BK
BEHAVIOR VENTURES

BT Rethink Provider Manual

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Logging in for the first time

1. Navigate to https://webapp.rethinkbehavioralhealth.com/Healthcare#/Login
2. Click 'Forgot your password?'
3. Put in your email that you use to login to Empeon.
4. You will then get a link to your email where you can create your password.
5. Use that email and new password you have just created and login into the app.

RethinkBH

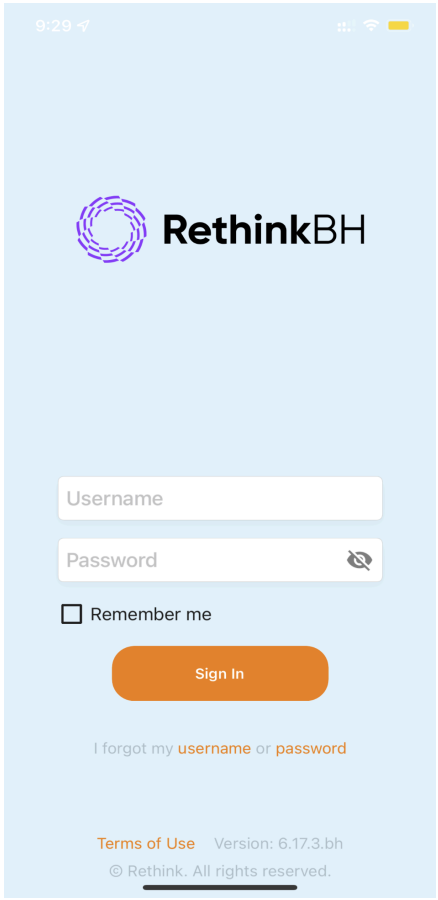
Downloading the Rethink App

Make sure you have downloaded and can sign into Rethink

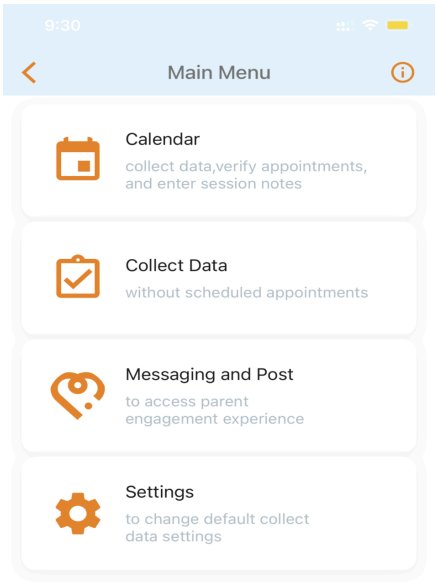
- If you use an Apple product, go to the app store search for Rethink BH and download
- If you use an Android product, go to the Google Play store and search for “Rethink Behavioral Health” and download

Navigating the App

Home Page:
This is the login page. You will use the same credentials that you
used to login on the website to log onto the app.



Main Menu:
This is the main menu. Here you will access your session appointments & collect data.



Calendar - here is where you can find your scheduled appointments. (If there are appointments missing/issues with your schedule, reach out to your case manager.)

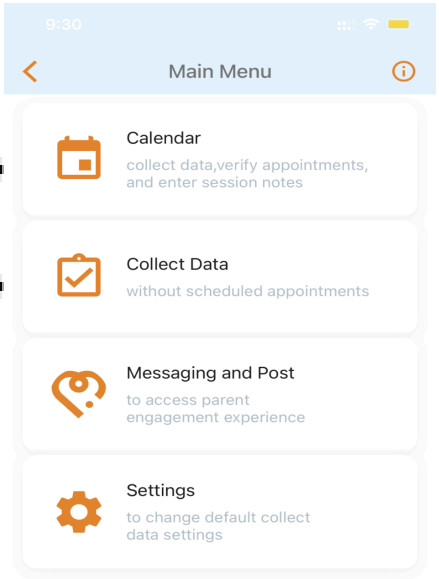
Collecting Data - Here is where you can collect data without a scheduled appointment.
You can also use this option to collect data if you have arrived at your appointment prior to the scheduled time.

Messaging and Post - We currently do not use this feature.

Settings - Please leave on default.

How to Collect Data

You can access collecting data by either selecting Calendar or Collecting Data



1. Calendar - Select calendar, then select your scheduled appointment, then select ‘collect data’ on the bottom.

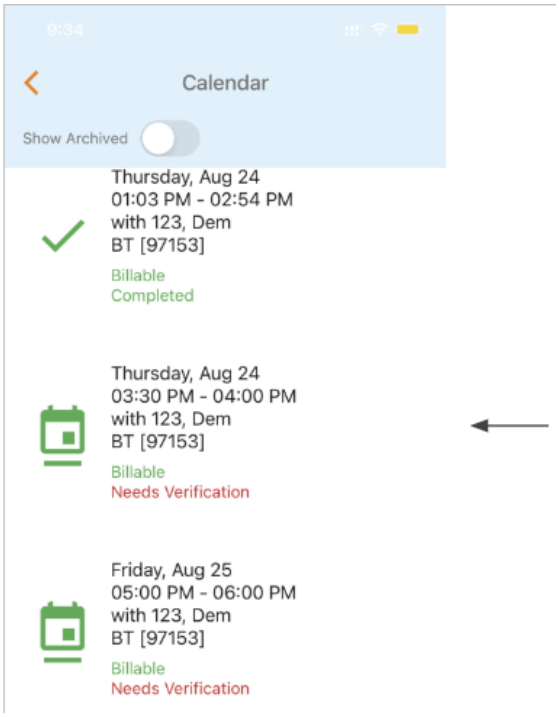
2. Collecting Data - select your clients name, then select the Behaviors and Skills you would like to work on.

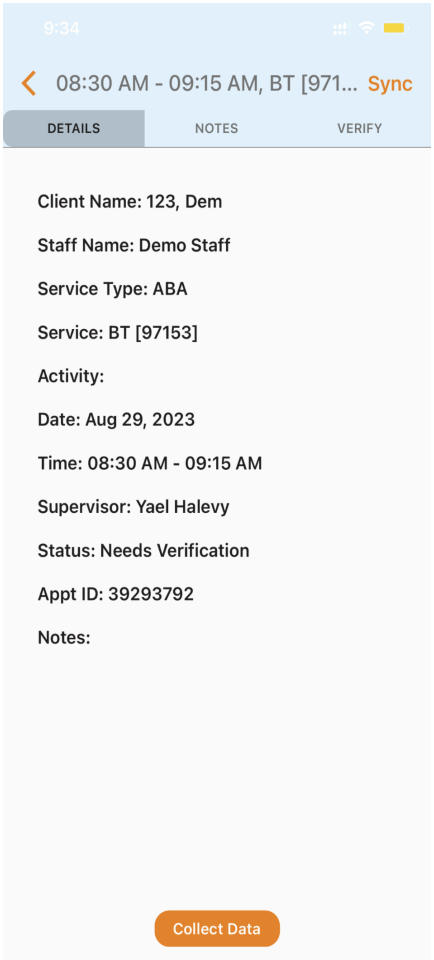
Contact your case manager if your client’s name is not showing up on Rethink.

Behavior & Skills Data Collection:

1. To start data collection select Calendar from the Main Menu.
    a. Tap on the current session you will complete.

    b. At the bottom of the screen, select “Collect Data”.



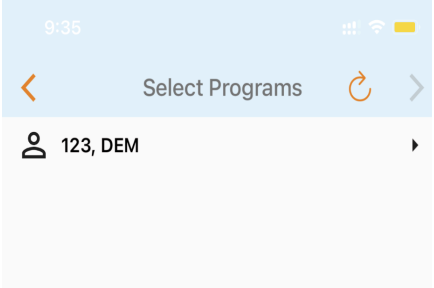


Select “‘collect data” on the bottom of your scheduled appointment in the details tab.

Your BCBA will demonstrate for you how to collect data during your first session.

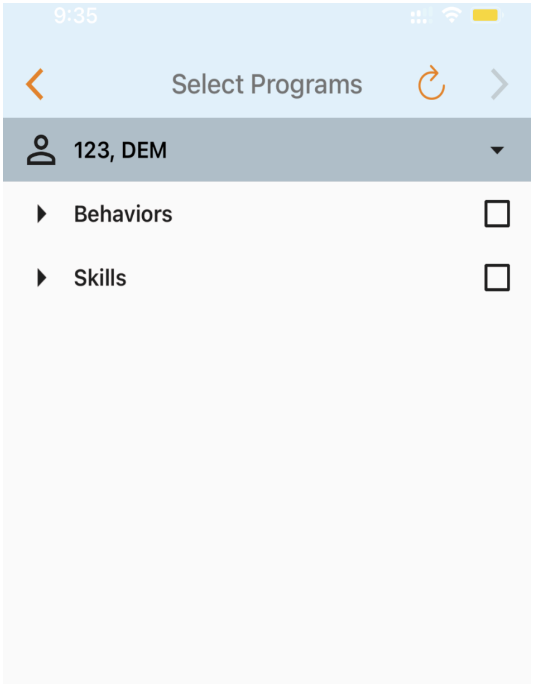
2. Select your client.

If your client is not visible in your Rethink account, reach out to your case manager.



3. Behaviors & Skills Data Collection

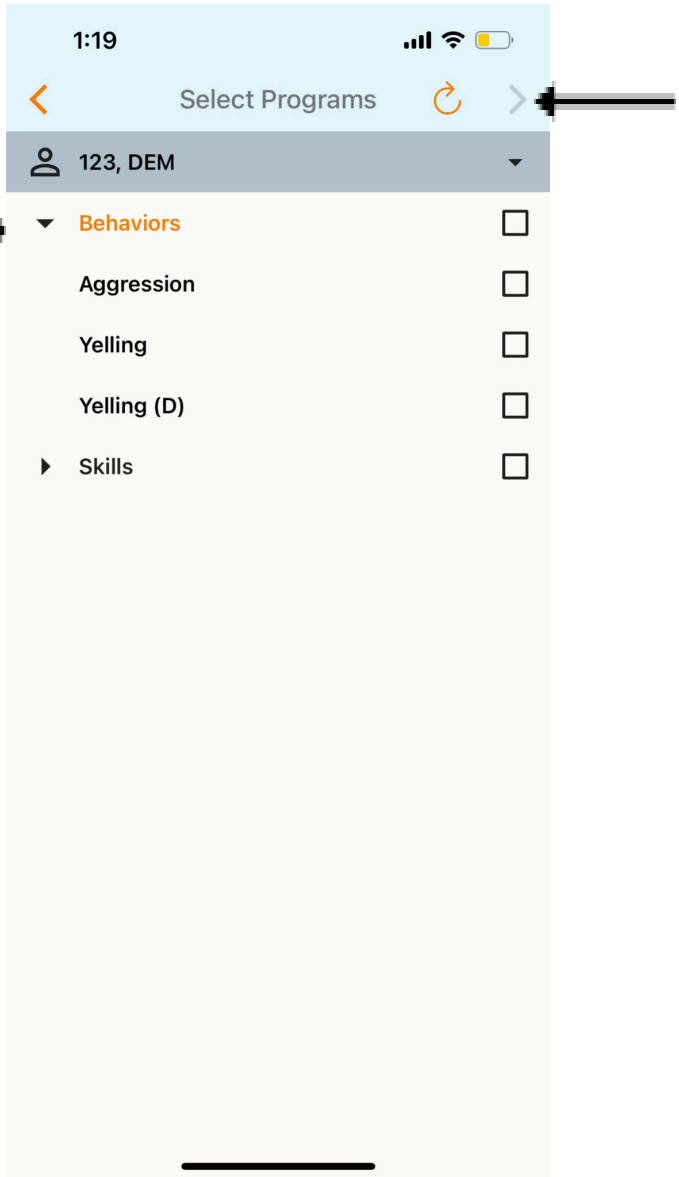
You will have two different categories to select for data collection. Behavior data & skills data.



Behavioral Data Collection:

To collect behavioral data: Select the drop down arrow next to behaviors.

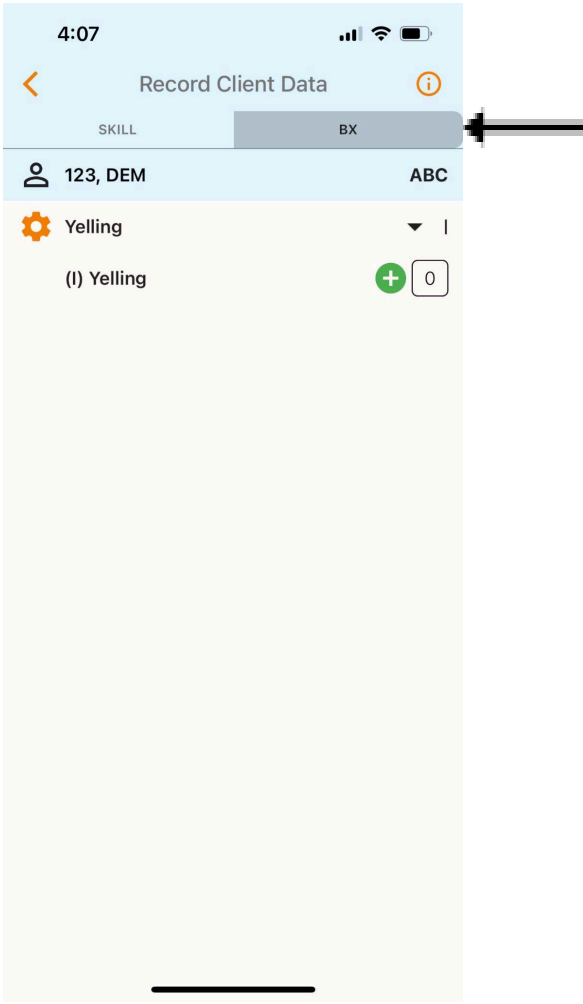
Ensure all behaviors are selected. Once selected tap the gray arrow at the top right corner of the screen to start data collection.



Select the BX tab on the top right of the screen.

Collect data on behaviors present in the session. Behavioral data may be recorded below as shown below:

- Frequency data: How frequent did this behavior occur.
- Duration recording: Includes stopwatch / timer to record the duration of behavior.

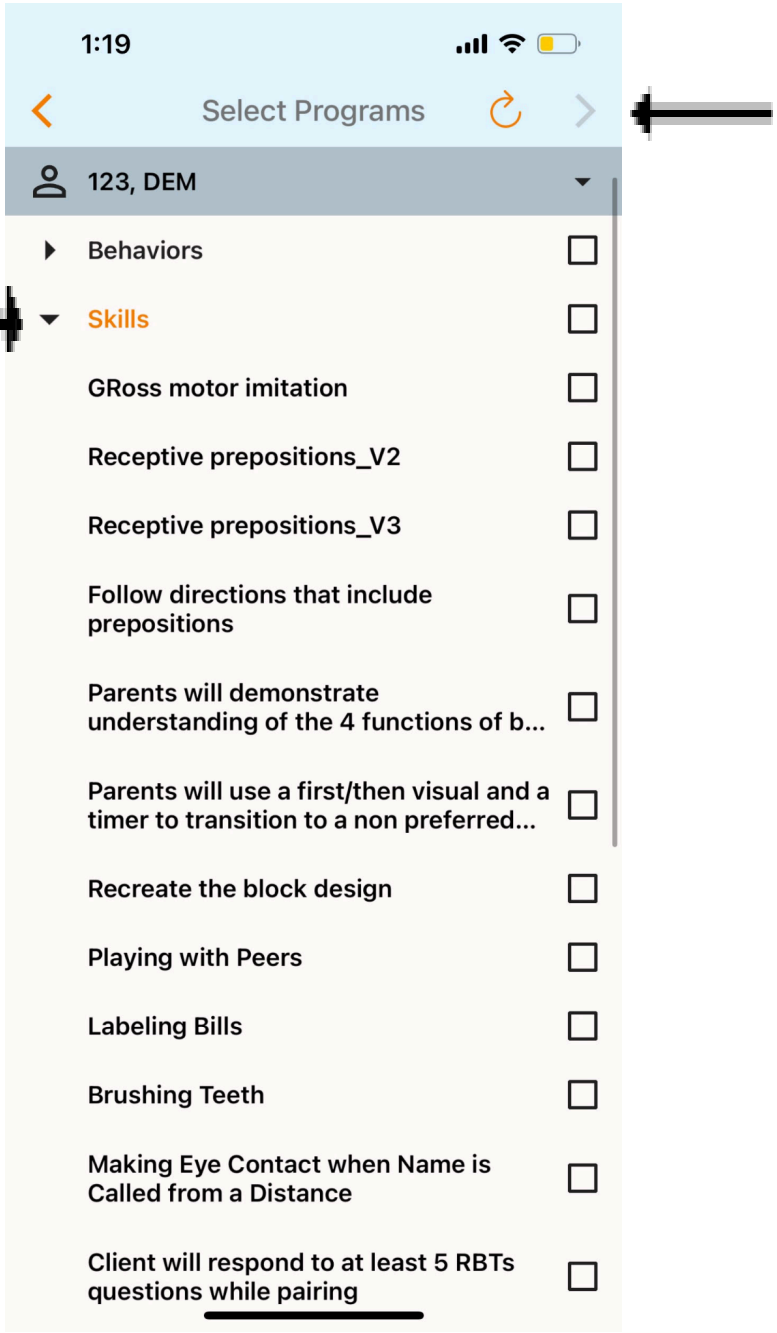


Skills Data Collection:

To collect skills data:
Select the drop down arrow next to skills.

Select the programs you will work on during the session. Once selected tap the gray arrow at the top right corner of the screen to start data collection.

Note per 1 hour of direct care 4 goals need to be addressed.



Select the Skill tab on the left side of the screen.

Select the setting gear to go more in depth on the current program goals.

To ensure accurate data is being collected. You can edit the data point by selecting the check box & adjust accordingly.

When collecting data you may use the following prompt codes to collect skills data.

Prompt Codes:

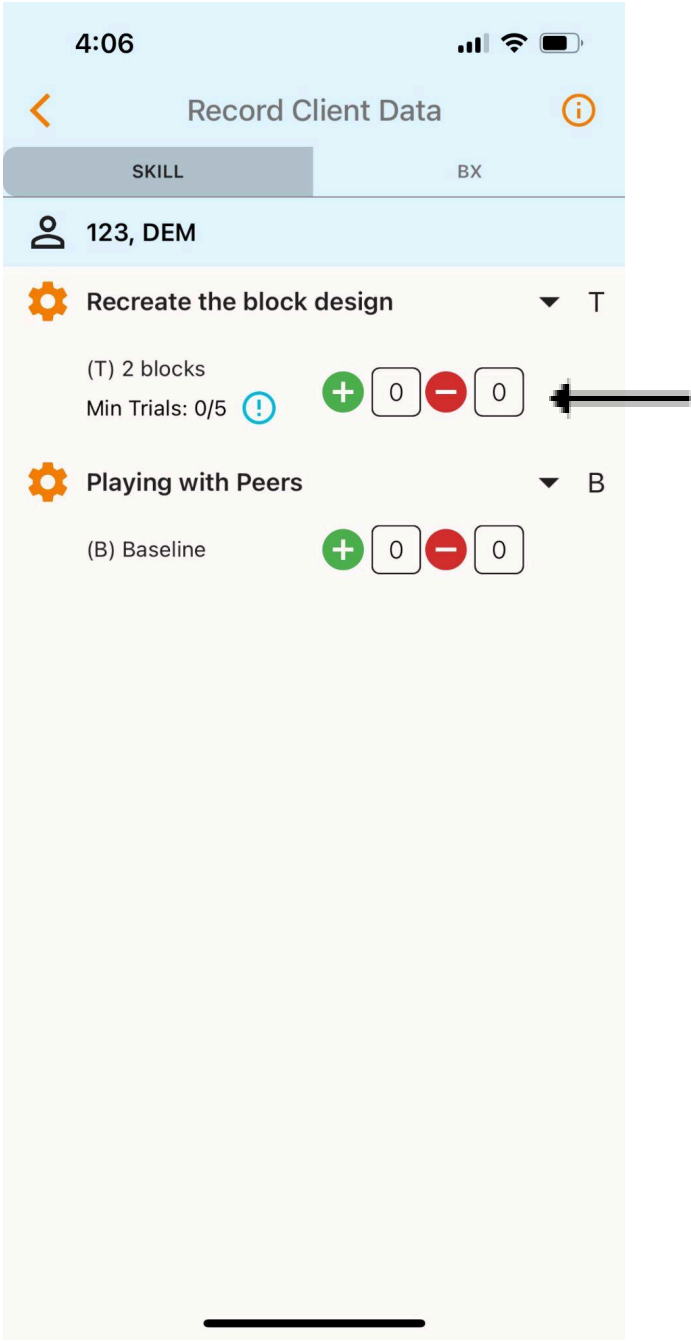
“+” → Independent

“-” → Incorrect

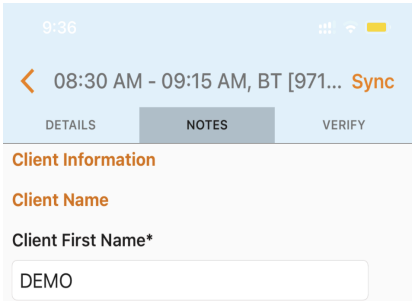
“M” → Model prompt

“G” → Gestural prompt

“VP” → Vocal/verbal

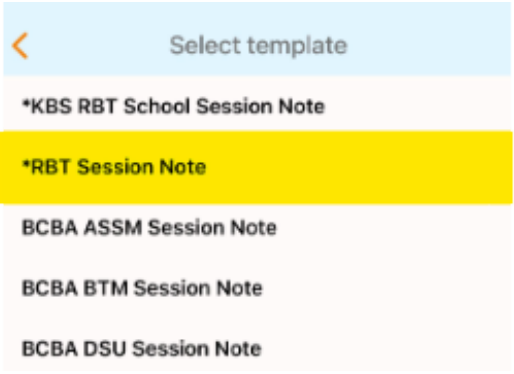


How to Write a Session Note

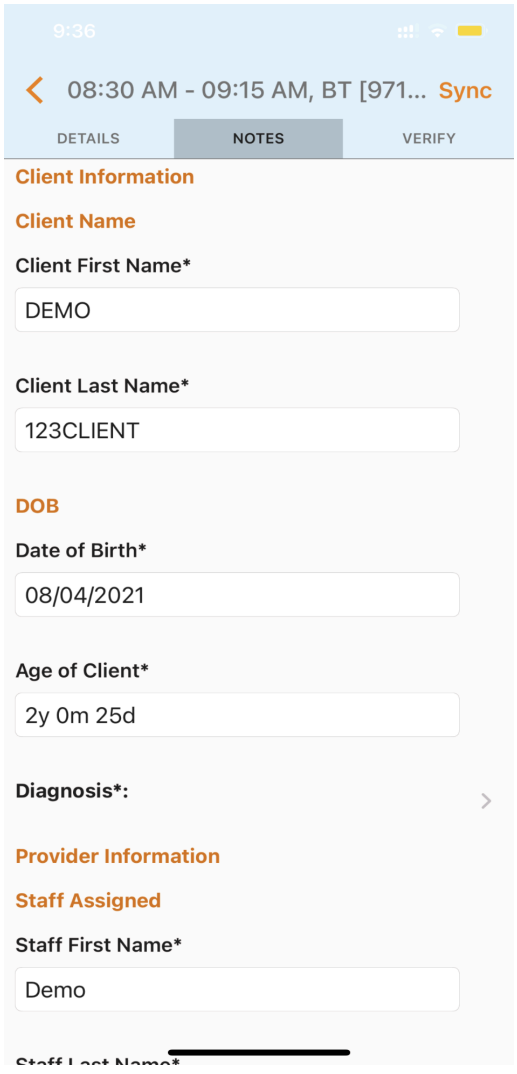


Click the Notes tab after you've completed your data collection during the session.

Important Notes:



- Select the "RBT Session Note Template".
- All required fields with * ensure to fill out completely.
- If you have saved your session note as a draft, it must be completed on the website. If a required field is missed, a red exclamation mark "!" will appear in the notes tab.
- Do NOT exit your session note without selecting SYNC at the top right side of your screen.



Client Information:

The top portion of the note will autofill for you
This includes client name, DOB, age, and your name and credential.

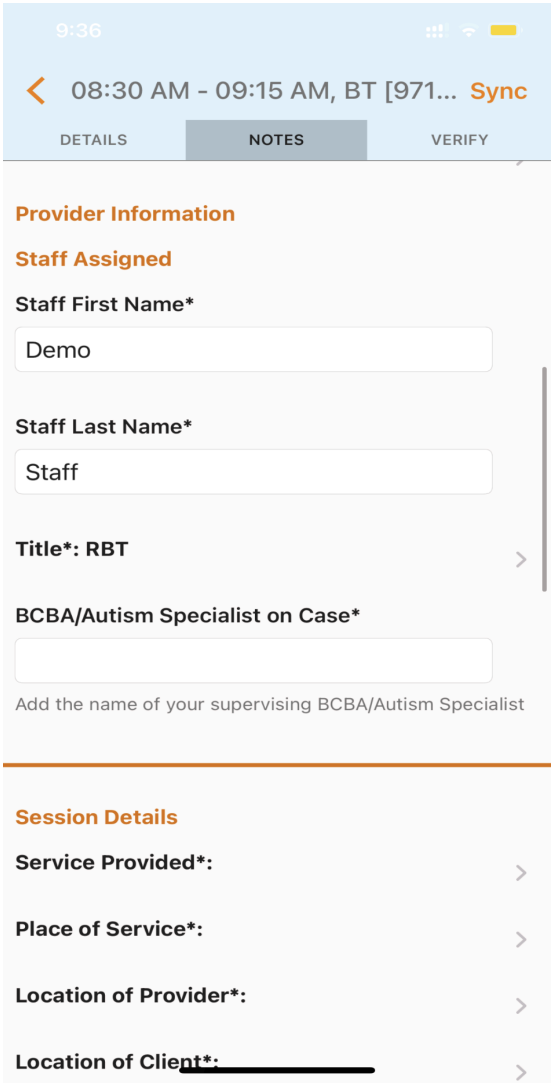
Diagnosis is the first required field "*" to fill. To do so, simply select the arrow at the right side of the screen to select your client's diagnosis.

Provider Information:

Complete provider information by filling in all * required fields.

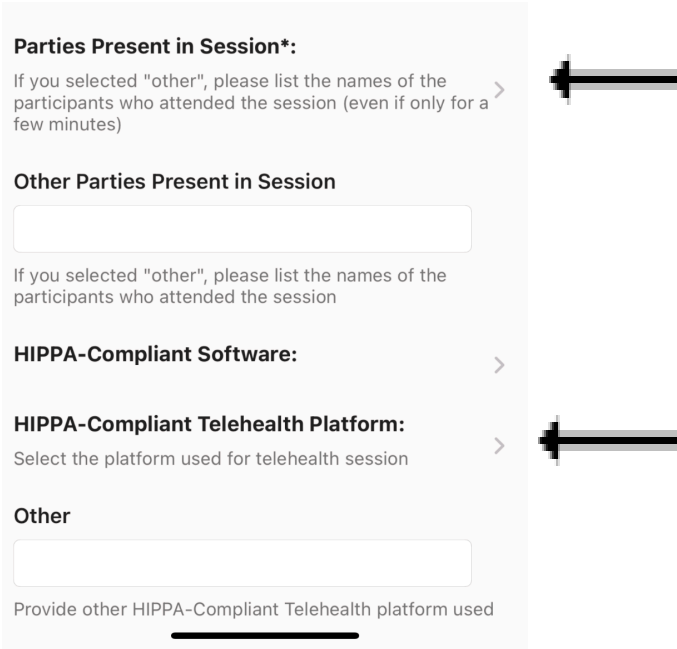
Title: Select RBT

BCBA: You will add in the name of the BCBA who supervises the case.



Session Details:

- Select from drop down menus the service provided, the place of service, and where you were located.
- You will also include the names of other people present in the session. If the BCBA provided supervision, you should include their name. If you had a sibling or peer complete social skills activities, you should include that as well.
- If the BCBA is providing supervision via Telehealth, you will need to confirm that you used HIPAA compliant software and indicate which platform was used.



Session Summary (Session Description):

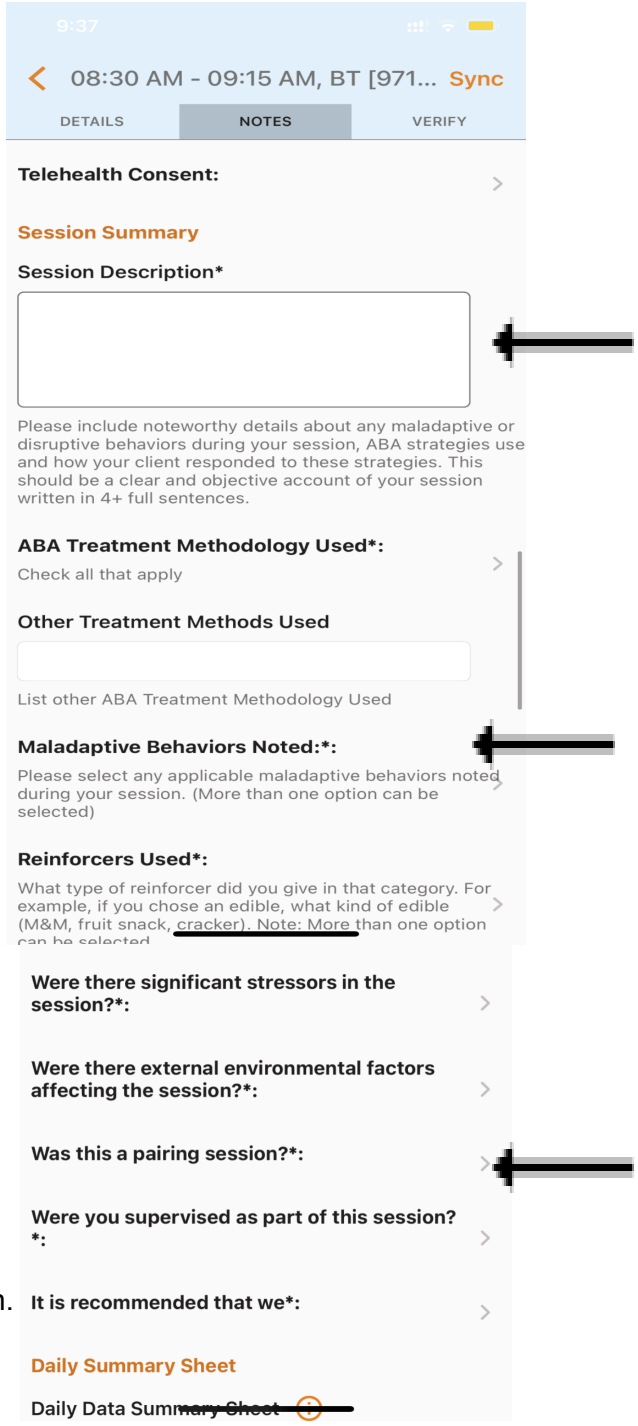
Your description should be a general summary with measurable details of any barriers that occurred during the session.

Description must include:

- ➢ A Brief Summary of the Session
- ➢ Measurable Observations
- ➢ Only Objective Information (no opinions)
- ➢ Unique information from session to session (no repeat descriptions between notes)
- ➢ + Full and Complete Sentences Describing the Time With the Client

Examples:

- ➢ The client's brother kept interrupting the session, causing the client to become distracted.
- ➢ The client did not sleep last night according to the parent, was very tired during the session and kept putting head down on the table.
- ➢ High levels of self-stimulation today - clients kept turning lights on and off while jumping up and down.
- ➢ This was a very good session for Frankie, she is making good progress on many goals.
- ➢ This session was really hard for the client, she was not cooperative and did not want to complete her programs.

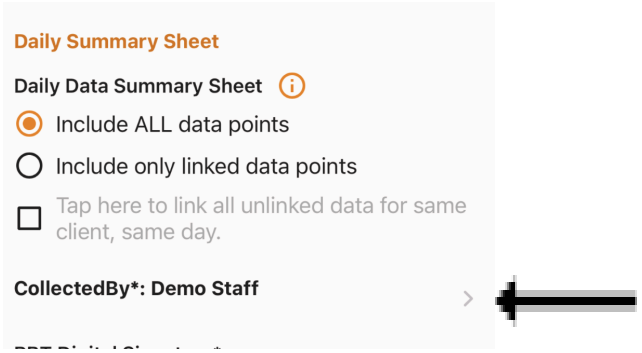


- ❖ Select from the drop down menus to provide further information regarding the session related to ABA treatment methodology, maladaptive behaviors, reinforcers, stressors, external environmental factors, supervision & recommendation of treatment planning.
- ❖ Remember, you will only mark yes for "Pairing sessions" for the first four sessions.

Daily Summary Sheet (Data in session note):

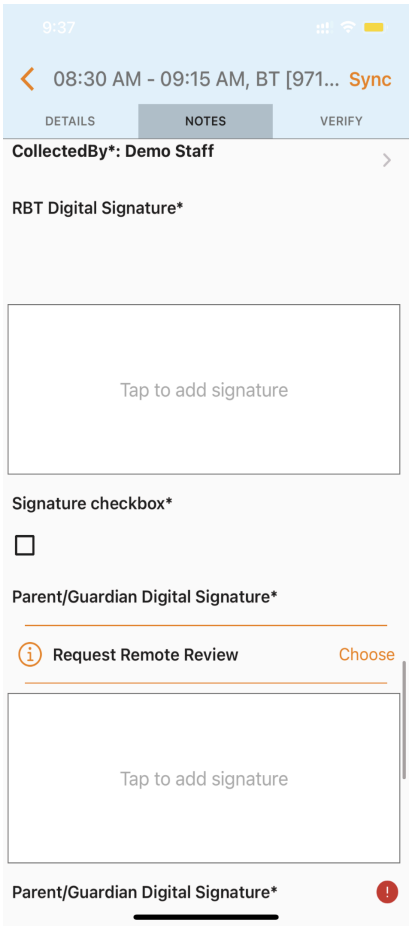
To ensure data is submitted in your session note.

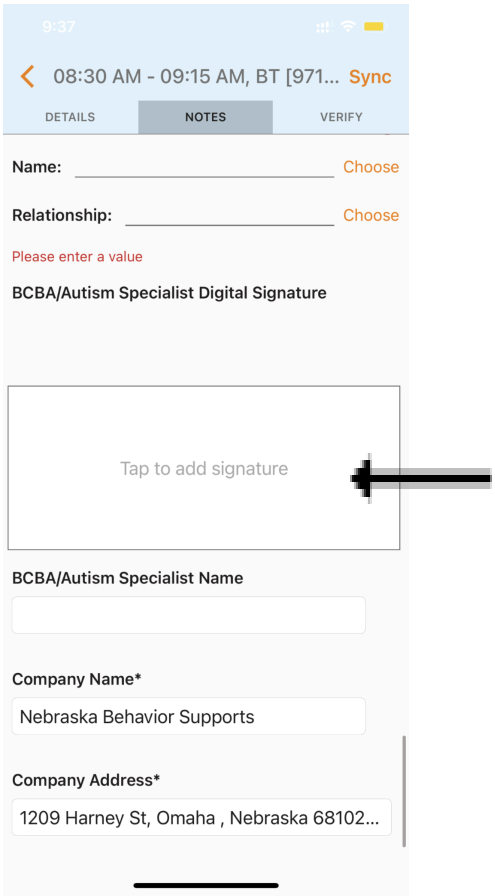
- Select **Included ALL data points**
- Collected By: **Your Name**
  - Ensure your name is selected. Clients may have more than one provider providing services.



Signatures:

- For the note to be considered complete, you must have your signature and the parent signature.
- If the BCBA supervised your session, you must also have the BCBA signature. If BCBA provides telehealth services you can sign TH or Tele for BCBA signature.
- Ensure all required fields are filled. Including this checkbox.

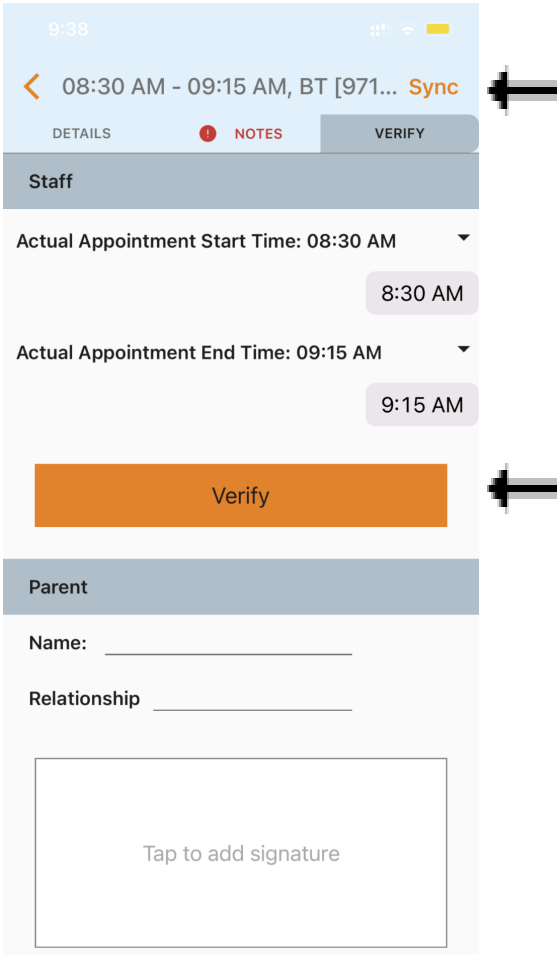




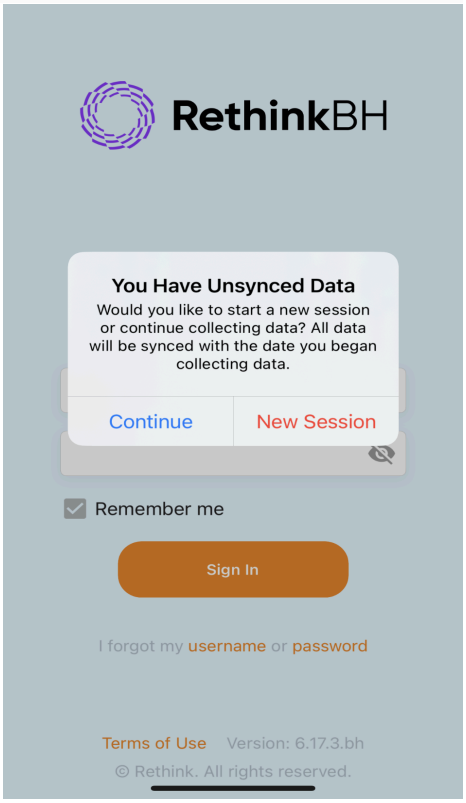
Verifying Session Note

In order for your appointment to be completed. You are required to collect data, have the session note completed, get the parent signature and verify the app. The last 15 minutes of your session should be for writing your session note - your client should be engaged in an independent activity.

- Select the Verify Tab. On the verify tab - You can update the timing of the appointments and then select the orange verify button - it will then turn green.
- If you received the parent/guardian signature on the session note - you do not need to get the parent signature on the verify tab.
- Once the Verification Tab turns green ensure to select the "**SYNC**" button at the top right corner.



- If you try to close your note without completing it, this alert will pop up on the screen.
- Please do not ignore it! Select **Continue** and complete all data collection and session note fields. If you select the New Session, the session note will need to be resubmitted.



Frequently Asked Questions

- I can not access my session prior to 7 days. Please advise?
  - Global lock is implemented to ensure sessions are being completed within 48 hours. Any incomplete session notes will remain locked until open by QA.

- My session note will not verify.
  - Please ensure all required fields with “*” are completed.

- Supervision occurred via telehealth. How can I obtain BCBA signature?
  - Please sign session note with TH or Tele, when supervision occurs via telehealth.

- My session timing needs to change?
  - Reach out to QA to adjust timing.

- I am having an issue saving my session note.
  - Notify your case manager immediately.