

Monitor Your Staff's RBT Training Progress

1) Visit www.rethinkbh.com, Click Log In and enter your **Username** and **Password**:



The screenshot shows the homepage of the Rethink Behavioral Health Practice Management website. At the top left is the logo for "rethink" with the tagline "BEHAVIORAL HEALTH PRACTICE MANAGEMENT". Below the logo is a large photograph of a woman in a blue blazer sitting at a desk with a laptop, while a man, a woman, and a young boy look on. To the right of the photo is a login section with the text "Hello, Welcome" above the "rethink" logo. Below this are input fields for "User" and "Password", and a "Login" button. At the bottom of the login section are links for "Forgot your User Name?" and "Forgot your password?". The footer of the page is dark blue and contains the "rethink" logo, navigation links for "Job Opportunities", "Terms Of Use", "Advisory Board", and "Our Team", and social media icons for Facebook, Twitter, and YouTube.

2) Click on [Reporting Dashboard](#):

CLIENTS

Set up clients, create treatment plans, collect and analyze data



STAFF MEMBERS

Set up staff members and manage staff member information



COMPANY ACCOUNT

Manage company information, account settings and user permissions



RESOURCE & TRAINING CENTER

Complete training courses and access a wealth of ABA resources



REPORTING DASHBOARD

Run metrics reports for your team or organization



CLIENT REPORT TEMPLATES

Create & edit custom templates for funder treatment reports



SCHEDULING

Schedule, view, and sign-off on client appointments



TASKS & NOTIFICATIONS

See alerts and tasks assigned to you



3) Click on **Training Report** from the menu on the left:

REPORTS	REP
CLIENT REPORTS	
UNIQUE CLIENTS	Tra
CASELOAD BY SERVICE LINE	
CASELOAD BY LOCATION	SEA
CLIENT STATUS	
STAFF MEMBER REPORTS	
UNIQUE STAFF MEMBERS	The
STAFF MEMBER BY SERVICE LINE	Regis
STAFF MEMBER BY LOCATION	Total
TRAINING REPORT	
AUTHORIZATION	Ac
EXPIRING AUTHORIZATIONS	Ac
AUTHORIZATION UTILIZATION	E
SCHEDULING	T
CANCELLATIONS	B
STAFF PRODUCTIVITY	CH
BILLABLE HOURS SUMMARY	CH
BILLING EXPORT	C
PAYROLL EXPORT	C

4) Be sure the Training drop down reads: [Registered Behavior Tech](#) :

REPORTS

- CLIENT REPORTS
 - UNIQUE CLIENTS
 - CASELOAD BY SERVICE LINE
 - CASELOAD BY LOCATION
 - CLIENT STATUS
- STAFF MEMBER REPORTS
 - UNIQUE STAFF MEMBERS
 - STAFF MEMBER BY SERVICE LINE
 - STAFF MEMBER BY LOCATION
 - TRAINING REPORT**
 - AUTHORIZATION
 - EXPIRING AUTHORIZATIONS
 - AUTHORIZATION UTILIZATION
 - SCHEDULING
 - CANCELLATIONS
 - STAFF PRODUCTIVITY

REPORT TYPE: TRAINING CENTER REPORT

Training: Registered Behavior Tech

SEARCH: Name | All Titles | All Statuses | All Locations | Clear ✕

The Best Company Ever

Registered Behavior Tech Training
 Total Team Members: 39 Complete All Modules: 0/39 Started Modules: 2/39 Not Started Modules: 37/39

Registered Behavior Tech Training																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Addie Shrimp																					
Adrian Griffin																					
BCBA BCBA		94%	100%	100%	85%	100%	100%	100%	100%		9%	0%	93%	92%	94%	83%	80%	0%			
Behavior Technician																					
Bentley Tech																					

5) Monitor your staffs' **progress** and **RBT Test Scores**:

SEARCH: Name | All Titles | All Statuses | All Locations | Clear ✕

The Best Company Ever

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 Total Team Members: 39 Complete All Modules: 0/39 Started Modules: 2/39 Not Started Modules: 37/39

Registered Behavior Tech Training

STAFF MEMBER REPORTS

- UNIQUE STAFF MEMBERS
- STAFF MEMBER BY SERVICE LINE
- STAFF MEMBER BY LOCATION
- TRAINING REPORT**
- AUTHORIZATION
- EXPIRING AUTHORIZATIONS
- AUTHORIZATION UTILIZATION
- SCHEDULING
- CANCELLATIONS
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Behavior Technician																					
Bentley Tech																					
Chris Johnson																					
Chris Johnson																					
Christopher MacAloon																					

Need to Add New Staff Members to your Account? See [Add a New Staff Member](#)

Need Information about your Company Account Settings? See [Administrators - Edit Your Company Settings](#)

Need Help?

Contact us at Support@rethinkbh.com