CentralReach®

Green Box ABA

Access All Your Information

Online. Anytime. Anywhere.

View your scheduled appointments, upload or access documents and forms, collect data and communicate with our staff securely via the Client Portal.

Access Your ClientPortal Today:

- Go to login.centralreach.com
- Click on "Forgot Password/First Time User"
- Enter the email address that received these instructions (your account is linked specifically to this email address)
- Follow the directions to set your password

Your login information will be the email you used to sign up and the password that you just created.

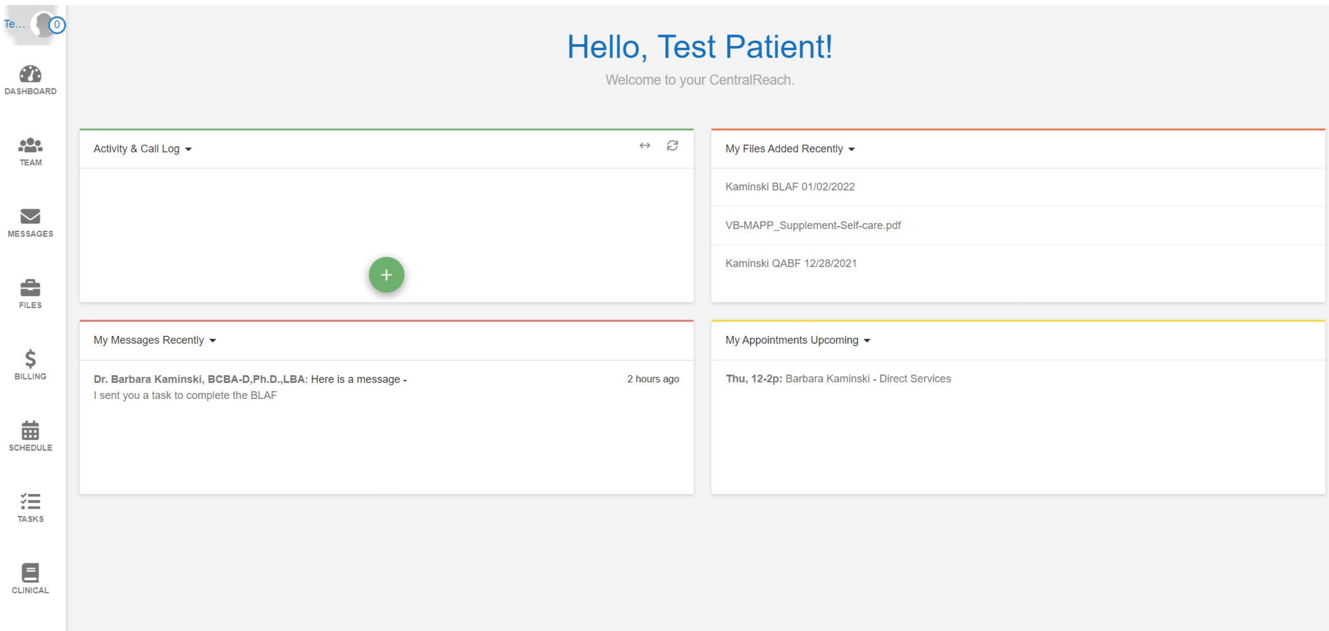
You can easily access CentralReach from your computer or through your browser on any other device!

Learn more about the features on the following pages!

YOUR CLIENT PORTAL

Start at **The DASHBOARD**

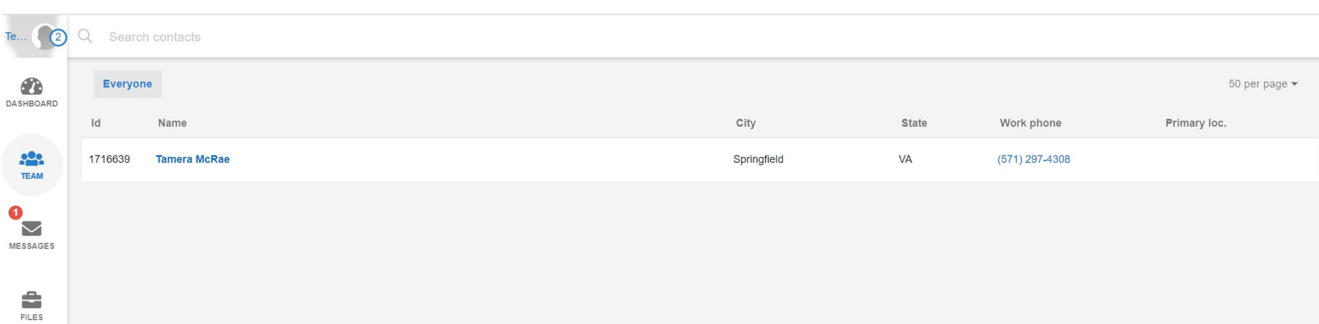
Your Client Portal dashboard consists of two main sections – the left panel menu and the 4 "widgets" in the center of your screen.



From the Dashboard, you have access to all of the features you need to keep you connected and an active member of your child's team!

TEAM

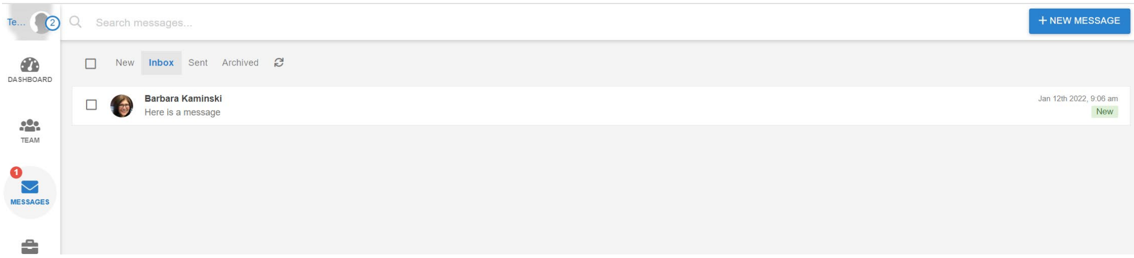
The Team icon lets you view your child's therapy team. While there is contact information listed for each team member if you click on their name, please be aware that the information shown is address and phone number for the clinic, not personal information.



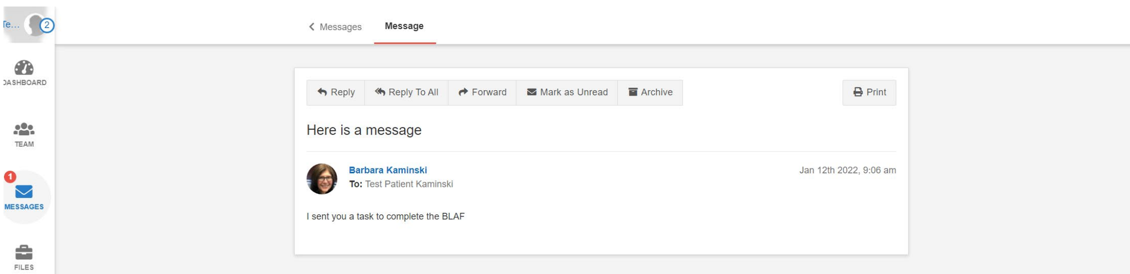
MESSAGES

The Messages icon gives you access to the CentralReach internal messaging feature. You can communicate rapidly and securely with our staff members and service providers and opt-in to email or text message notificationsto keep track of account updates. The feature works very similarly to standard email!

The example below shows a received message. When there is a new message, a small, red number (indicating how many messages) is displayed with the Messages icon.



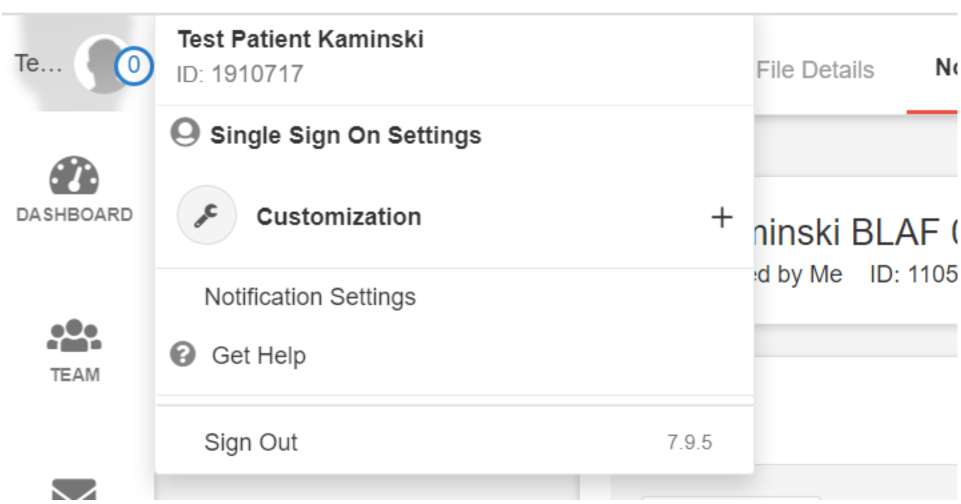
Just click on the message notification and you can see the entire message, reply, and so forth.



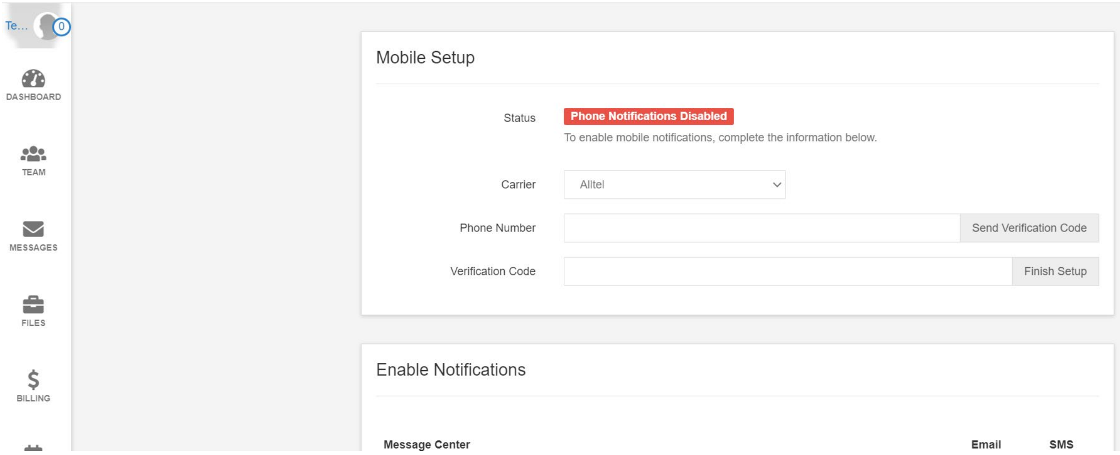
To send a message, you can just click on the message icon, and then on the blue "+ NEW MESSAGE" button.

<u>Notifications:</u> You can turn on notifications, either to your email or to text message, to let you know when you have a new message (or task, more on tasks later).

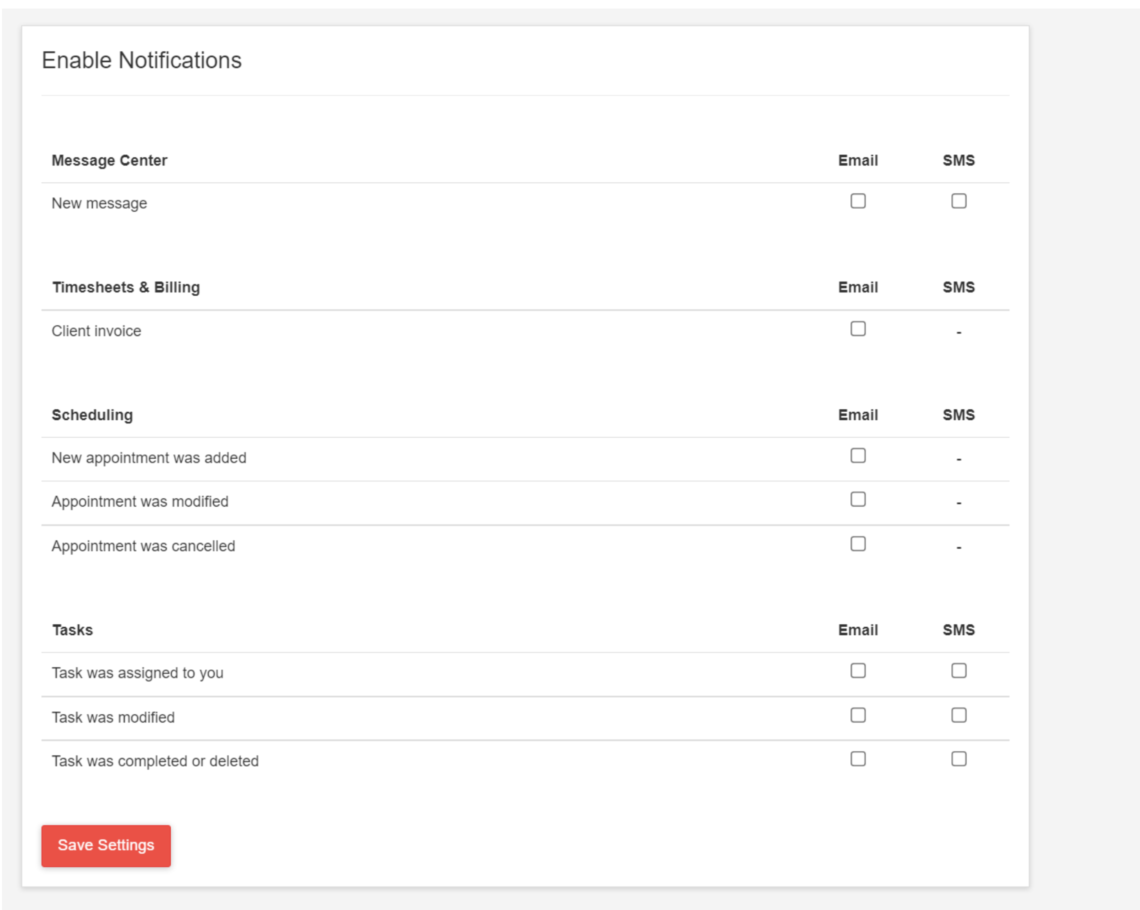
To change notification settings, click on your account icon and select "Notification Settings" from the menu



The Notifications screen will display. You can select notifications to text (SMS) or email. To receive texts, you first need to complete the Mobile Setup.

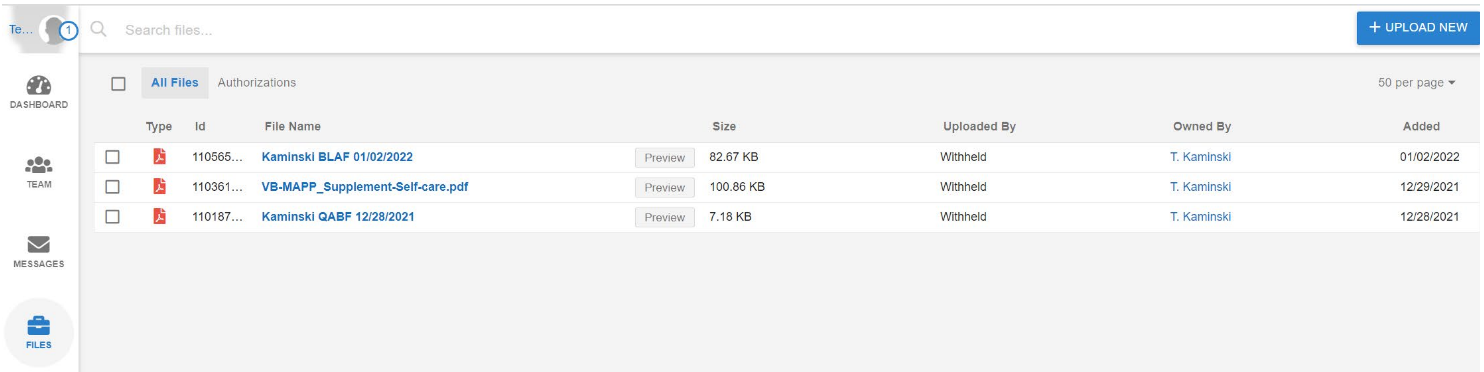


You can select email or SMS to be notified related to new messages or tasks. You can select to be notified by email of changes to your schedule.



FILES

The files icon will show you a list of files in your child's medical record that you can view and download. Not every file in the medical record is automatically displayed to you, but the office can "share" documents with you, that you can then share with other providers (for example, your PCM). You can also upload any documents that are requested by the office or your behavior analyst.

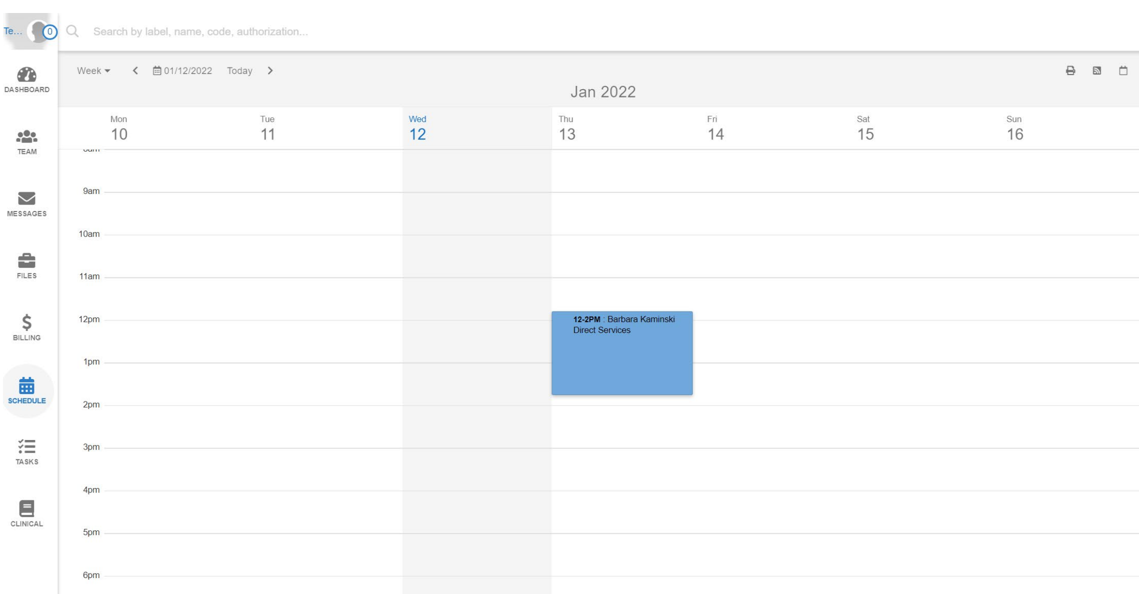


BILLING

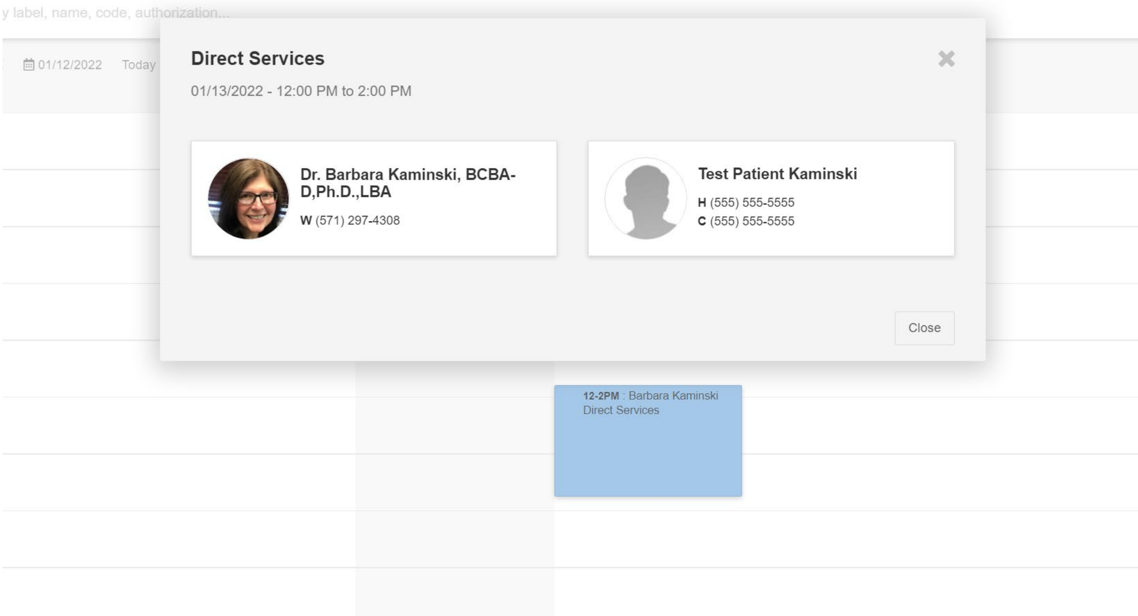
Green Box is not using client billing functions.

SCHEDULE

At the Schedule icon, you can view all of your scheduled appointments and manage your availability. You can also see your upcoming sessions in the "Appointments" widget on the Dashboard. Your "appointments" (that is, your sessions) are shown by blue "blocks."



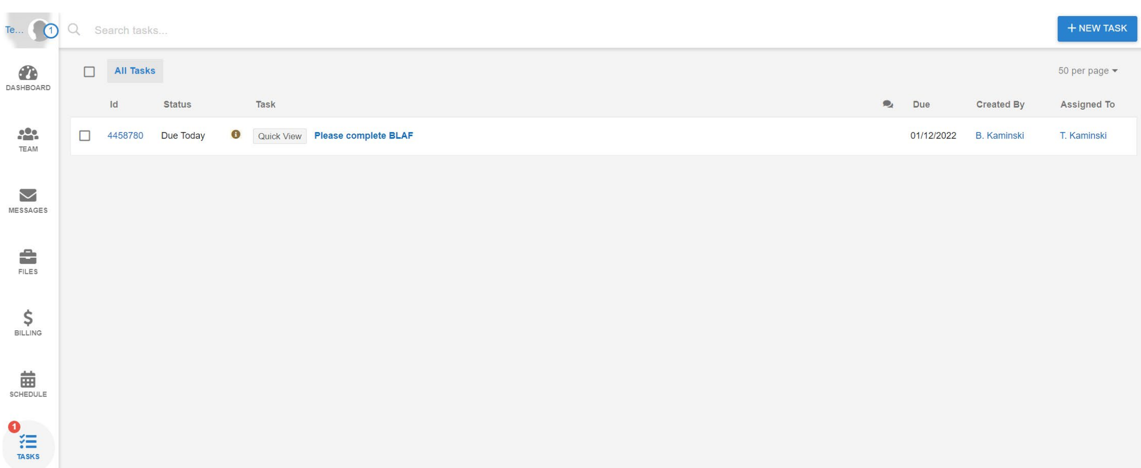
If you click on the appointment, you can see details of the people involved.



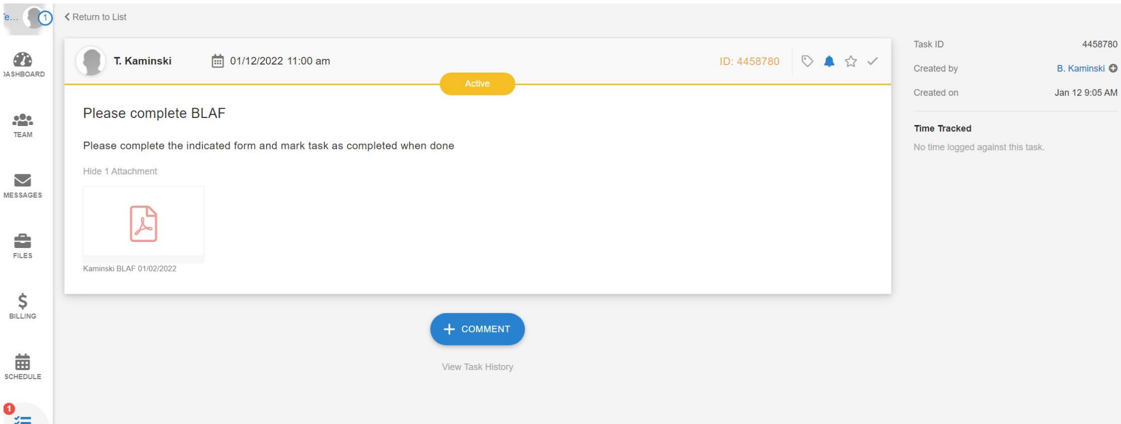
TASKS

The Tasks icon takes you to the Tasks feature, where you can access assigned tasks. For example, the BCBA make send you an assessment to complete or a request for certain pre-session activities.

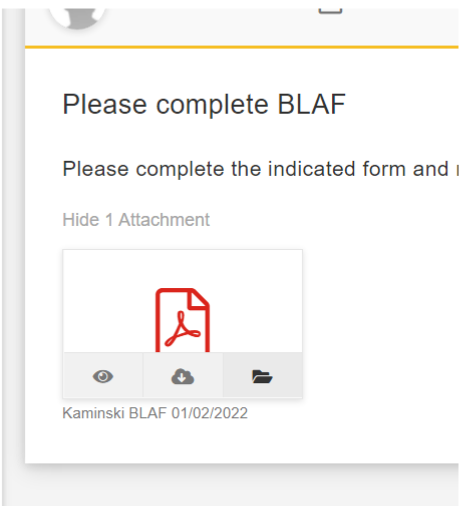
The example below shows a new task. When there is a new task, a small, red number (indicating how many tasks) is displayed with the Tasks icon. When you click on the Task icon, it will display a list of assigned tasks.



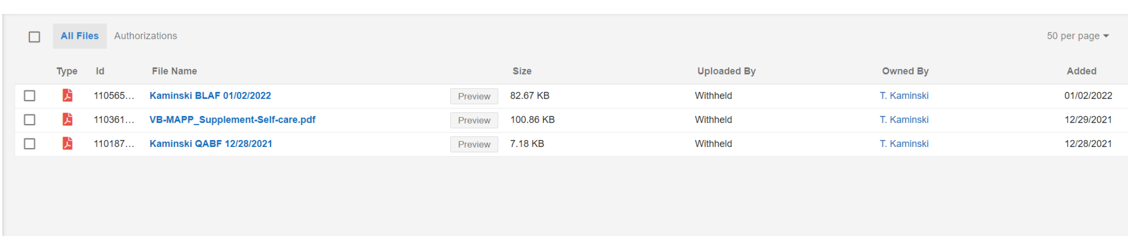
If you click on a task, it will display the details. You can access any attached files, send a "comment"/reply, or mark the task as completed (by clicking the little "check mark")



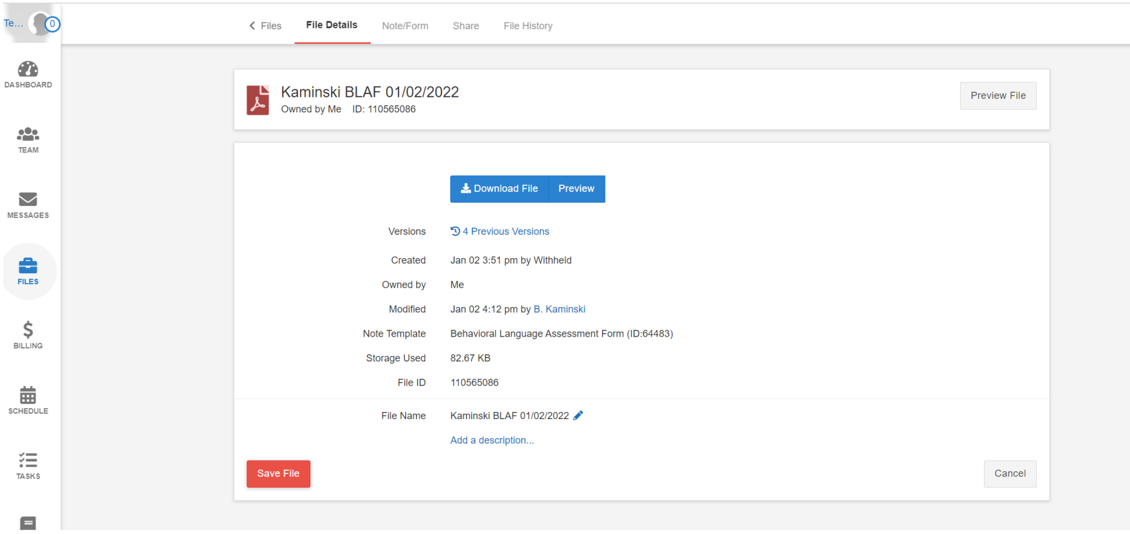
If the BCBA has assigned an assessment, it will be shown as a pdf attachment. When you hover over the bottom of the attachment, it will display three icons. To access the file, click on the folder.



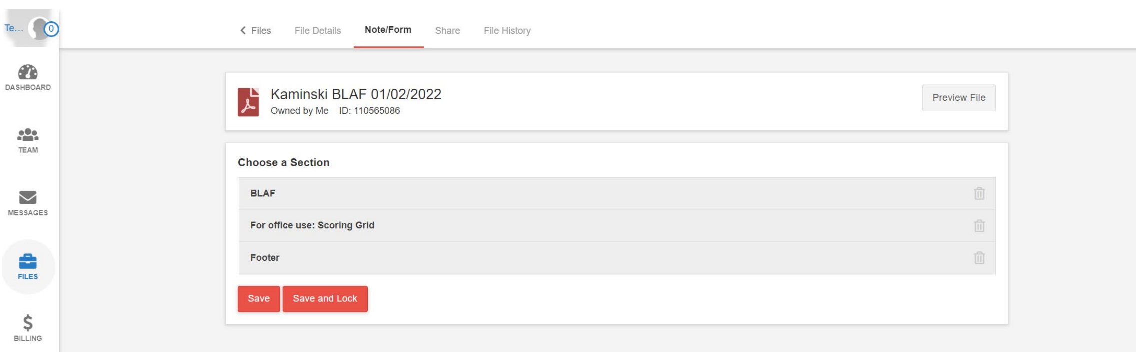
That will take you to the document manager, where you can select the file.



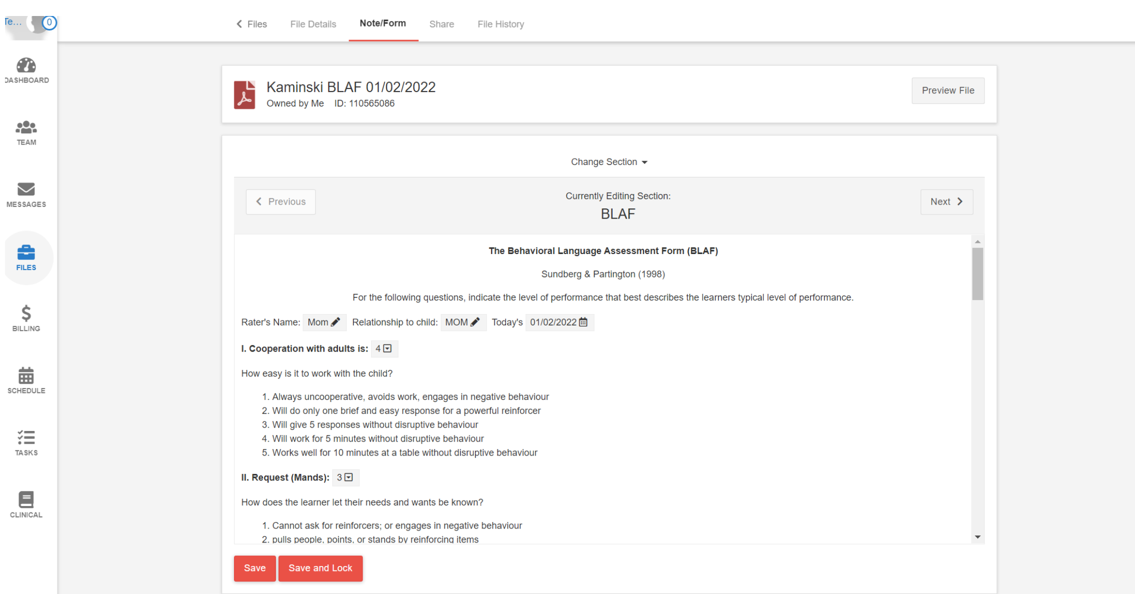
When the file is displayed, select the "Notes/Forms" tab at the top.



The form version of the document will be displayed. You can now click on the section that needs to be completed (in the example below, the "BLAF" section).



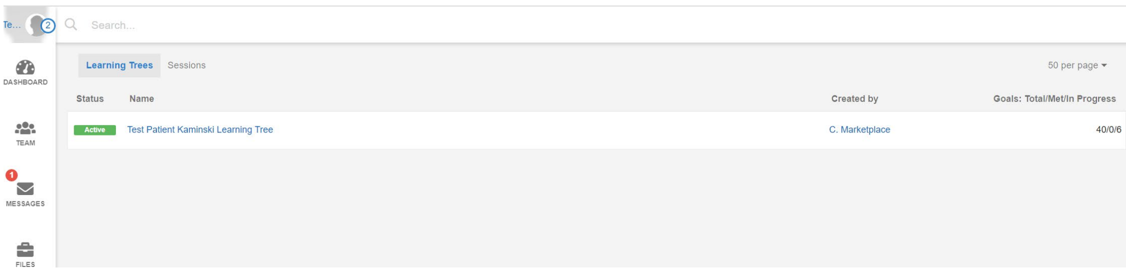
You can now see the section and can fill in the answers, as needed.



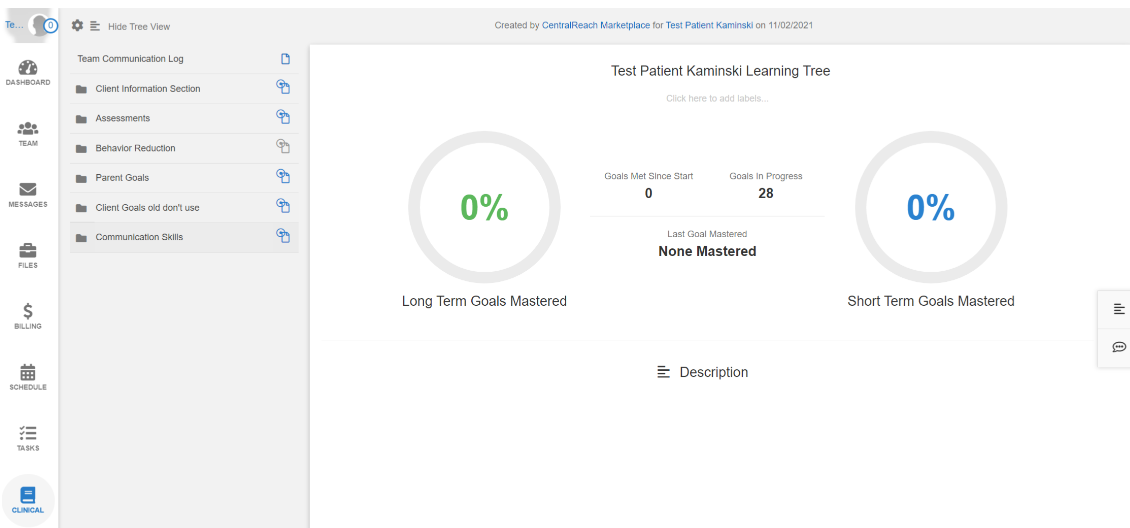
CLINICAL

This icon is used to access your child's program ("Learning Trees") & Sessions.

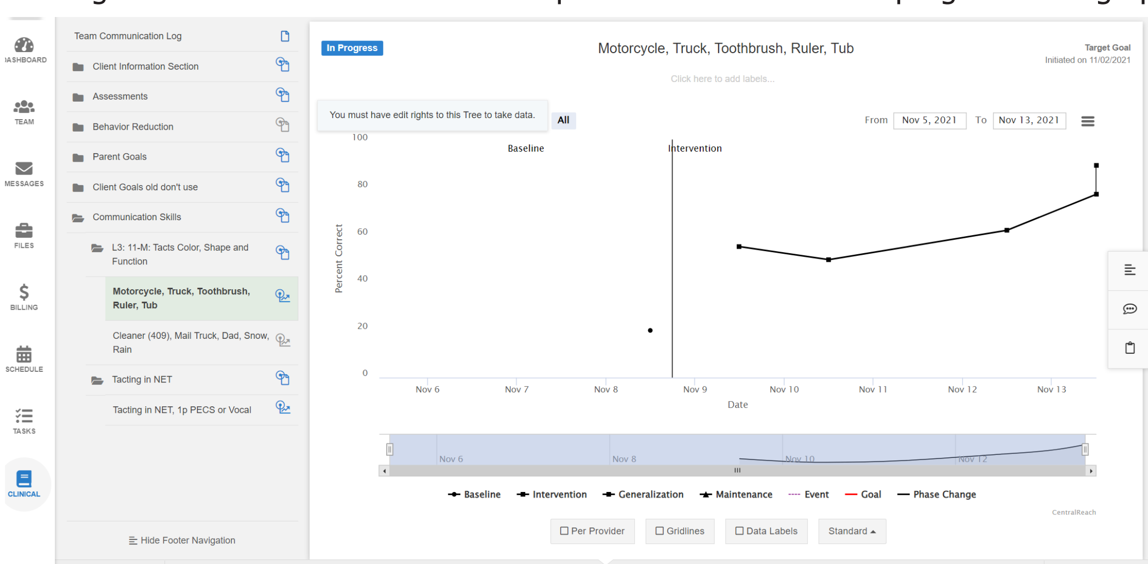
After you select the Clinical icon, you will see the following screen. There are two tabs "Learning Tree" and "Sessions." Click on your child's Learning Tree" to view treatment goals and graphs.



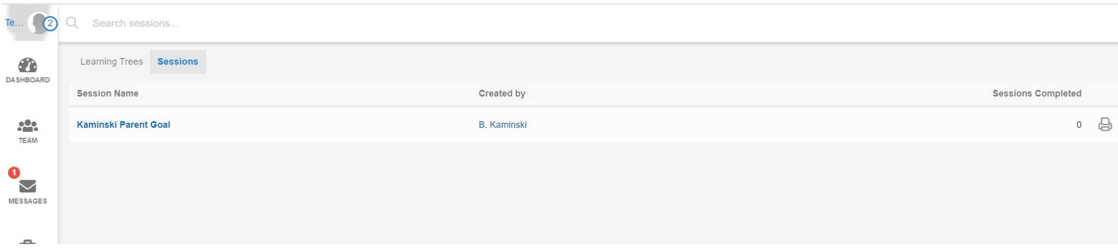
The left panel of the learning tree shows folders with information (for example, Client Information Section) and goals/graphs.



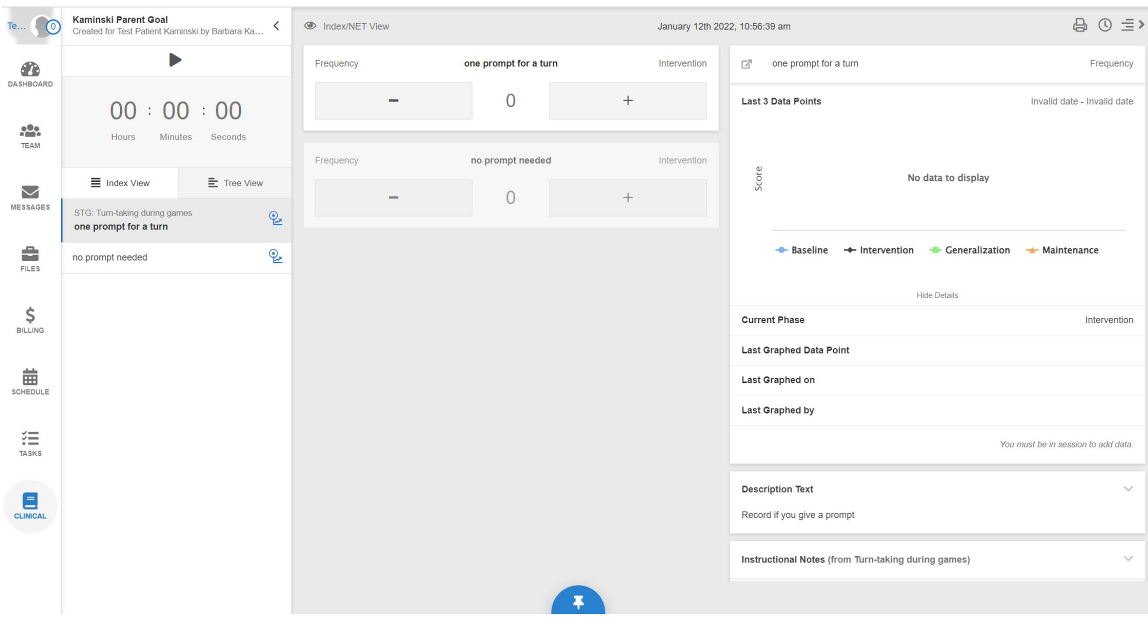
Clicking on a folder, expands to show what is below. The lowest level in each folder is the targets. Clicking will show information about the protocol and the current progress via a graph.



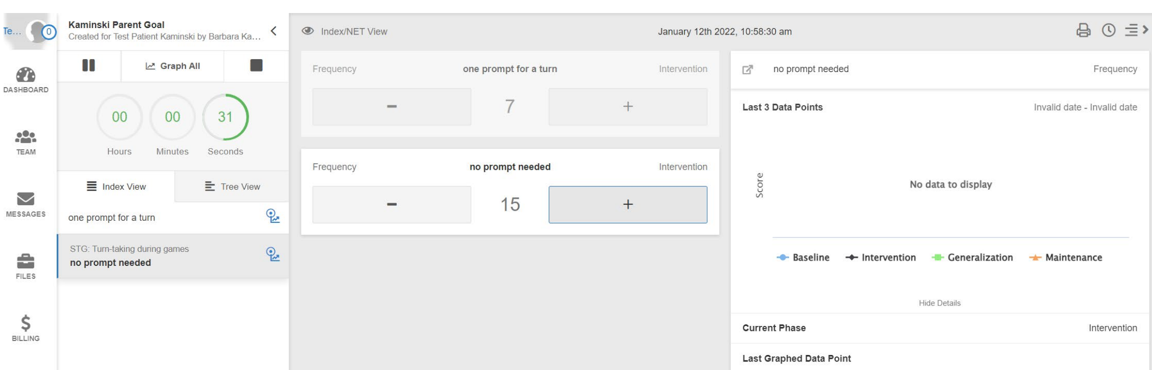
The second tab under the Clinical section is “sessions.” This gives you access to an online “data sheet” that can be used to collect data.



If your parent goals require you to collect data, your clinician will teach you how to use your unique data sheet. Briefly, to begin collecting data, click on the arrow (or the words “restart session,” depending on the session status) and collect data by clicking on the minus and plus buttons under each target. Information about the target are shown in the right-hand third of the screen, including instructions for collecting data.



When you are done, you just need to click on “Graph All” and confirm the targets to be graphed.



The Client Portal is there to help you understand your child’s treatment and to give you 24/7 access to their ABA records and progress. If you ever have any questions, please feel free to contact the office!

You might also find the video tutorial found at our YouTube channel (Green Box ABA)