

AutismPro SoonerStart How-to Document

Getting started

1. Go to <http://www.insightstobehavior.com> and scroll down to click “Client Login” on the bottom right side.
2. If you are not registered, click the “Register” button. If you are already a registered user, see “logging in” below.
3. Enter your .gov email address. This will be your user name.
4. Create a password that contains one capital letter and one number.
5. Enter the registration code: **APR11DBE362**
6. Accept the license agreement.
7. Complete the user Profile and click “confirm”.

Logging in

1. Go to <http://www.insightstobehavior.com> and scroll down to click “Client Login” on the bottom right side.
2. Type in your email address as your user name
3. Type in your password
4. Click “Sign In”

Accessing Insights and Creating a Student

1. Once you log in, click “Create New Student” on the left side of the screen. You will get a pop up screen that says “Creating a new case will use a case license. Are you sure you want to continue?” Click OK. SoonerStart pays a yearly fee for an unlimited number of students to be added.
2. Fill out the form and enter the client information. Create your own Student ID#. Do not use full names for confidentiality reasons. Use initials or first names only.
 - a. It is important to be as accurate as possible. Behavior strategies are dependent on the client’s age and language level.
3. Click “Save”
4. Click the “Collaborate” icon next to the child’s name to add team members. You can search by entering the team member’s name. Parents should be added as team members too.
5. If a team member needs to be added to Insights that is not a parent, email **Diane Mazzoni** at Dmazzoni@learnmore.com or call her at **559.363.2583** and provide the email address of the new team

Appendix CCC er. Diane is our SoonerStart contact with Insights.

6. Parents can be added by registering them and using the registration code **CFC6454D**.

Adding Objectives in the Skills Acquisition Plan

1. Log in to Insights
2. Click on the Student Name
3. Click on “Skills Plan” in the top right-hand side of the screen.

Appendix II

4. Click “Skills Assessment” in the left hand column, if you want assistance in selecting objectives. This option will prompt menu driven questions through all Domain Areas, assessing the “whole child” resulting in Skill Deficits for each domain.
5. Answer questions as accurately as possible. The average length of the skills assessment is approximately 45 minutes, but will develop the objectives for skills the child has not yet mastered.
6. Choose one or two objectives in several developmental areas.
 - a. Be sure to click through all pages at the bottom left side.
7. You can also skip the assessment step- click on add objectives and select the developmental areas you wish to search.
8. Click next.
9. Select the objectives you want to add
10. Click “Finish” after adding the objectives.
11. Click “Close” on the right side to see the Acquisition Plan.

Adding Activities

1. Click on the option button next to the objective to which you want to add an activity. (objectives have a **green box** next to them)
2. Click on “Add Activities”
3. Choose “Guide me” and click “Next”
4. Choose appropriate activities, and click on “finish”
5. Activities have a **blue box**. Click on options next to an activity to view or remove the activity.
6. Click on the Printer icon (left side top) to send the activity to your printer or to send it to a file to be saved on your computer.

Monitoring the Skills Plan

1. Choose an activity, objective, or defined behavior.
2. Click “options” and choose “Datasheets”
3. On the datasheet, click “Print” to print a blank datasheet to leave with the family or to use on your visit.
4. At the end of the day/week, log back into AutismPro to enter your data.
5. Click “Enter Data”
6. Use the arrows beside the date to choose the appropriate week to enter the data.
7. When you have selected the correct week click “Modify”
8. Enter the total number of occurrences or correct responses for each day of that week.
9. Click “Apply”
10. Click “Close”

Appendix II

Mastering Activities and Objectives

1. Next to the objective or activity (**green and blue boxes**) click “options”
2. Click “View Details”
3. Click “Edit”
4. Change the status from “Active” to “Mastered (closed)”
5. Click “Save”

To Close a Case

1. When your student reaches three years of age, you will need to close the case and move it to the archives.
2. Log in to AutismPro
3. Click on “Manage Students” on the left side
4. Find the child’s name that you wish to close and click the icon “Close Case” on the right side.
5. You will get a pop-up message that says “Are you sure you want to close this case?” Click OK.