Skill Acquisition 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 (Trial by Trial and Task Analysis) you want to upload. Reference the Skill Acquisition Program Data Points and Description table below for clarification.
    *   Important Notes:
        a. Some columns only apply to a specific type of program.
        b. Please separate each target/task within a program with a comma (ex., Red, Blue, Yellow)
        c. Any prompts related to any Skill Acquisition Program must be completed within the application after the initial upload.
2. Each Skill Acquisition program should be on an individual row.
3. To upload to the application, please contact 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.

Skill Acquisition 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	Trial by Trial or Task Analysis
Targets	Individual data cards that with the goal of becoming mastered
Number Of Trials (Trial by Trial Only)	Total number of trials used for each target
Baseline (Trial by Trial Only)	Enable or Disable
Baseline Probes (Trial by Trial Only) (If Enabled)	Number of test probes
Baseline Correct Probes (Trial by Trial Only) (If Enabled)	Number of correct probes
Mastery	Percentage correct over consecutive sessions to prove knowledge of target
Consecutive Sessions	The number of consecutive sessions needed to prove knowledge of target
Mastery Staff	Enable or Disable
Mastery Staff Minimum (If Enabled)	Members needed to collect and verify before mastery
Maintenance Criteria	Enable or Disable
Maintenance Value (If Enabled)	Mastered targets expectations to ensure client retention
Maintenance Sessions (If Enabled)	The number of mastered target expectations to ensure client retention
Cadence (Daily, Weekly, Monthly) (If Enabled)	Maintenance criteria cadence