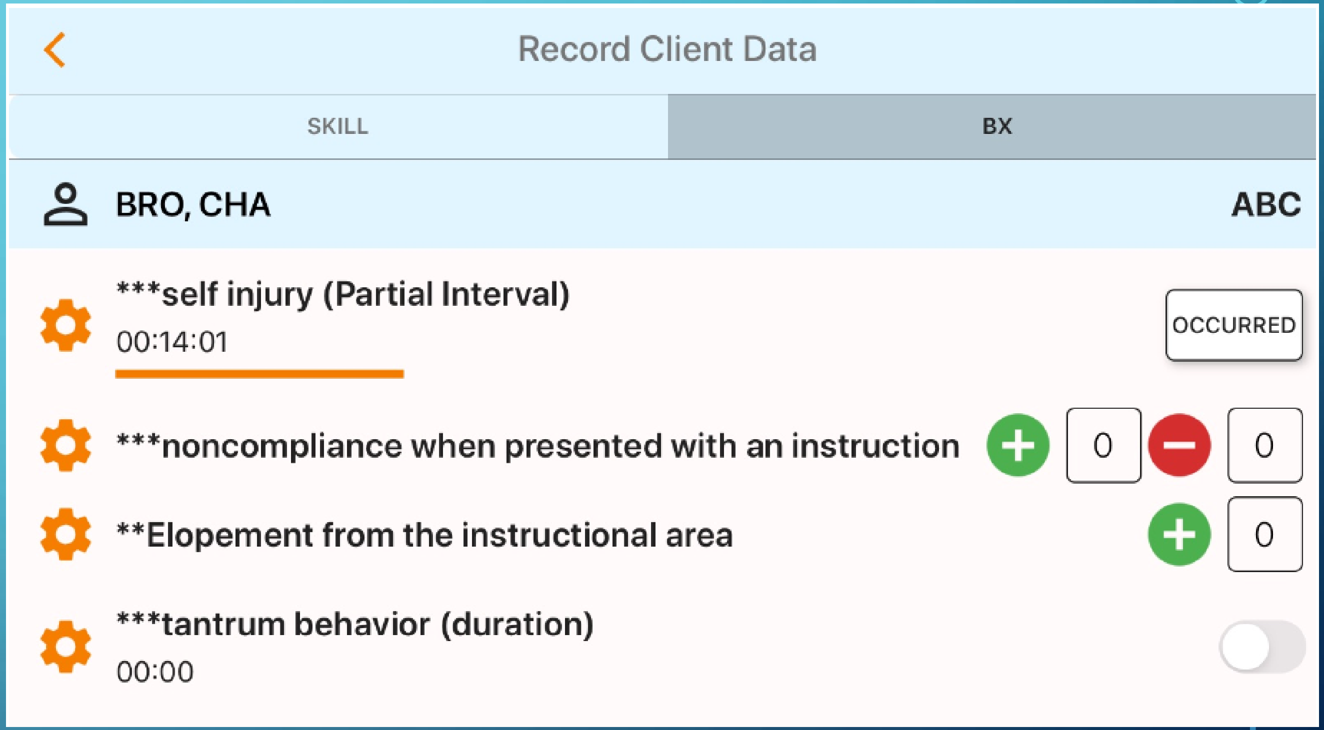
- Tap on the gear icon, tap on notes tab to add notes for each teaching or maintenance target with data entered.

- Select your target, Type your notes in the Notes field and tap on the save icon in the top right hand corner.



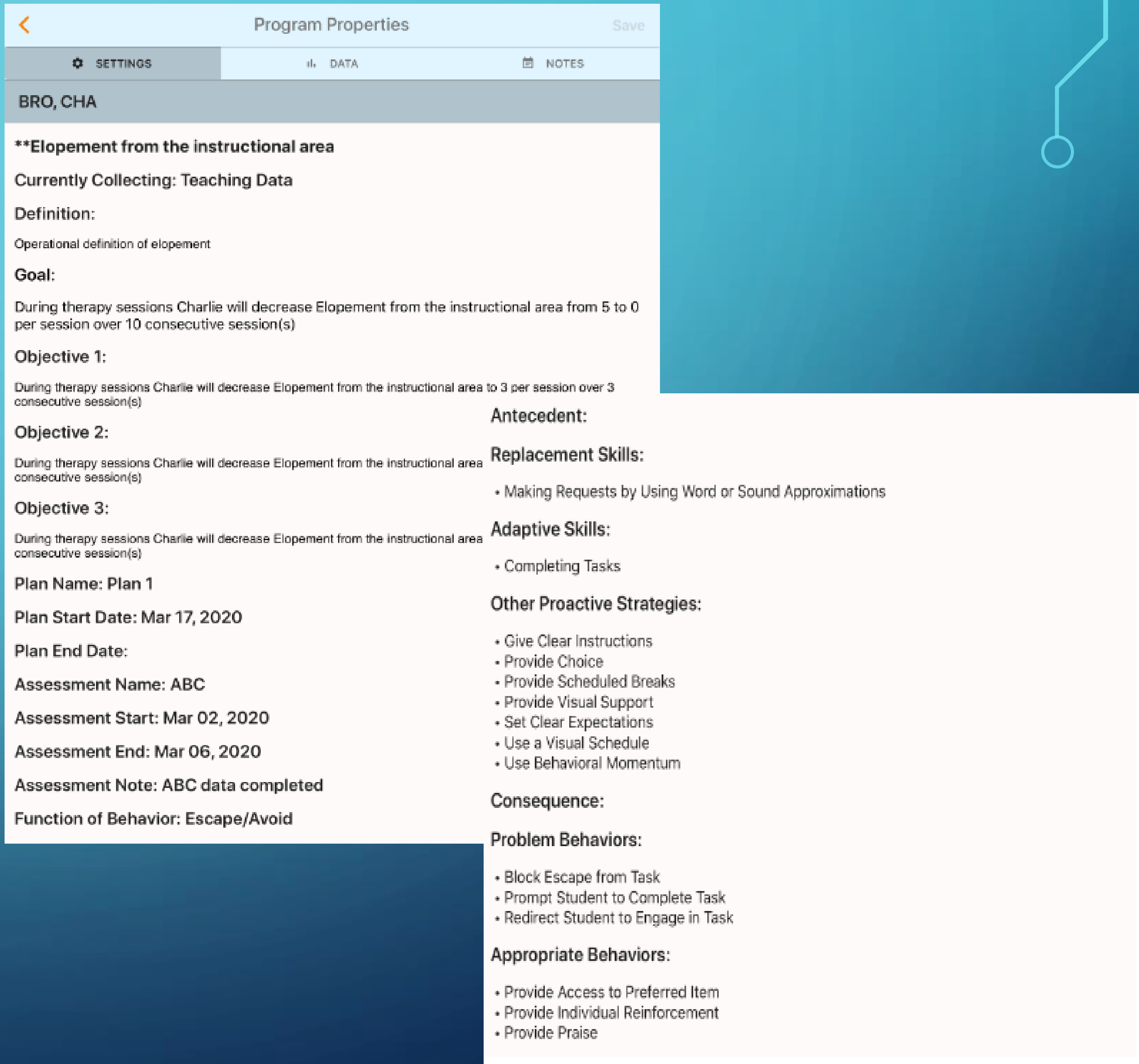
NAVIGATING THE BEHAVIOR PAGE

- When you click on the BX tab at the top, you can view challenging behaviors that you've selected for data collection.
- By clicking on the gear icon, you can view:
  - Full Behavior Plan
  - Previous Data Entered & Graphs
  - Add notes for behaviors
- By clicking the ABC icon in the right-hand corner, ABC data collection can be entered for all behaviors.



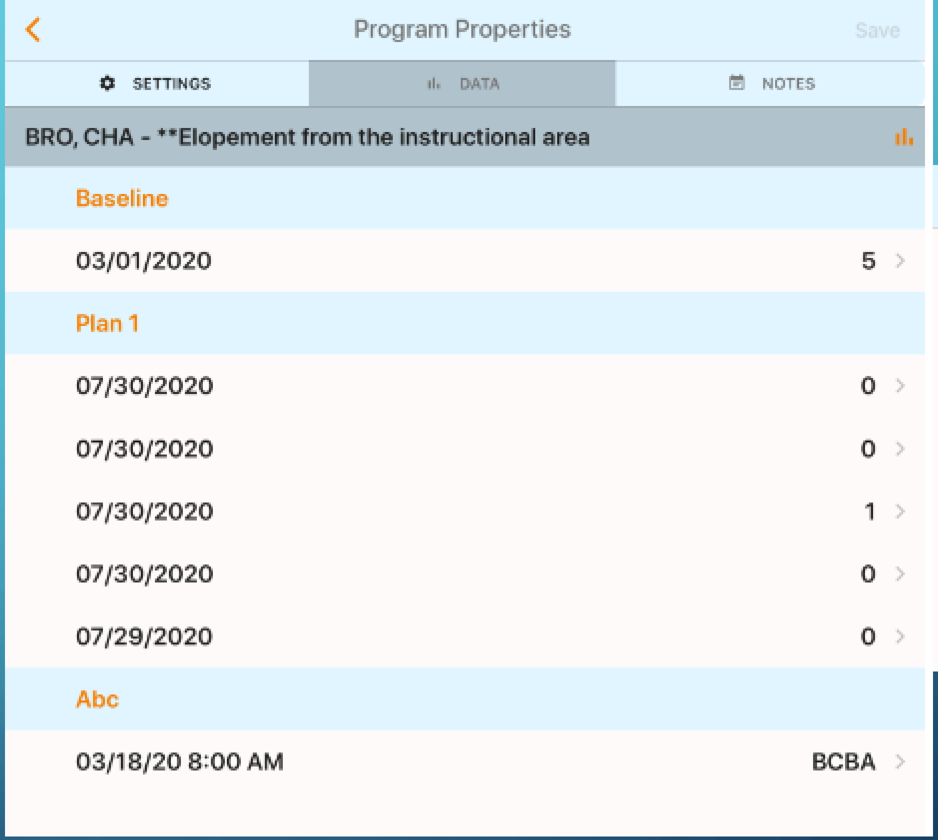
BEHAVIOR PLAN DETAILS

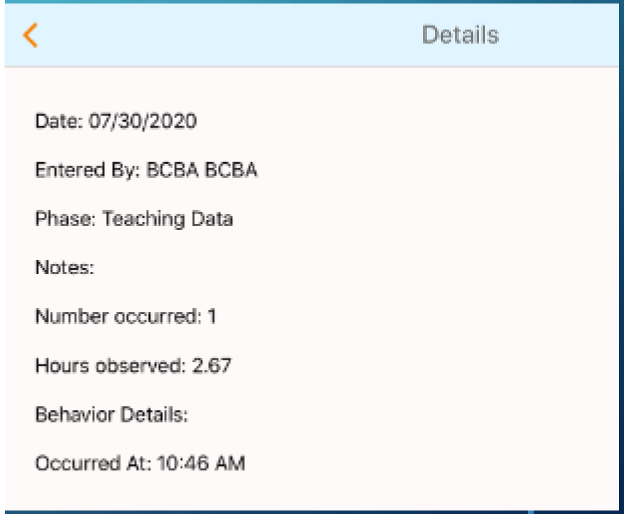
- On the Behavior Settings Screen, you can view behavior plan details for each behavior.
- Behavior Plan details include the following:
- Behavior, Definition, Goal, Objectives, Plan Name, Plan Start/End Date, Review Dates, Assessments Completed, Assessment Start/End Dates, Assessment Notes, Function(s) of Behaviors, Antecedent Strategies, Replacement Skills, Adaptive Skills, Other Proactive Strategies, Consequence Strategies for Problem Behavior and Appropriate Behaviors



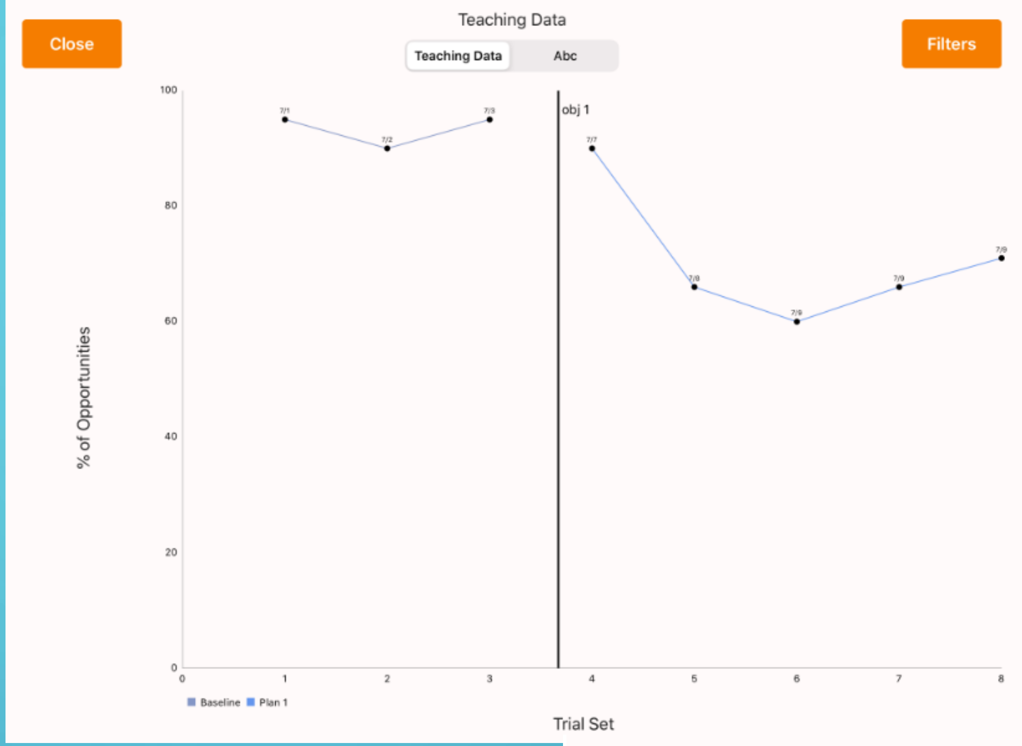
VIEWING PREVIOUS BEHAVIOR DATA ON MOBILE APP

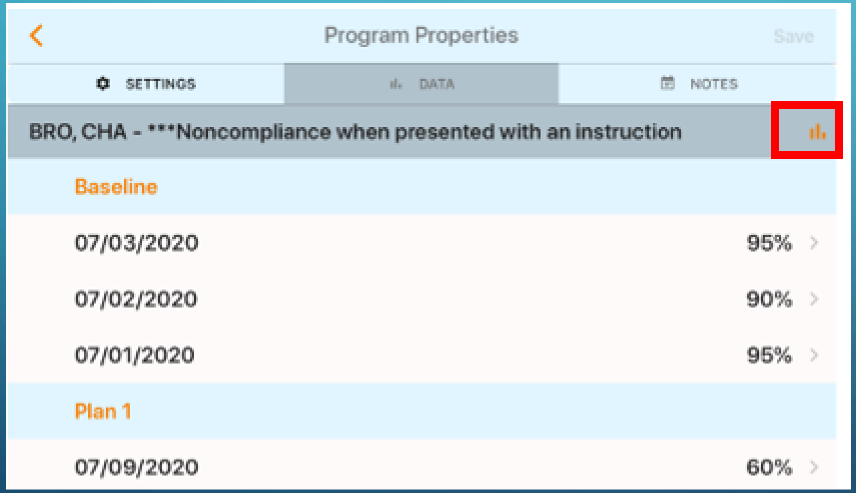
- List of 5 most recent data points for all behavior reduction programs and baseline.
- Ability to view details of previous data sessions, similar to the website & includes raw data.
- Viewing graph of the individual behavior reduction programs.

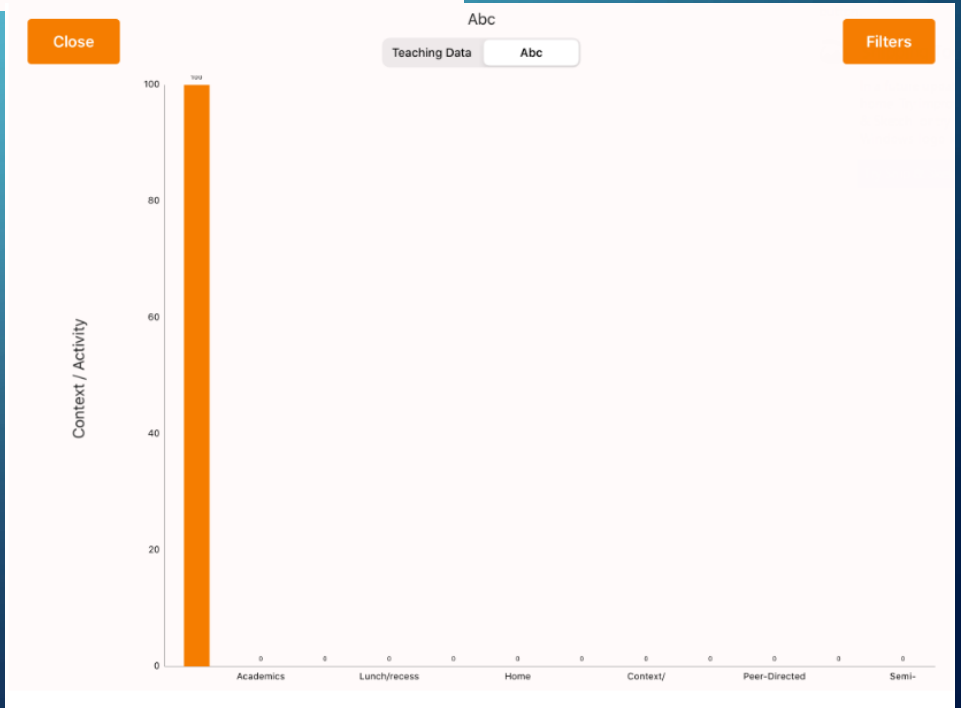




HOW TO VIEW BEHAVIOR GRAPHS: INTERVENTION & ABC GRAPHS





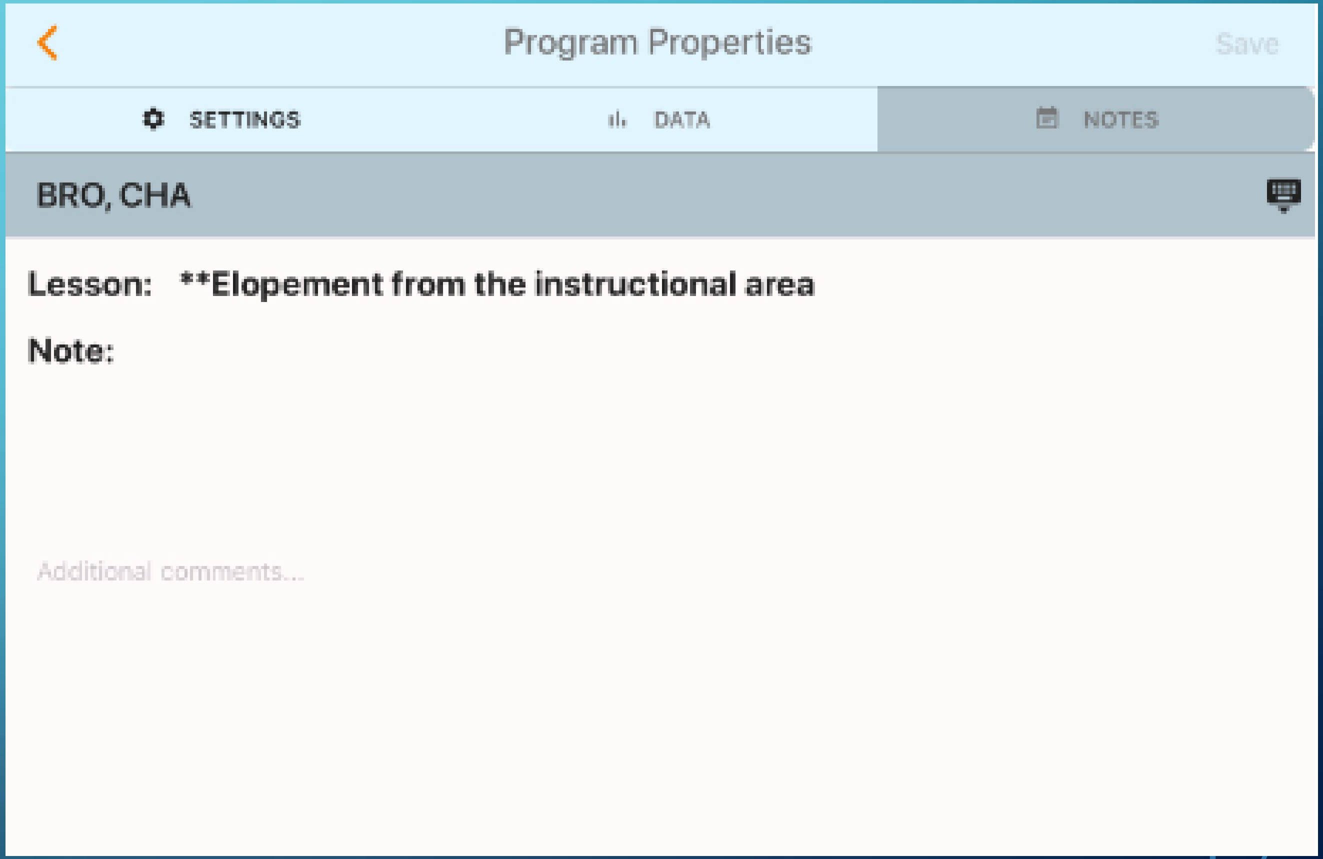


HOW TO ADD BEHAVIOR NOTES

To enter notes on a behavior:

Tap on the gear icon, tap on notes tab to add notes for a behavior with data entered.

Type your notes in the Notes field and tap on the save icon in the top right hand corner.



TYPES OF DATA COLLECTION ON THE MOBILE APP

Skill Acquisition
Opportunity based
Opportunity based with prompts
Task Analysis
Task Analysis with prompts
Duration
Frequency
Interval (partial interval, whole interval, or momentary time sample

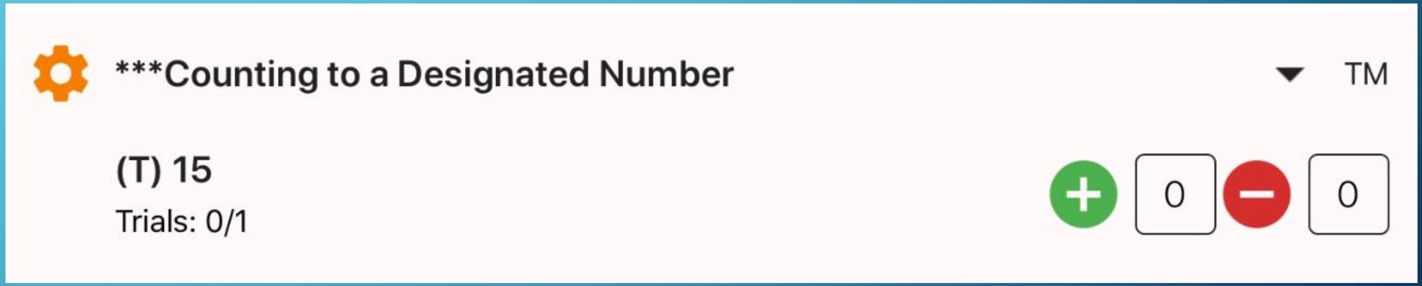
Behavior Reduction
Duration
Frequency
Interval (partial interval, whole interval, or momentary time sample)
Opportunity based (% of opportunities)
ABC data collection

OPPORTUNITY BASED DATA (WITHOUT PROMPTS)

For opportunity-based program, you will see a ‘+’ and ‘- button next to each target that is selected.

Tap ‘+’ each time the client provides a correct response and tap ‘-‘ each time the client provides an incorrect response.

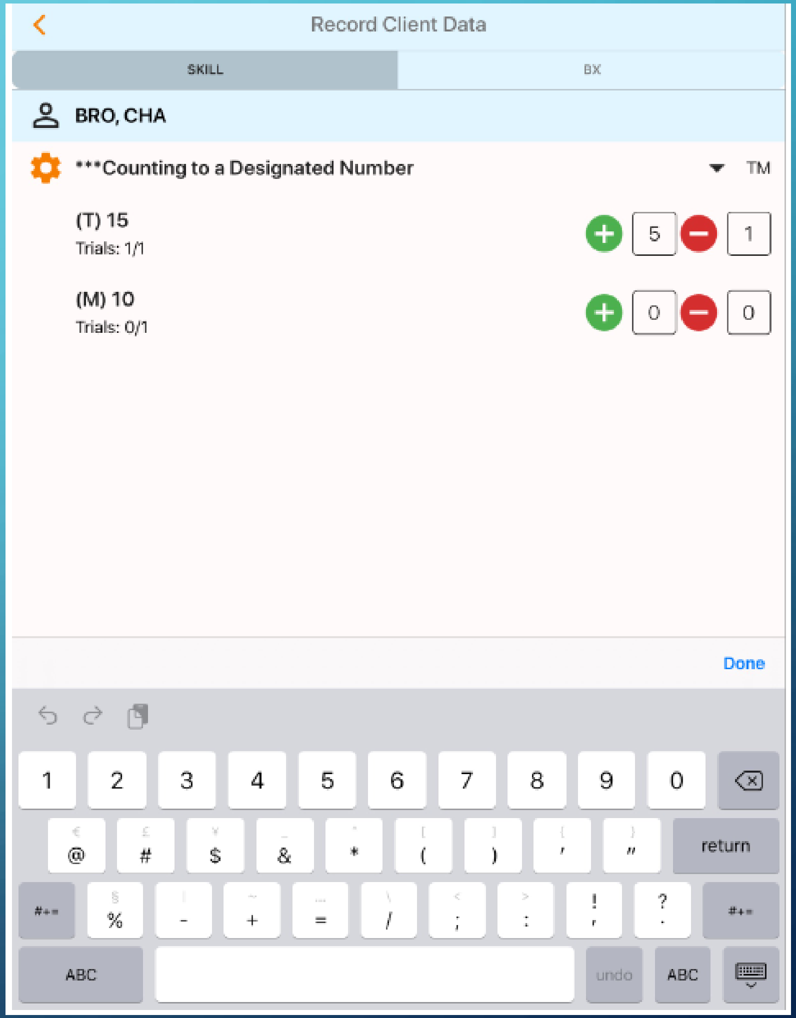
Opportunity Based without Prompts



EDITING OPPORTUNITY BASED DATA (WITHOUT PROMPTS)

To edit data already entered:

Tap on text boxes that need editing, make changes with number pad. When finished editing, click on DONE on the number pad. Continue to collect data.

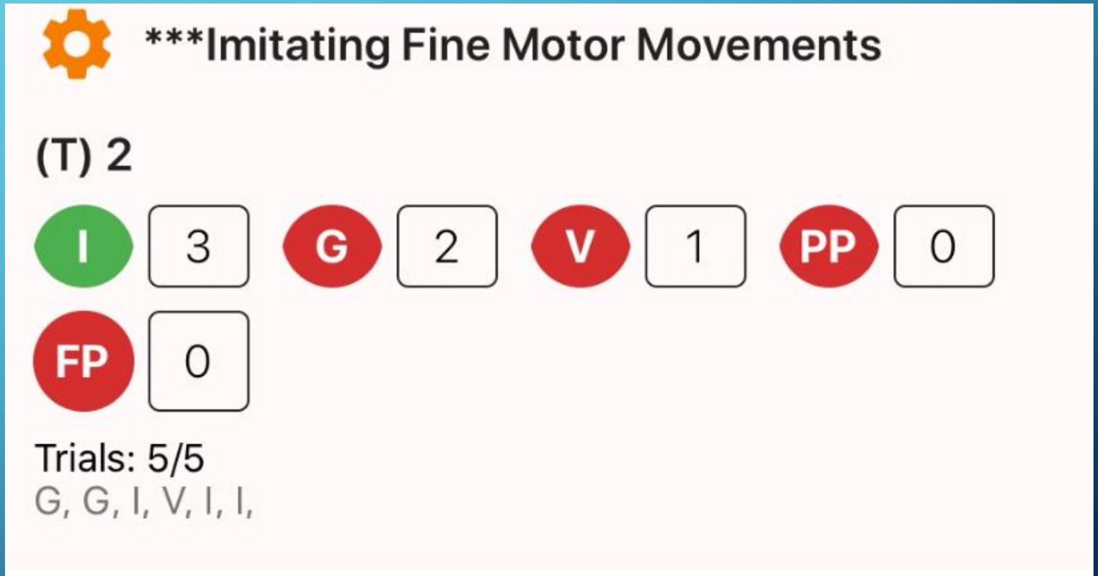


OPPORTUNITY BASED WITH PROMPTS DATA

Below each target, you will see a set of buttons with a 1-2 letter code. Each button represents a different prompt code and level that had been previously set up for that lesson. For each response, the client provides, tap the button associated with the prompt that was given to help the client respond correctly.

The number of each prompt or independent responses are in the text boxes to the right of each response. The prompts used are listed below under trials.

Opportunity based with prompts

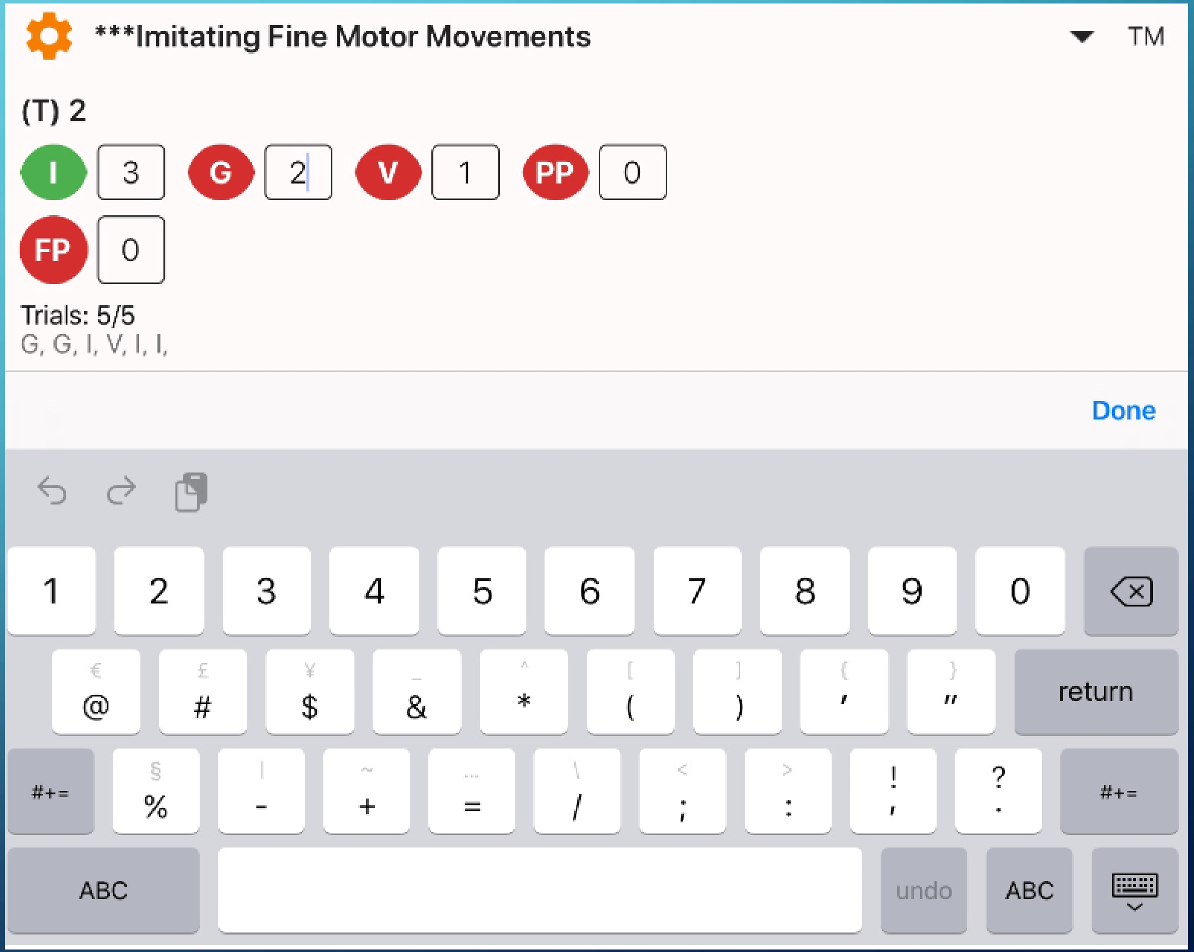


EDITING OPPORTUNITY BASED PROMPT DATA

To edit opportunity-based data with prompts:

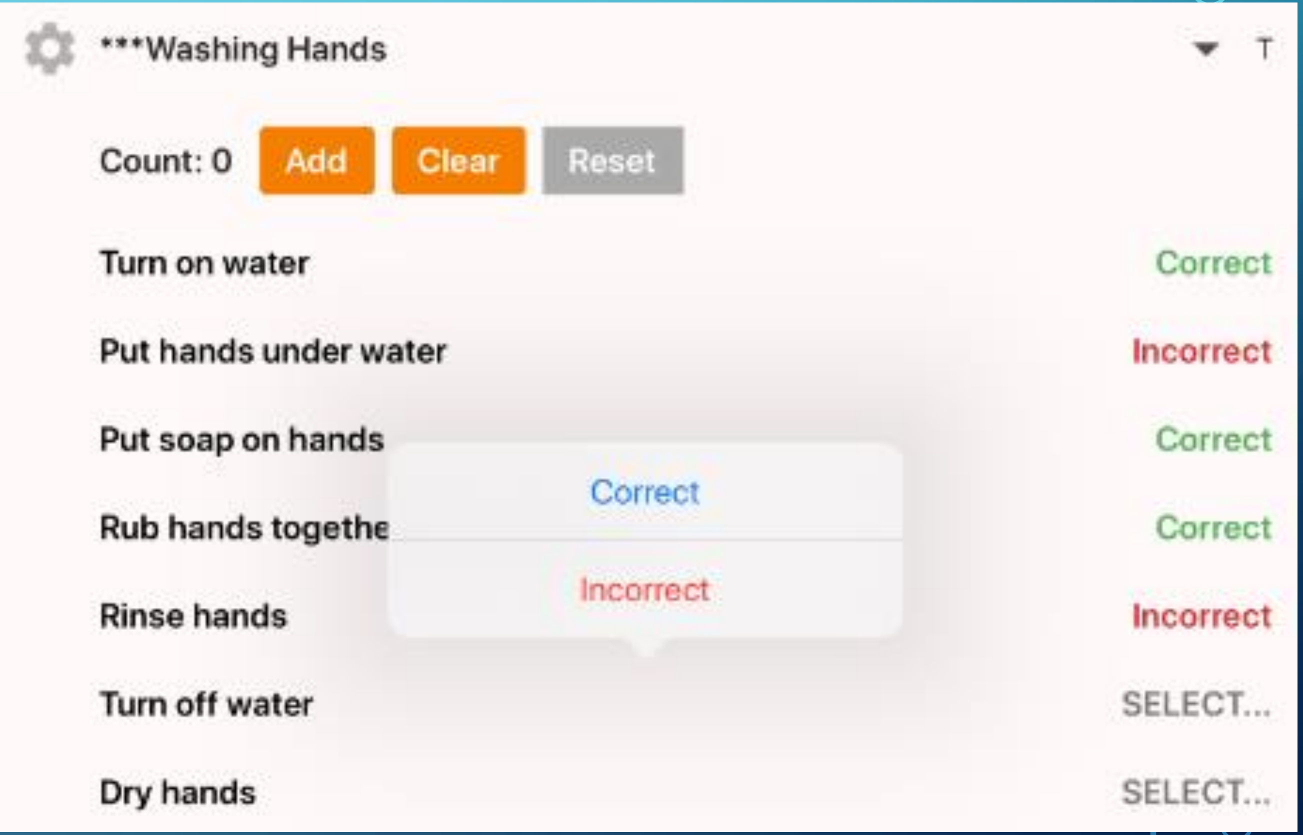
Tap on text box next to response, the number pad appears, make corrections, and press done.

Editing Opportunity Based with Prompts

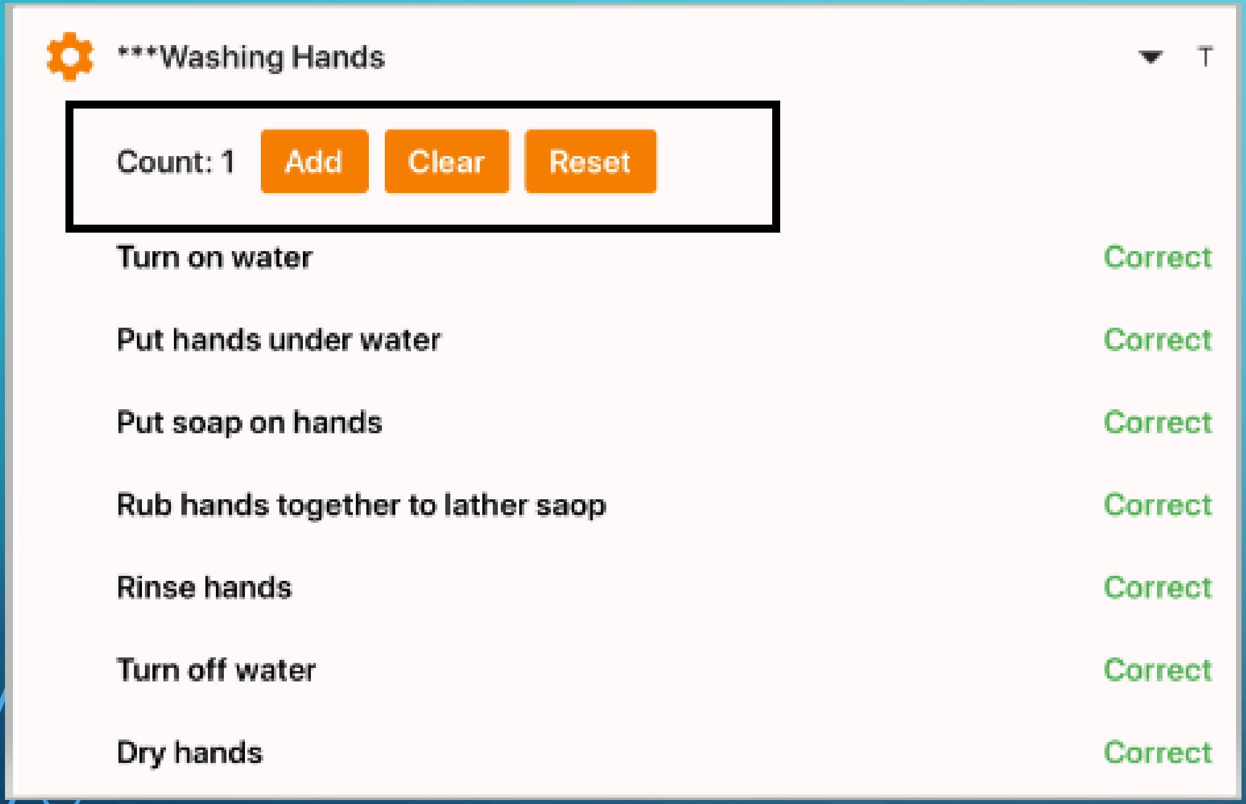


TASK ANALYSIS WITHOUT PROMPTS

- Tap on the title of the program – this allows a TA program to expand
- Then there will be a select button next to each step of the TA for data collection
- Tap on the SELECT button and a pop-up will appear with two options (correct and incorrect). After the client has attempted a step, choose correct if they were successful and incorrect if they were not successful.
- Please note that a selection must be made for each teaching step that is available in order to save the data.



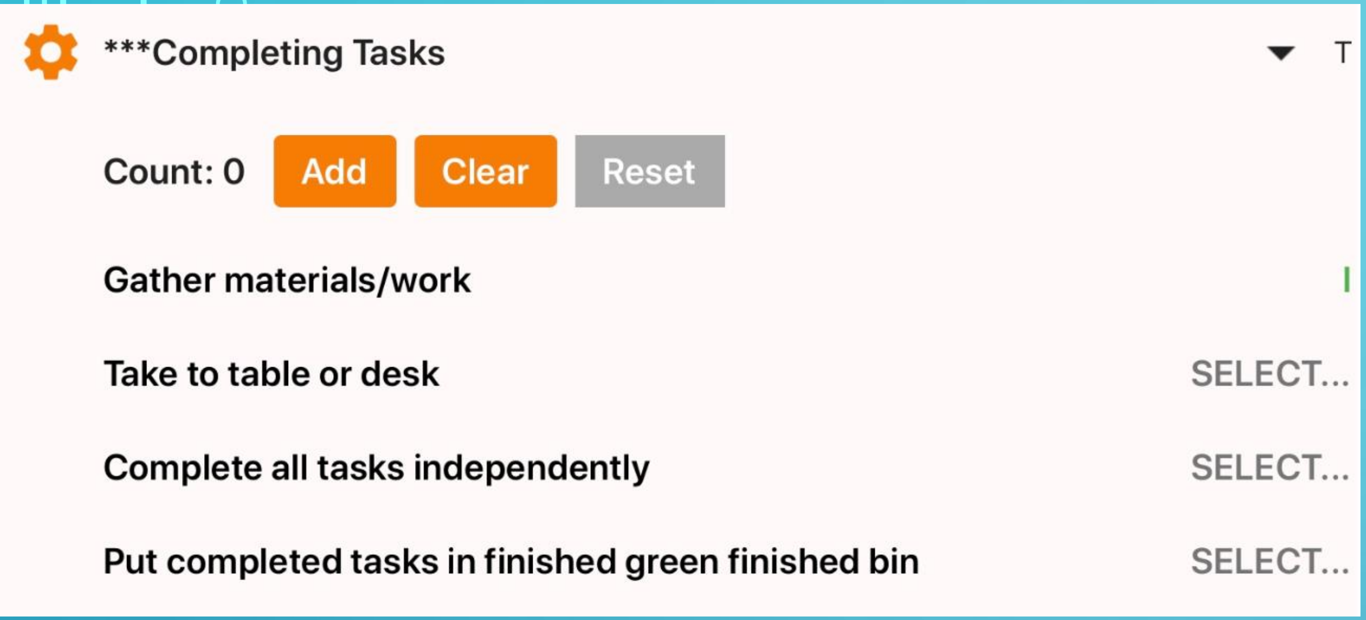
MULTIPLE OPPORTUNITIES FOR TASK ANALYSIS WITHOUT PROMPTS

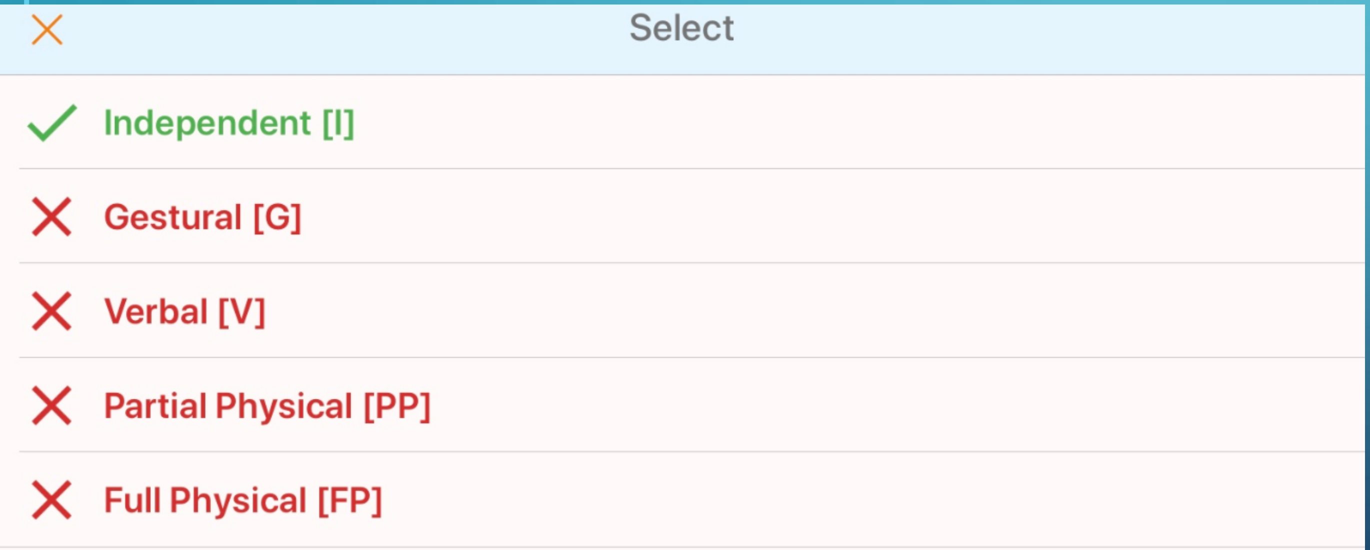


To enter multiple opportunities for task analysis without prompts, follow these steps:

1-Enter data on all steps of the TA
2-You'll notice the Count is 1
3-Press the Add button to enter a second opportunity for the TA
4-Add as many opportunities as needed for the session
5-Once you sync the data all opportunities will be saved and calculated as an average
6-The Clear button clears all steps of the current TA opportunity
7-The Reset button takes you back to the previous opportunity

TASK ANALYSIS WITH PROMPTS





- Tap on the title of the program – this allows a TA program to expand
- Then there will be a select button next to each step of the TA for data collection
- Tap on the SELECT button and a new screen will appear with prompting options that have been set up on the website for this program. After the client has attempted a step, choose the prompt level provided.
- Color coding of green and red are provided for correct and incorrect prompts.
- Please note that a selection must be made for each teaching step that is available in order to save the data.

MULTIPLE OPPORTUNITIES FOR TASK ANALYSIS WITH PROMPTS

To enter multiple opportunities for task analysis with prompts, follow these steps:

1-Enter data on all steps of the TA

2-You'll notice the Count is 1

3-Press the Add button to enter a second opportunity for the TA

4-Add as many opportunities as needed for the session

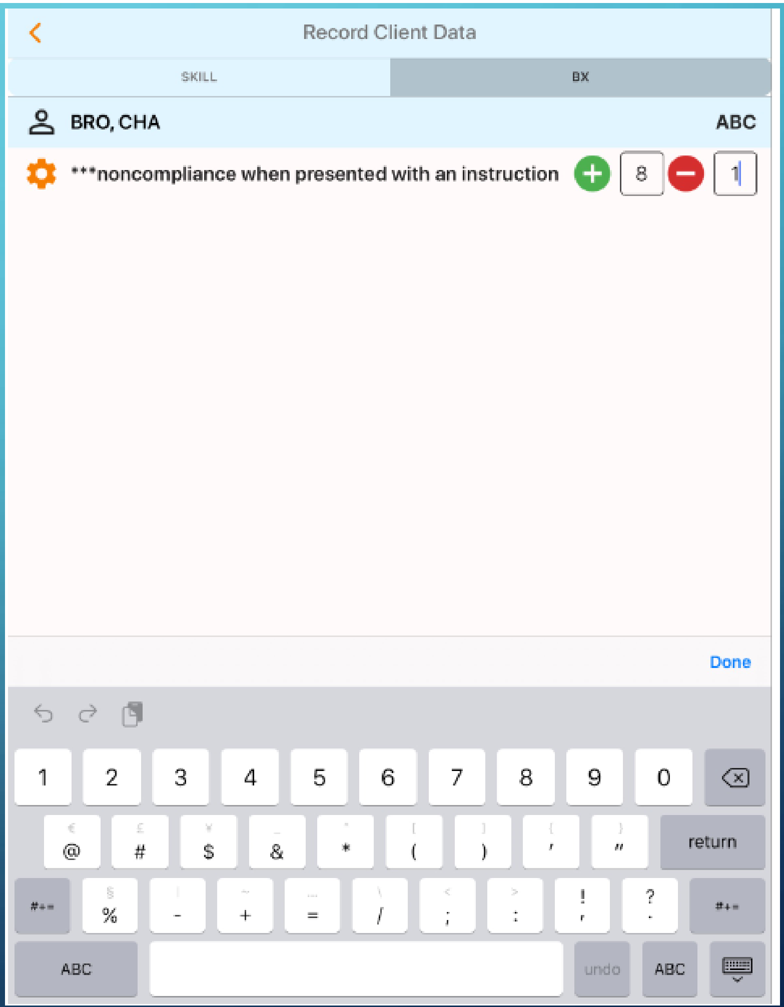
5-Once you sync the data all opportunities will be saved and calculated as an average

6-The Clear button clears all steps of the current TA opportunity

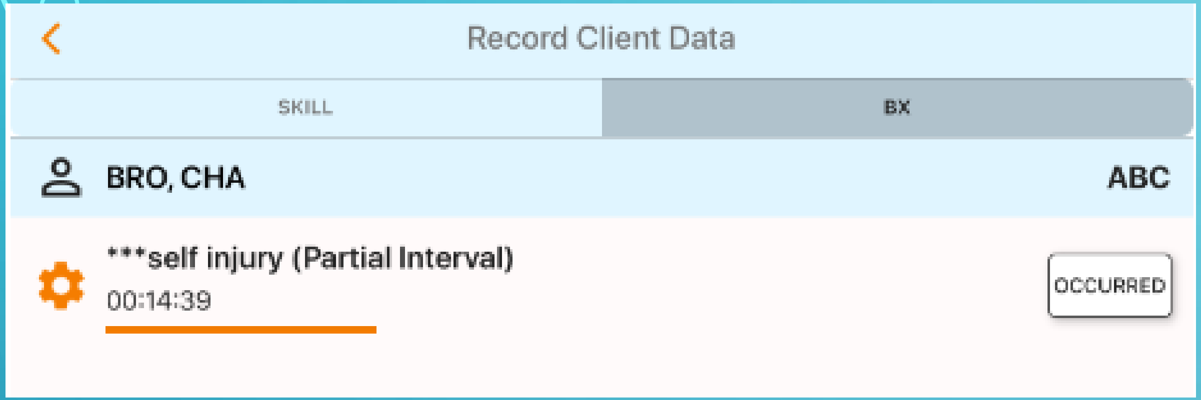
7-The Reset button takes you back to the previous opportunity

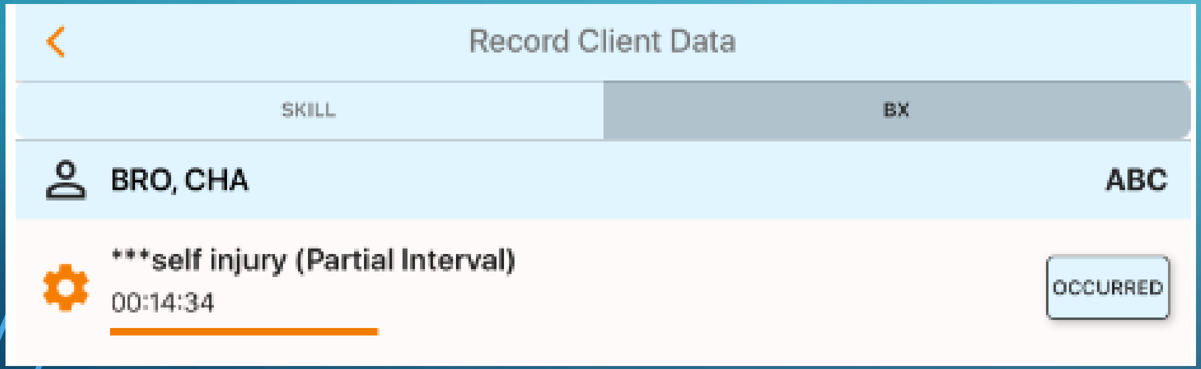
OPPORTUNITY BASED FOR BEHAVIORS

- To collect opportunity based or % of opportunities for behaviors:
- During opportunities, tap the + button for each time the behavior occurred and the – button each time the behavior did not occur.
- To edit opportunity based data for behaviors:
- Tap on the text box and edit any opportunities/make any corrections before syncing data.



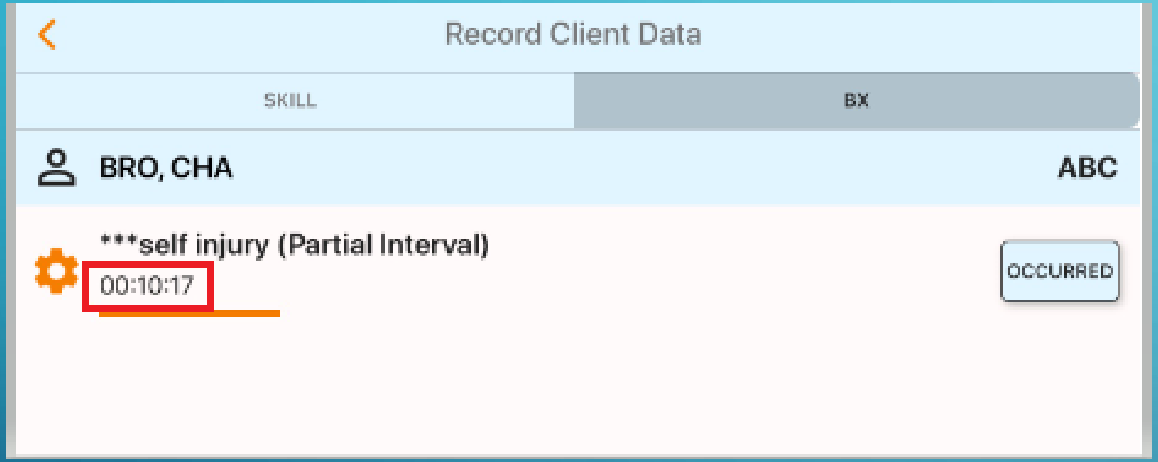
PARTIAL INTERVAL DATA





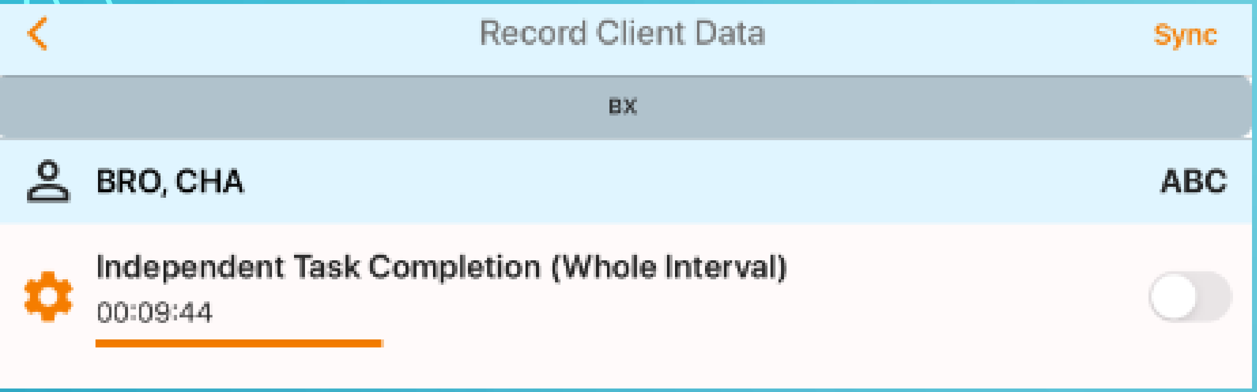
- For targets and behaviors set up to record partial interval data, you will see a white 'Occurred' button on the right and a timer on the left. When you start the data session, the timer will count down immediately and show you how much time is remaining for the current interval.
- When the behavior occurs, tap on the Occurred button. The button will turn dark blue.
- The occurred button can only be pressed 1 time during an interval.

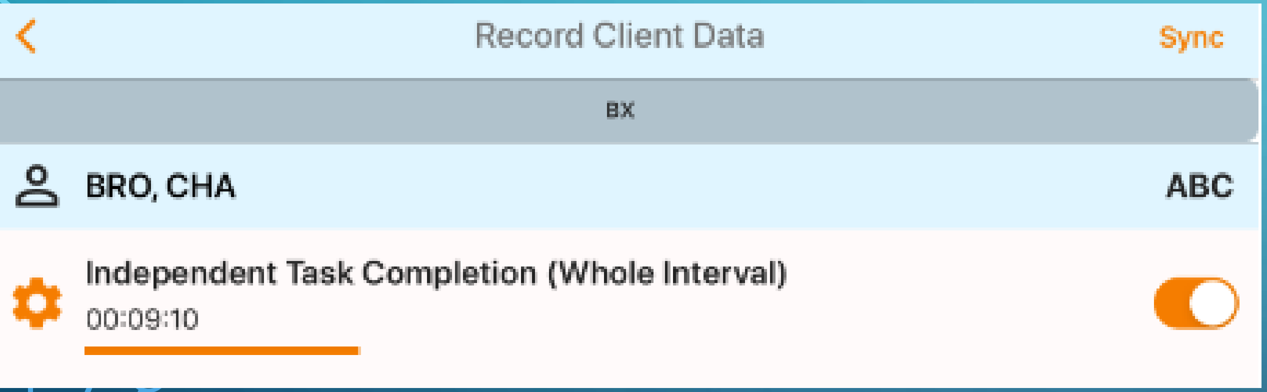
PARTIAL INTERVAL DATA



- The timer that is under the target behavior name will continue to count down for each interval.
- Once the timer reaches zero, it will reset and the 'Occurred' button will turn white and you will be able to tap on it again to record the next occurrence of the behavior.
- If the behavior did not occur during an interval, it will automatically be recorded as a non-occurrence for that interval. Users do not have to mark a no or non-occurrence for that interval.

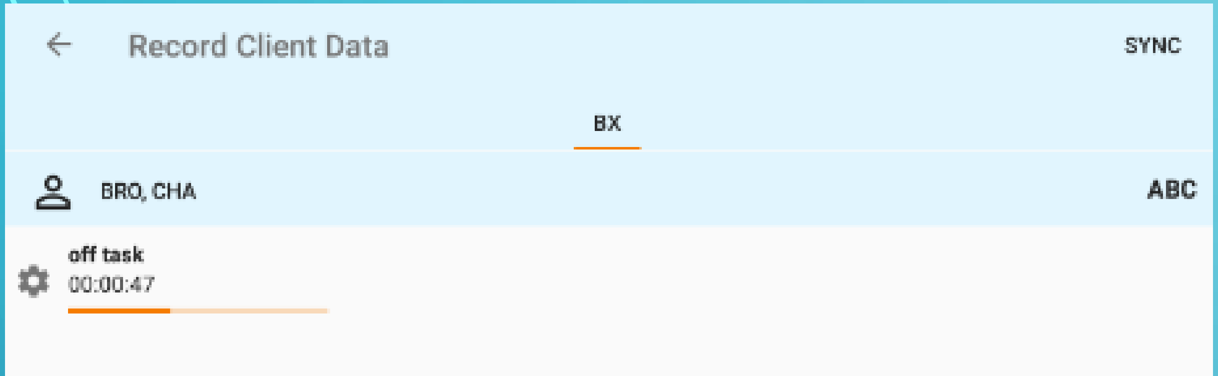
WHOLE INTERVAL DATA

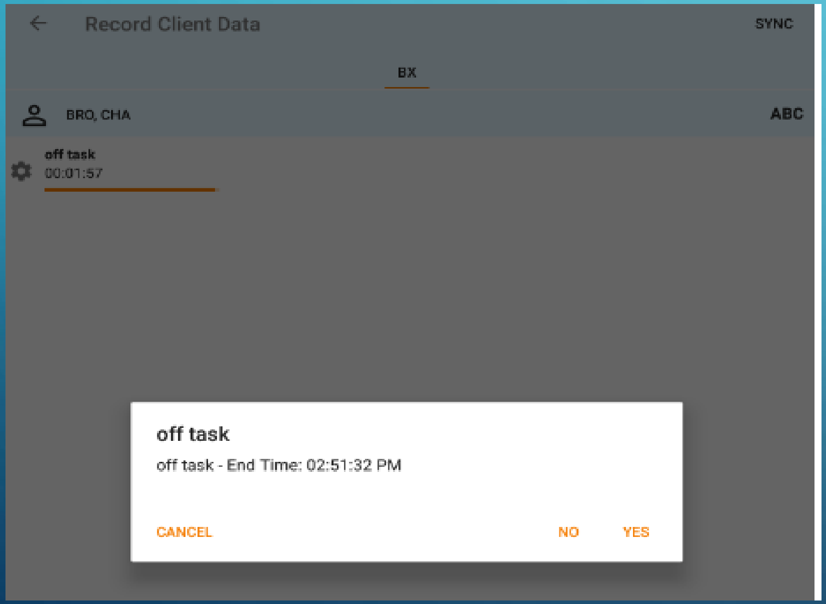




- For targets or behaviors that are set up as whole interval, you will see a gray button used to toggle the timer.
- In addition, there is an orange bar underneath the timer showing how much time there is left in the interval.
- When you start the session, the counter will be turned off. When the behavior begins, press the button to start the timer. When the behavior ends, press the button to stop the timer. Repeat this throughout the session. Rethink will then compare the times that the behavior was occurring with the start and end times of each interval and calculate the percentage of intervals that the behavior was occurring throughout.

MOMENTARY TIME SAMPLE ANDROID DEVICES

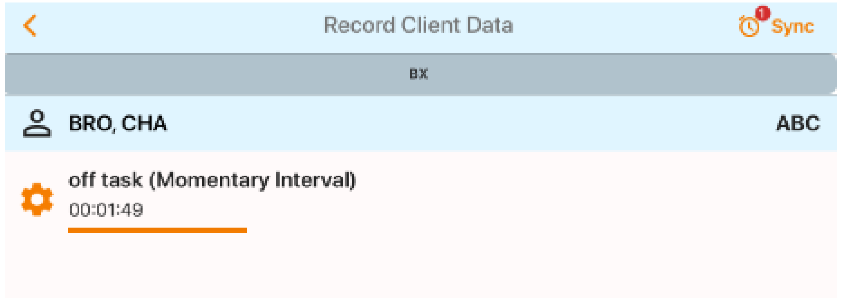


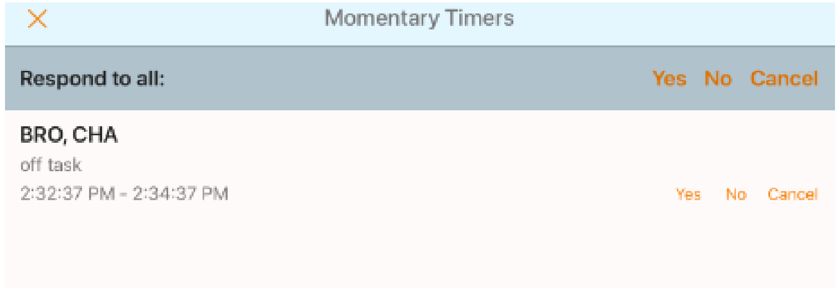


For targets or behaviors using momentary time sample, you will see a counter with a orange bar underneath it.
The counter shows how much time is remaining in the current interval, and it is counting down.

Once the counter reaches zero, you will see a pop-up asking if the behavior is occurring at that moment. Your options are yes – it is occurring, no – it's not occurring, or cancel If no data is needed for that specific interval.

MOMENTARY TIME SAMPLE
IOS DEVICES





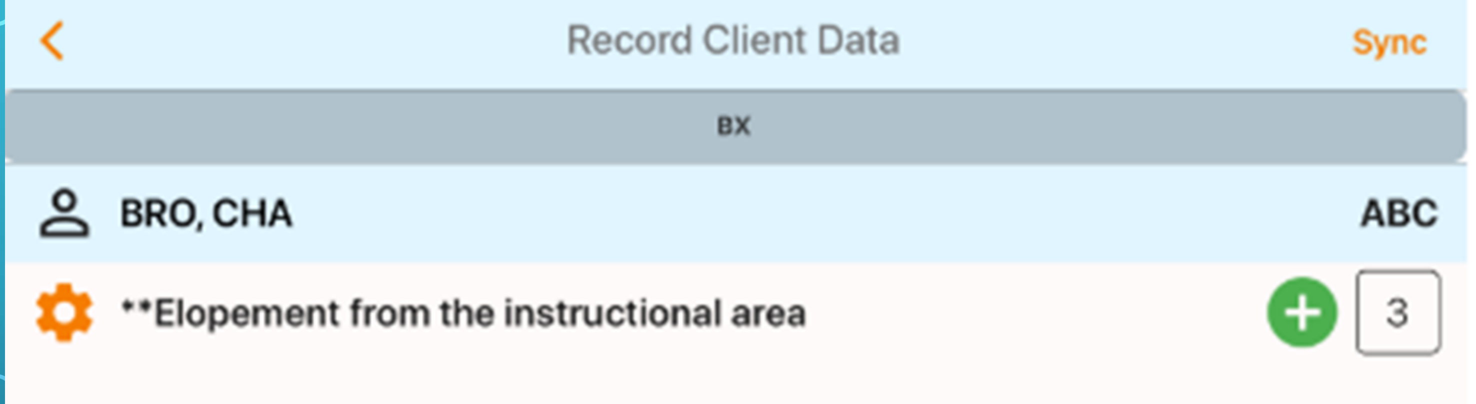
INTERVAL DATA COLLECTION TIPS

If you don’t need to enter interval data right away, you can use the back arrow to select your skill/behavior program when needed and enter interval data.

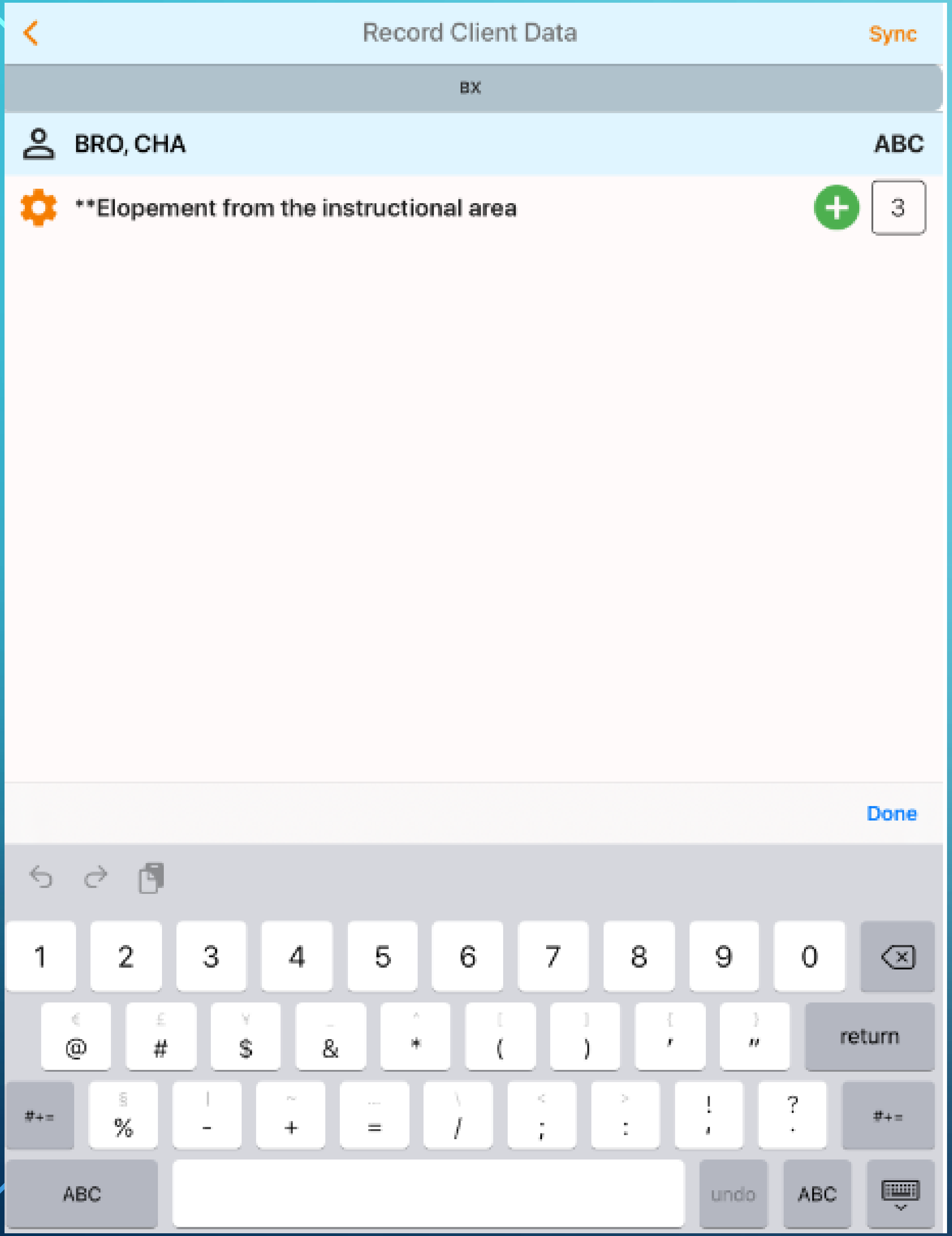
If you only need to enter interval data for a short period of time, you can select the skill/behavior, enter data, and use the back arrow to deselect the skill/behavior once you’re finished entering in data. The data will be saved and will sync when you sync the rest of your data session.

If you need to collect interval data during the whole session, select the skill/behavior in the beginning and the interval will run the length of the whole session until you sync your data.

FREQUENCY DATA



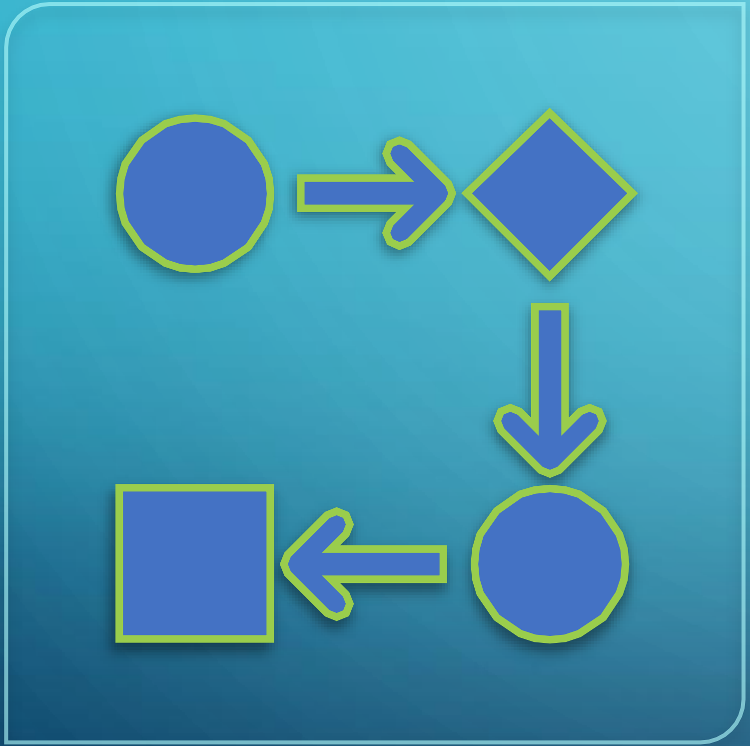
- To record frequency data on a behavior or a skill, you will see a "+" button to record each occurrence.
- Tap the "+" button each time the behavior or skill occurs.
- When you sync your data the total frequency occurrence will be recorded and graphed.



EDITING FREQUENCY DATA

- Made a mistake? Tap Edit on the behavior needing edits→ Tap the box → Manually enter new value with the number pad. Save changes to all data.

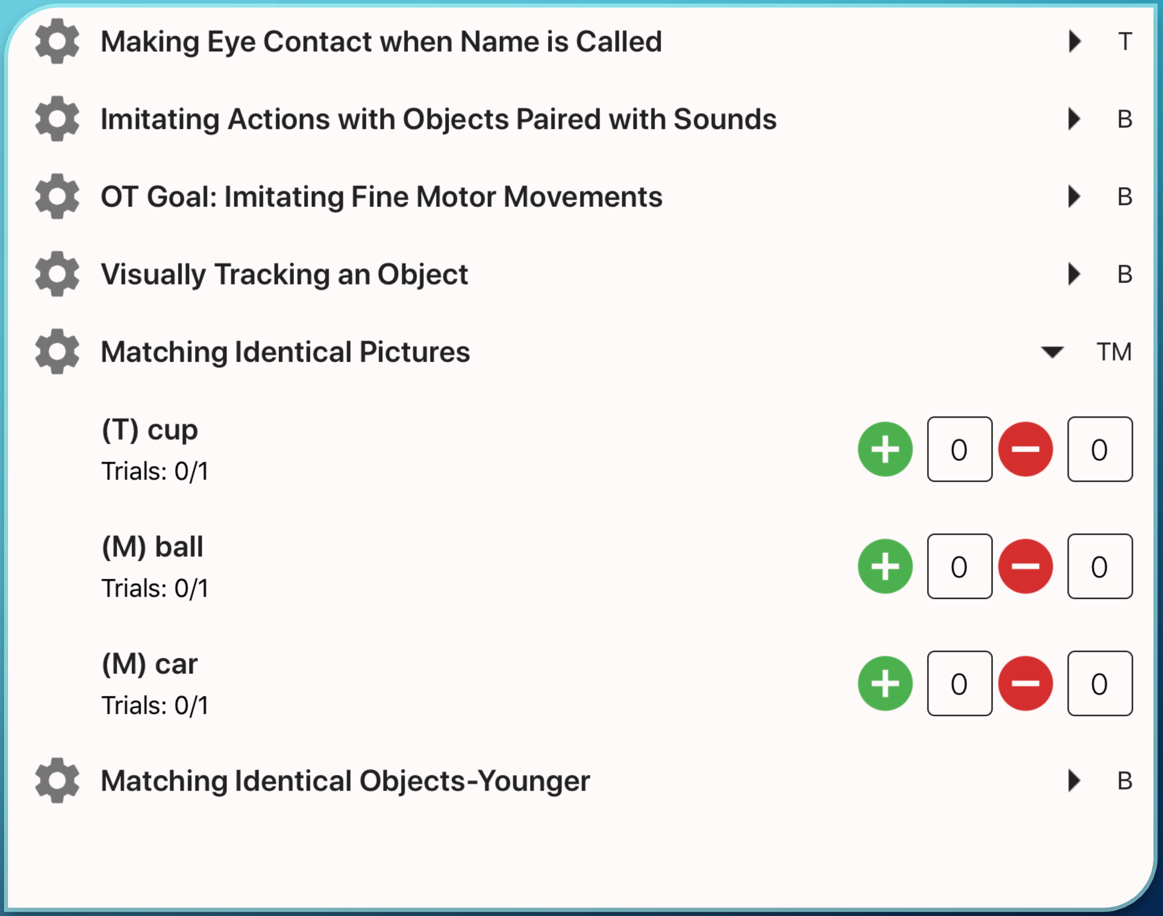
ENTERING ZERO FOR FREQUENCY OR DURATION DATA COLLECTION

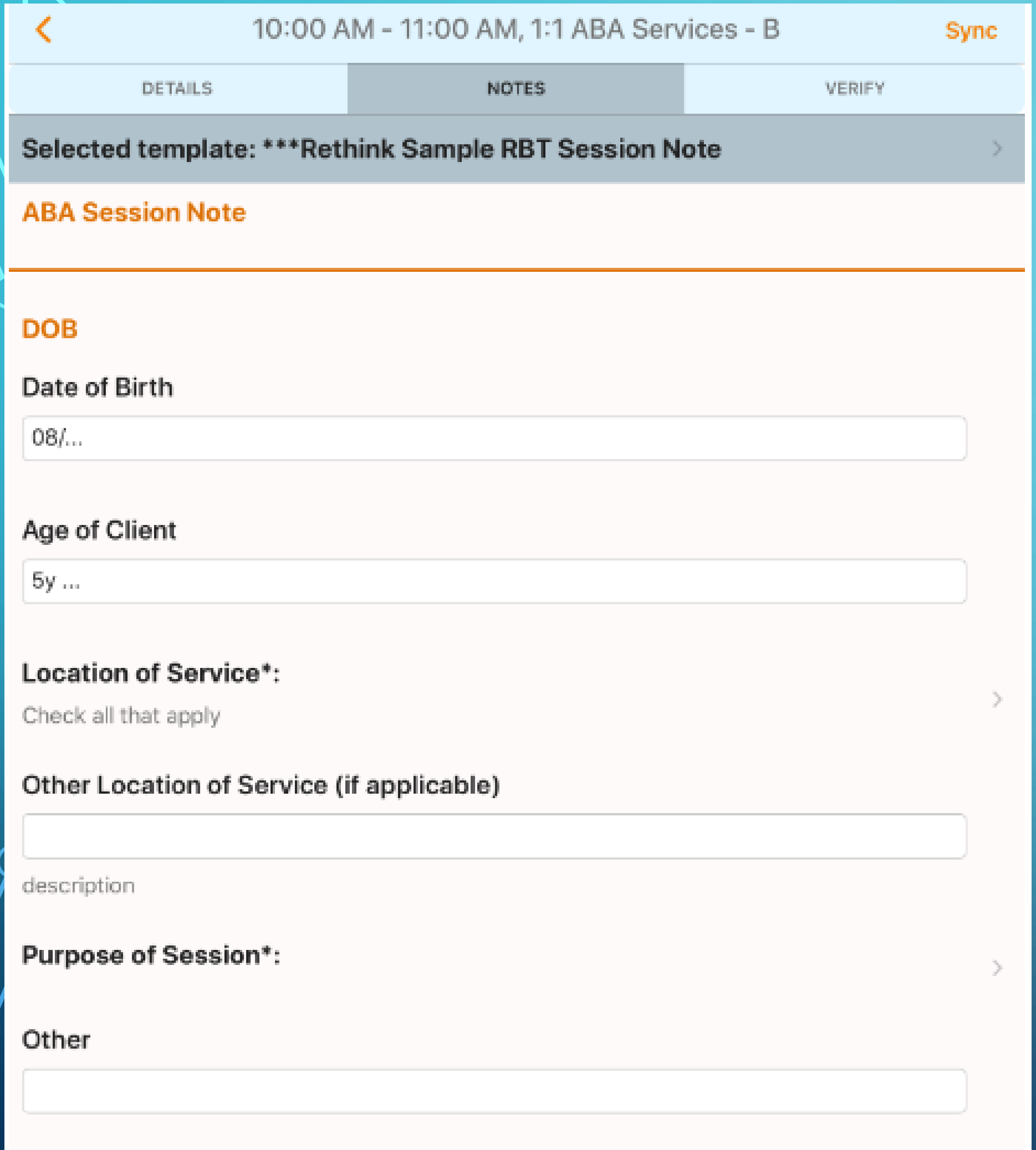


- For skill and behaviors, if zero occurrences occurred during a session follow these steps to have your data graphed as zero:
  1. Select behaviors/skills needed for the session.
  2. For frequency, do not enter any occurrences.
  3. For duration, do not enter any occurrences.
  4. Sync your data at the end of the session without any data entered for skills/behaviors with zero occurrences.
  5. Data will be graphed as zero times/minutes for both frequency and duration.

ENTERING MAINTENANCE DATA

- Select the skill needed for maintenance data collection
- Click on the gear icon to deselect/select the targets needed for the session, save changes
- Expand the goal on the data entry screen to see maintenance targets
- Enter maintenance data and any notes on targets
- At the end of the session, baseline, teaching, and maintenance data can be synced.



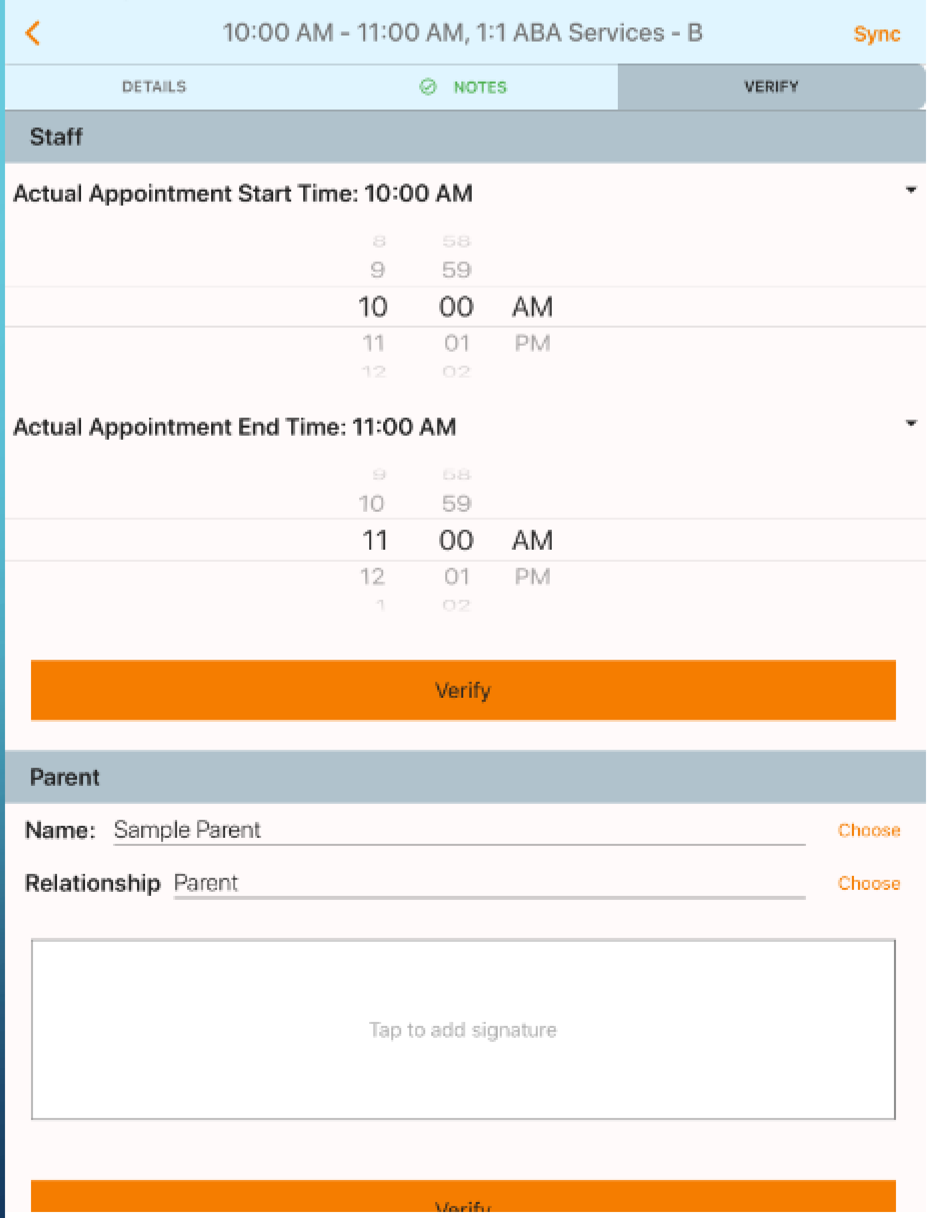


ENTER SESSION NOTES

- After you have finished collecting data, hit the left back arrow to complete your session note.
- Click on the NOTES tab and select the template needed.
- Be sure to complete all required fields and signatures.

VERIFY YOUR APPOINTMENT ON THE APP

- After completing your session note, verify your appointment and complete the Parent Verification (if required by your company)
- Click on the VERIFY tab to verify the start and end times.
- Completed the parent verification with a signature if required.

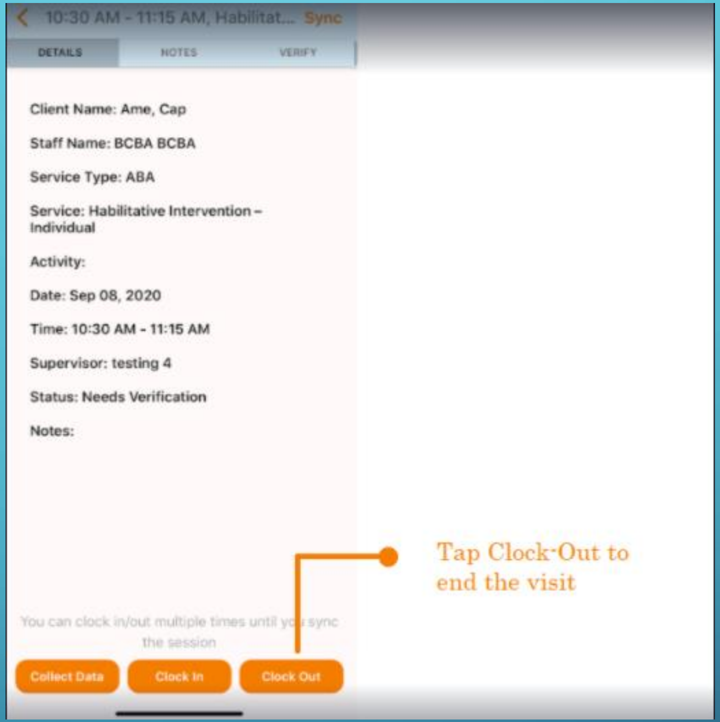


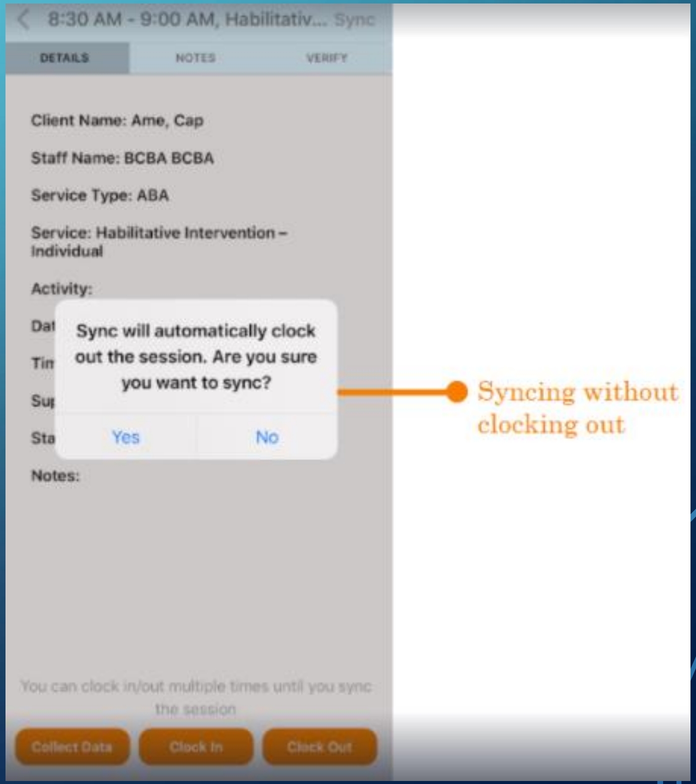
EVV AND CLOCKING OUT

Tap Clock-Out to register your end time for the service(s) rendered.

Please note that if you sync session without Clocking-Out then the system will auto-clock you out.

The Staff Member can only Clock In/ Clock out on Rethink's mobile app. Staff Members will not be able to manually add verification times through the mobile or desktop website.





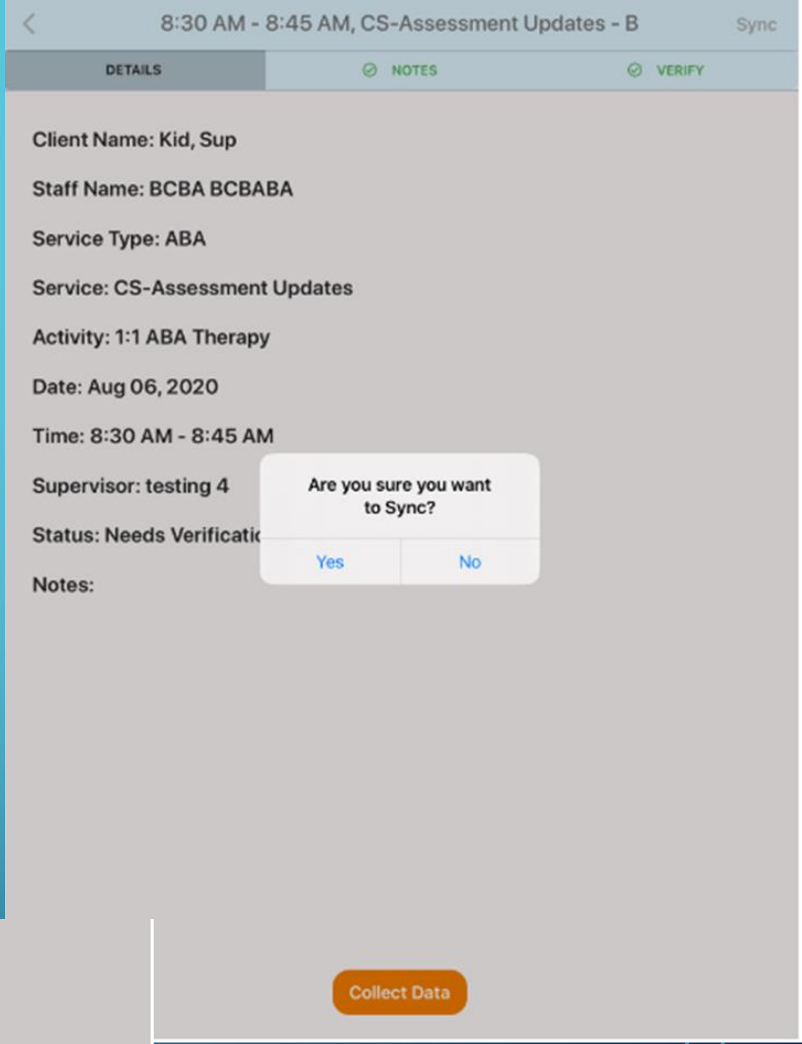
Ending and Syncing Your Data Session

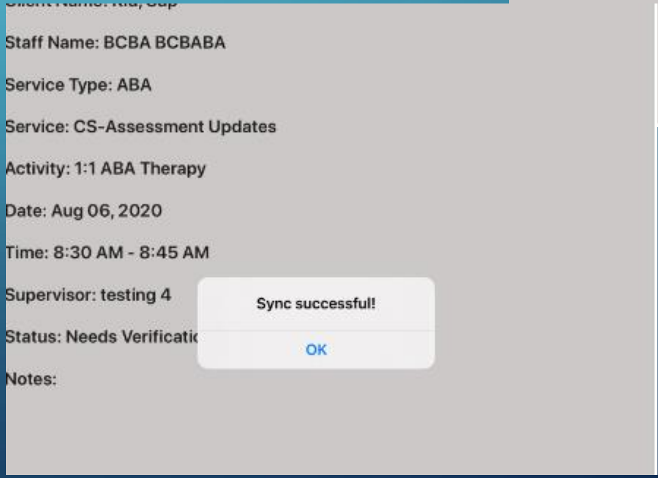
When you are finished recording data, completed your session note, and verified your session, tap on the SYNC button in the top right-hand corner. The button ends your session with the Rethink App.

You will a receive message, asking “Are you sure you want to Sync? Press Yes, to continue with syncing your data and session note.

If you do not have internet connection, tapping on SYNC will save ALL data on your device.

The next time you log into
the app with internet connection, the data will automatically sync to the client’s program, file cabinet, and scheduler in rethinkbh.com, where you can view the data details and graphs.

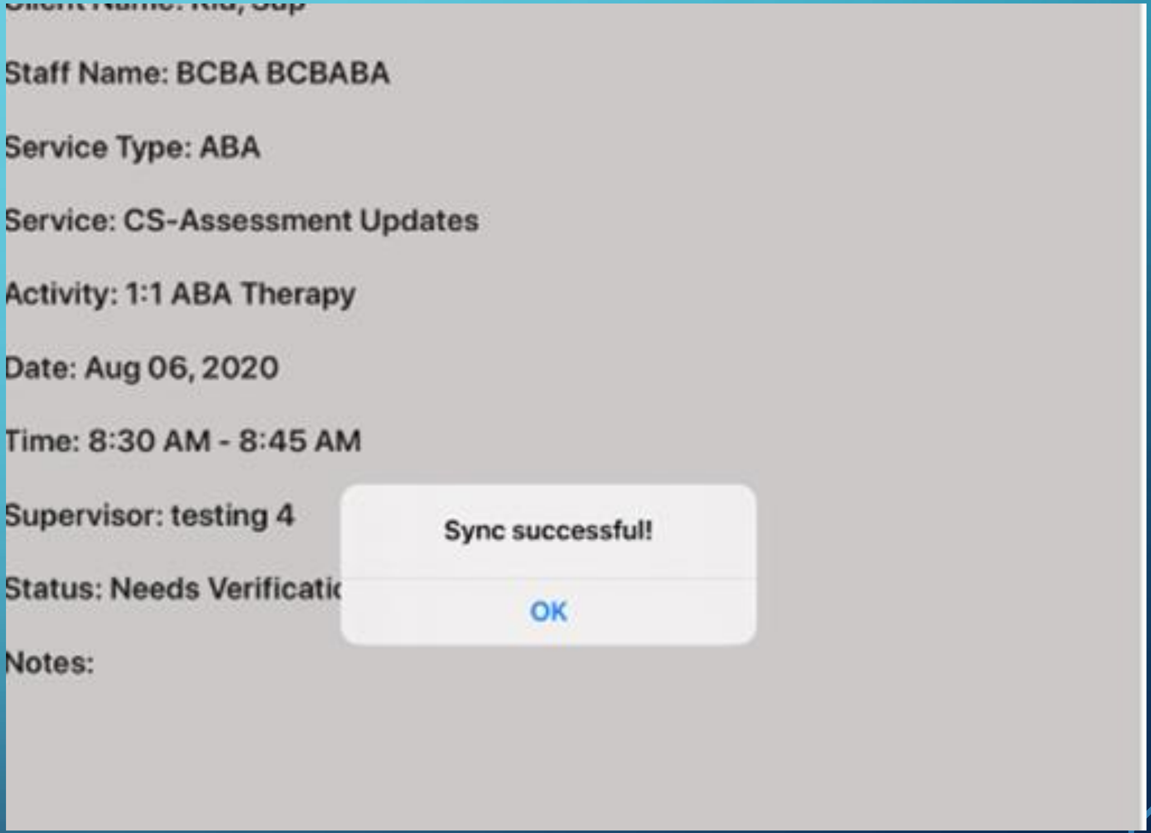




Sync Confirmation

After you press Sync and Yes to confirm you want to sync ALL data, you will receive confirmation that ALL data synced.

The message will state "Sync Successful!" Press OK to continue.

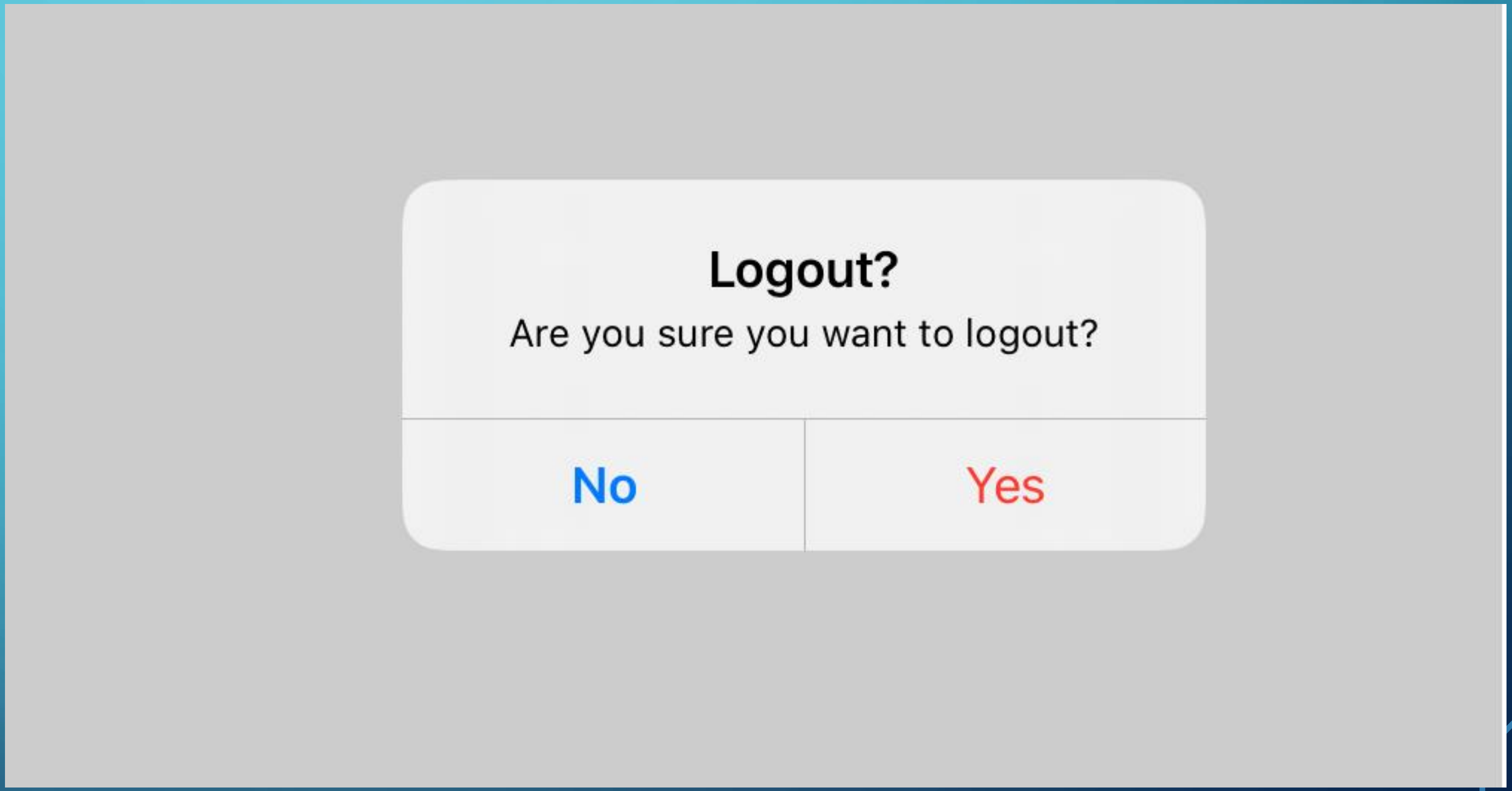


Ending Your Session and Logging Out

Logging Out:

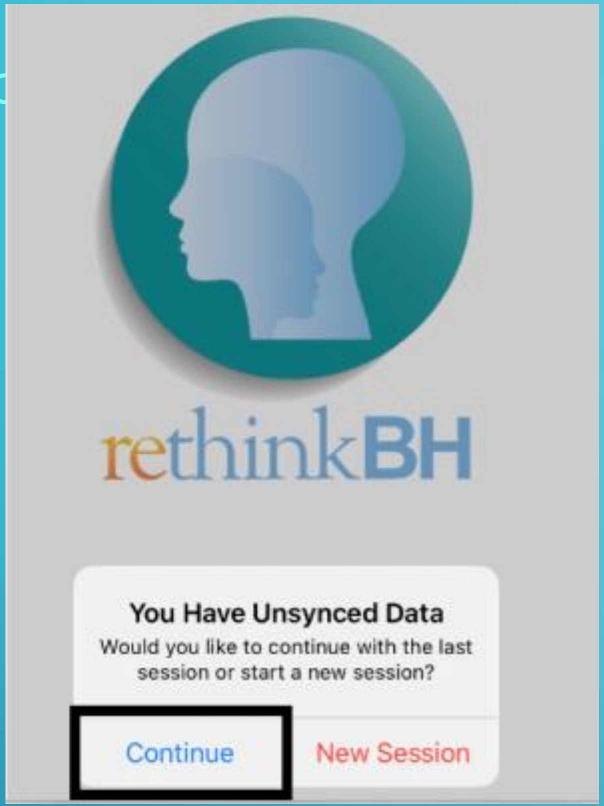
After pressing sync and receiving confirmation

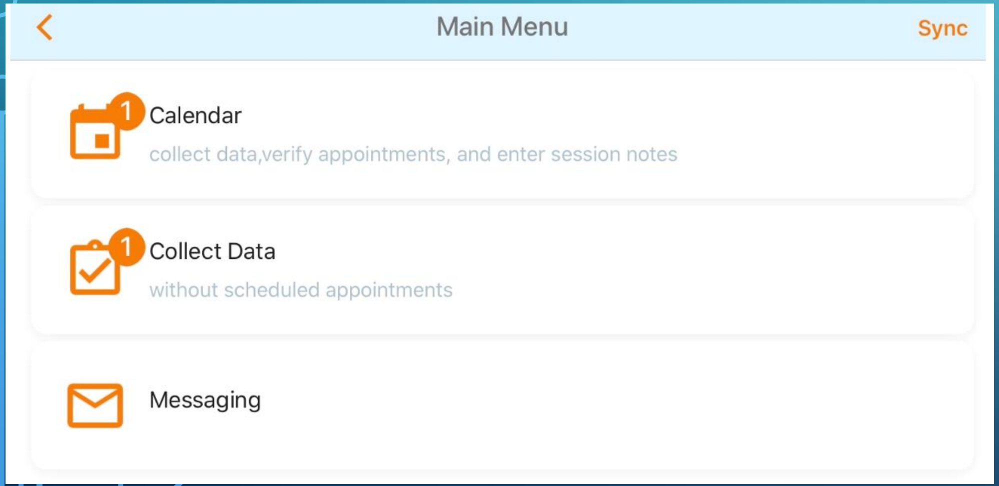
1. Press the back arrow to log out
2. You will then receive a LOG OUT confirmation. Press YES to log out.



ANDROID AND IOS

CONTINUING A SESSION & STARTING A NEW SESSION





Users can logout from the app with the option of continuing their data collection session later.

When logging back in with data stored on the device, the users are prompted to choose whether they want to continue a previous session or to start a new session.

When continuing a previous session, the app will take the user directly to the main menu page with the last client and appointment that was selected. Users can continue with data collection, ADD MORE PROGRAMS, and finish session notes.

When starting a new session, the app will sync your previous session's data on the device and then you can begin your new session.

Thanks!

Clinical Questions and Support:

RethinkBH Support

support@rethinkbh.com

or

Live Chat at www.rethinkbh.com