

# Green Box ABA

Quarterly Newsletter



## Putting the “we” in wePortal

We’ve finished the transition to electronic data collection! Some changes:

Therapists are using their phones **a lot** during sessions. The wePortal app records all progress during sessions, including completing Tricare required daily progress notes.

Therapists may also be accessing other material on the phone, such as videos/games that are used as reinforcers.

Graphs are where?? If you would like to view progress graphs, you can do so through the parent portal.

It’s been awhile since we shared the info, on how to use the portal:

### To log into We Portal:

1. Go to <https://www.weportal.co/>
2. Click “The Portal Login” in the top right corner of the screen.
3. Type in your username & password.
4. Click “Accept terms and conditions” checkbox.
5. Click “Login”

### What Can I Do On My Dashboard?

#### View your schedule:

1. Click the purple button labeled “Scheduler Pro”
2. You can view your schedule by week, day, month or timeline.
3. Scroll until you see sessions. Right click on a session and hit “Info” to view info about a session including therapist name and session location.
4. If you would like to view the schedule for an upcoming or previous date, use the filter above the calendar.

#### View documents

1. Click the blue circular button at the top of the screen labeled “Documents”
2. This is where we’ll share documents with you for future reference.

### What Can I Do In My Profile?

Click the “My Profile” button located on the left panel.

At the **Client Info** tab you can review the information we have in wePortal. Although you can interact with things, this page is “**View Only**” and you will not be able to make any changes. If you notice an error, contact the office.

Next to the Client Info tab is the **Clinical** tab. Here you can view graphs.

1. Click “Data Input”
2. Choose whether you would like to view progress for “Reduction” or Acquisition” goals.
3. On the drop down menu, select either a Behavior or Skill.
4. On the screen, you will see data taken from multiple sessions by a therapist (On the far right there is a button that says ‘View’, this button does nothing).
5. Next to the selected behavior or skill, click the blue button that says ‘Graph’
6. A graph will pop-up, in order to see data points, change the filter to whatever time frame you would like to see data (1 Month Recommended)

The other tabs under clinical are “Schedule” (no current function), and “Scheduler Pro” where you can view your schedule.

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Need help using the Parent Portal?

Contact Tamara in the Clinical Services Office (contact info on Page 4)!



#### Tips For Surviving Thanksgiving

1. Walk off the stress and cravings.
2. Put your phone away.

#### Tips For Surviving Ramadan

1. Don't eat junk food or sweets before fajr prayer.
2. Dedicate the time you're not eating to a hobby.
3. Drink water slowly after iftar.

#### Tips For Surviving Christmas

1. Plan ahead.
2. Don't over-inflate your expectations
3. Sleep.

#### Tips For Surviving Hanukkah

1. Give parts of one bigger gift each day. .
2. Pay attention to your body; stop eating celebration food before you are over-full. Trouble with self-control? Try minty sugar-free gum.

## Insurance Updates

We don't have to tell you that navigating the Tricare system can be confusing and time-consuming; you have first-hand experience with the many requirements. Understanding when and how to satisfy the requirements for continuation of services has been especially challenging recently.

To help you through this process, our office has been keeping records of when updated ABA referrals and "2-year outcome testing" is due. You will receive a reminder email from the

office 6-weeks before the due date. We are always happy to provide the information we have at any time, however, so don't hesitate to contact the office if you are unsure of when requirements are due.

The tables on the next page are based on information shared by Humana Military earlier this year. The tables outline what each provider is responsible for and when (Table 1 – the first 2 years; Table 2 – after the first 2 years). Keep the page as a reference!

## Take Care of You During Winter Holidays

Winter brings many wonderful things, including many different holidays. But let's face it, holidays can also add stress, especially for families with a child with ASD. Taking care of **yourself**, is important. Here are some tips:

1. **Find meaning in the season.** Find or reconnect to a purpose, meaning or value during the season.
2. **If you're feeling down, do something opposite to how you feel.** Change your mood by engaging in activities that are opposite to how you're feeling.
3. **Schedule some memorable activities into your holiday season.** Research indicates that happiness increases with experiences, rather than things.
4. **Clean the house.** The holidays often bring extra chores and cleaning. Use them as an opportunity to self-soothe, rather than as an additional stress.

5. **Set the Stage.** If the kids see that you're calm, cool, controlled and reasonably stress-free, their attitude and actions will follow.

6. **Manage Expectations.** With holiday ads for various toys and games starting right after Halloween, it's no surprise that many kids are chomping at the bit for what they think will be gift extravaganzas of unparalleled proportions. Now's the time to set things straight, and to let the kids know that they will receive gifts, but within reason.

7. **Have a Game Plan.** Have activities for your kids planned in advance in order to keep them busy. These can include playdates with other kids, movie and game nights with the family, and day trips within your city.

8. **Relax the Rules.** The little ones are having a good time and so are you, so relax. Let them stay up late this one time, for example

Tricare Requirements for Reauthorization

WHAT TO EXPECT DURING THE FIRST TWO YEARS						
	Initial Assessment	Initial Auth for ABA	Six months re-auth	One year re-auth	18 months re-auth	Two year re-auth
P-PCM or ASD DX provider	Referral for ABA with initial diagnosis and level of severity submitted to Humana Military					Updated referral (including diagnosis and Level of severity) submitted to Humana Military
ASD DX provider				By the end of year 1: confirmed ASD diagnosis with initial Vineland-3 and SRS-2* submitted to Humana Military		Vineland-3 and SRS-2* submitted to Humana Military
ABA provider		Assessment and Treatment Plan; PDDBI parent form only	Progress Report with updated treatment plan; PDDBI BCBA and parent form	Progress Report with updated treatment plan; PDDBI BCBA and parent form	Progress Report with updated treatment plan; PDDBI BCBA and parent form	Progress Report with updated treatment plan; PDDBI BCBA and parent form

WHAT TO EXPECT AFTER THE FIRST TWO YEARS	
	Every two years
P-PCM or ASD DX provider	Updated referral (including diagnosis and Level of severity) submitted to Humana Military
ASD DX provider	Vineland-3 and SRS-2* submitted to Humana Military
ABA provider	Progress Report with updated treatment plan; PDDBI BCBA and parent form

- P-PCM = Pediatric primary care physician
- ASD DX = ASD Diagnosing Provider (Developmental Pediatrician, etc).
- PDDBI = Pervasive Developmental Disorder Behavior Inventory
- SRS-2 = Social Responsivity Scale

The “2-year Outcome Testing” should be completed by the ASD Diagnosing Provider. At Green Box ABA, Dr. Kaminski is qualified to administer the testing, but can only do so if a separate, specific referral for that service is submitted to Humana Military through the portal, choosing “TOS-BCBA Outcome Measures Only.”

## Contact Us

We know that it can be difficult to know who to talk to/email about different things related to services.

To make sure that your needs and questions are addressed in an appropriate and timely manner, please use the following guide:

### General questions about services:

Main Office: [greenboxaba@gmail.com](mailto:greenboxaba@gmail.com); 571-297-4308

### Cancellations:

Contact your behavior analyst and RBTs

### Questions/issues related to copays/invoices:

Billing Department: [billing@greenboxaba.com](mailto:billing@greenboxaba.com)

### Clinical Administration/Clinical Services Office:

- Required testing
- School breaks
- Schedule Coordination
- Service authorizations

Clinical Assistant (Tamera): [tmcrae@greenboxaba.com](mailto:tmcrae@greenboxaba.com)

### Clinical and behavioral concerns:

Your BCBA

Management is also available, in the event that an issue cannot be resolved with the departments above. Contact the main office to speak with or leave a message for:

Carl Dzyak, CEO

Chris Richardson, COO

Barbara Kaminski, Clinical Director

