



Behavior Tracking Program Template and Upload Instructions

1. Please fill out of all the columns with information for each data point on the excel template for the type of program (Duration, Rate, Frequency, and Interval) you want to upload. Reference the Behavior Tracking Program Data Points and Description table below for clarification.
 - Important Notes:
 - a. Some columns only apply to a specific type of program.
 - b. ABC data related to any Behavior Tracking Program must be completed within the application after the initial upload.
 - c. Automation for Interval Tracking Programs can be enabled within the application after the initial upload.
 - d. Behavior Intensity Tracking can be enabled within the application after the initial upload.
2. Each Behavior Tracking program should be on an individual row.
3. To upload to the application, please get in touch with your Customer Success Manager at Raven for them to set up a HIPAA secure folder for the file upload.
4. Once the file has been received, estimate a 72 business-hour turnaround of the program import into the application.

Behavior Tracking Program Data Points and Descriptions

Data Point	Description
Program Name	Title of the program
Description (SD)	Discriminative Stimulus
Objective	Overall purpose and/or goal to be accomplished in the program
Instructions	Detailed teaching instructions
Type	Duration, Rate, Frequency, or Interval
Unit <ul style="list-style-type: none"> a. Per Session and Per Hour (Frequency Only) b. Total and Average Time (Rate and Duration Only) 	<ul style="list-style-type: none"> a. How the program will average instances b. How the program will measure occurrences per session
Mastery <ul style="list-style-type: none"> a. Frequency b. Rate c. Duration d. Interval 	<ul style="list-style-type: none"> a. Number of occurrences that indicate a reduction in behavior b. Time threshold that indicates a reduction in behavior c. Time threshold that indicates a reduction in behavior d. Percentage of total instances to indicate a reduction in behavior
Consecutive Sessions	The number of consecutive sessions needed for a reduction in behavior
Maintenance Criteria	Enable or Disable
Maintenance Value (If Enabled)	Prompted to confirm the behavior did not occur over mastery threshold
Maintenance Sessions (If Enabled)	The number of mastered session expectations to ensure client retention
Cadence (If Enabled)	Maintenance criteria cadence (Daily, Weekly, Monthly)
Interval Type	Whole, Partial and Momentary
Interval Occurs For (Seconds, Minutes, Hours)	How many seconds, minutes or hours is each interval
Interval Recurrences	Enable or Disable
Total Number of Occurrences (If Enabled)	Fixed Number of Recurrences