Central Reach Tip

Importing Data within your session is mandatory! We provide medically necessary services that insurance companies reimburse us for, so we need to show our payors what exactly we're doing in our sessions.

If you are a BT, here's how you import data within your note!

- Once you reach the **"Data Summary"** part of your note:
- If you graphed and save your date, click the box "**Select Session Summary**"
- Double check that the calendar is set to the right day of the session (i.e., if you had a session on 3/13/2023, you should only pull data from 3/13/2023)
- Once you confirm the date is correct, check the checkbox that is to the left of the session
- Hit the blue box that says "Continue"
- If your data did not save within CR, you will need to click "select goals for progress report"
- Select your goals by checking the checkbox to the left of the appropriate targets
- Hit the blue box that says "Continue"
- Write two sentences about the target. The first sentence should reflect how you prompted or worked on that goal. The second sentence should reflect how accurate your client was with the goal. (I.e., "BT prompted John Doe to attend to non-preferred activities by using a gesture prompt and a timer. John attended to the non-preferred activity "circle time" for 30 seconds with 80% accuracy at the prompt level.)

If you are a BCBA, here's how you import data within your note!

- Once you reach the "**Client Response to Treatment**" part of your note:
- If you are completing your note AFTER your behavior tech graphed their data, click the "select session summary button"
- Double-check that the calendar is set to the right day of the session (i.e., if you had a session on 3/13/2023, you should only pull data from 3/13/2023)
- Once you confirm the date is correct-check the checkbox that is to the left of the session
- Hit the blue box that says "Continue"
- If you are converting your protocol modification before you behavior technician graphs their data click "select goals for progress report."
- Select your goals by checking the checkbox to the left of the appropriate targets
- Hit the blue box that says "Continue"
- Select the appropriate responses in the drop-down menus "Client Response" and "Plan for Future Sessions."