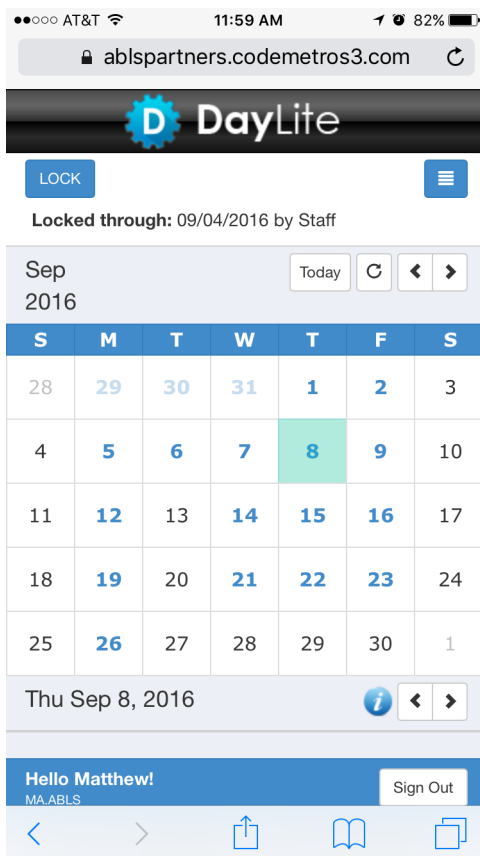
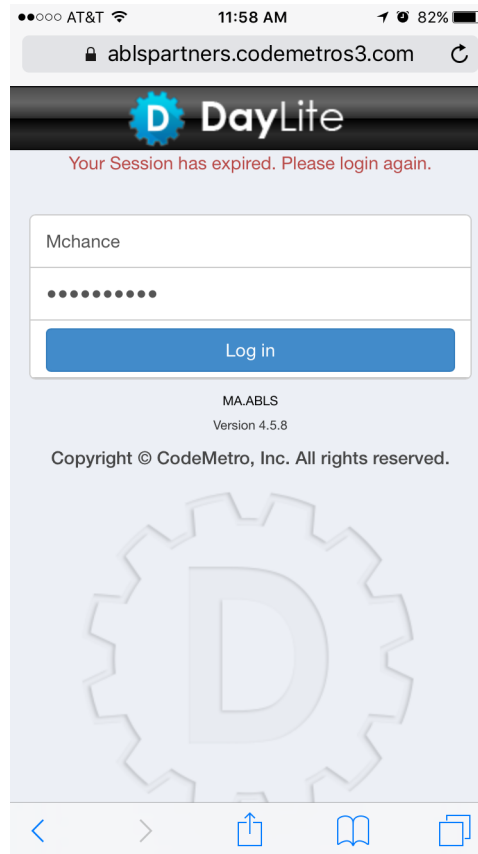
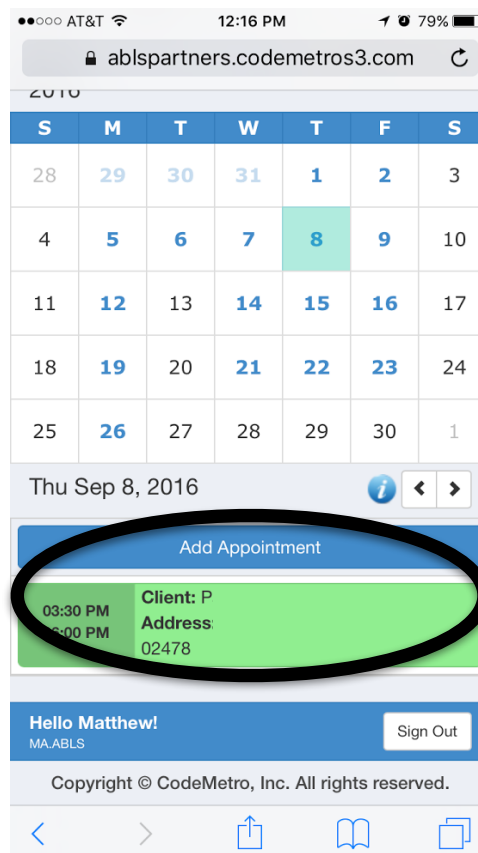


Using NPA on Your Phone Applied Behavioral Learning Services

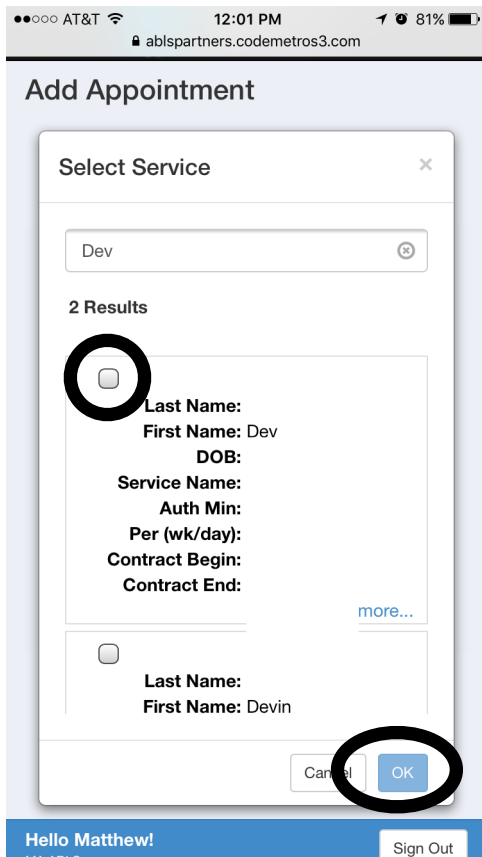
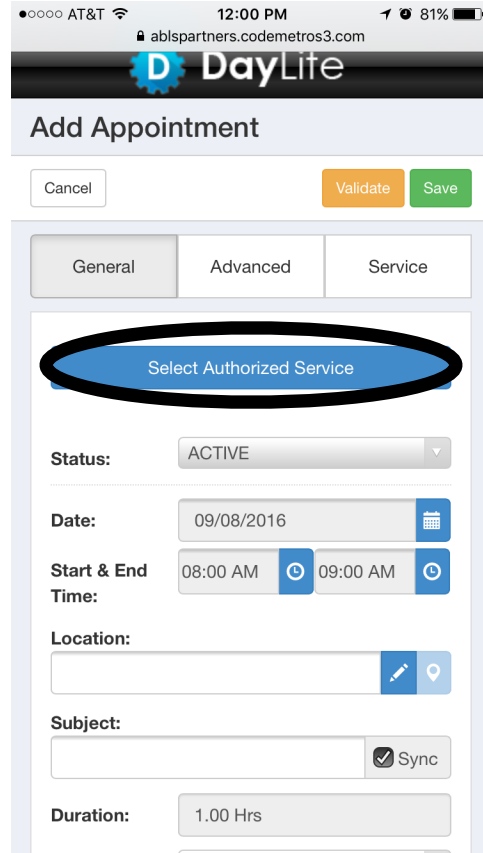
- On your phone, using the web browser go to the website:
<http://ablspartners.codemetro.com>
- Log in using your personal NPA log in. Contact Maddie Hayes, Human Resources, if you do not have this information.
- You will be taken to a screen that displays a calendar, with today's date highlighted in green.



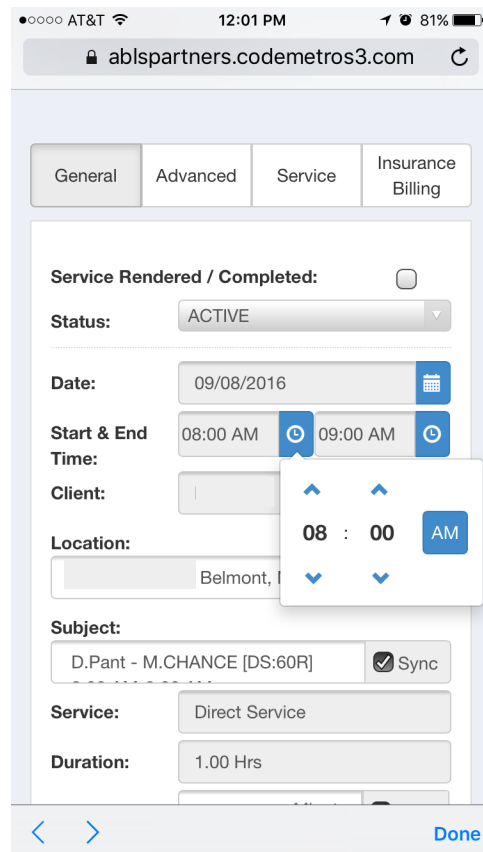
- Select the date of the appointment you wish to add, and at the bottom of your screen you will see a list of the appointments currently in your schedule with the option to add new appointments.
- In order to add a new appointment, click add appointment. In order to render an appointment as completed, click on the light green appointment from the list.



- To add a new appointment: after selecting “Add Appointment” you will need to click the option to “Select Authorized Service” option.
- You will then be taken to a “Select Service” screen where you can type in the name of your student. Typing in the first or last name of your student will pull up the client profile on the list.
If your student does not pop up, contact your BCBA for the case to have them add the client to your schedule.
- Check the box for the student you wish to add, then click OK in the bottom left corner



- Adjust the times for your appointment, and add your mileage and any office notes as needed for your case. Remember to document your mileage under the office notes section.



- Once you are done remember to **SAVE** using the green button at the top of your screen.
- Once your appointment is entered into NPA, you **MUST** check the box to render the appointment. This box appears at the top of your screen once you've selected the appointment from the home screen or entered the information as described above. Make sure you check the box.
- Once you have checked that the service is rendered remember to click the save button again.
- Once you have entered all of your appointments for the week and have ensured your clients, times, and mileage is correct and saved, you will return to the main screen with the calendar. To lock your schedule for the week select the "LOCK" option in the top left hand corner.
- If you have any questions or run into complications using NPA on your phone, please reach out to Maddie Hayes in Human Resources for further assistance.

