Autism Behavior Therapies (ABTs)
www.autismbts.com

DRAFT FOR REVIEW

How to Write a Session Note in Noteable

Step-by-Step Guide for BTs

> **You do important work. Your careful notes protect your clients, your team, and you. You can do this!**

Good notes keep clients safe, protect our company, and make sure we are **paid correctly**. Follow every step. Ask your **BCBA** if you are not sure.

Before you start

- Use a **computer or tablet** with **internet**.
- Have your **Noteable app data** ready.

Words to know

- **BT / RBT**: the person who works with the client.
- **BCBA**: your supervisor. Ask your BCBA when you have a question.
- **97153**: the service code you choose for every session note.
- **Noteable**: the system where you write your session note.

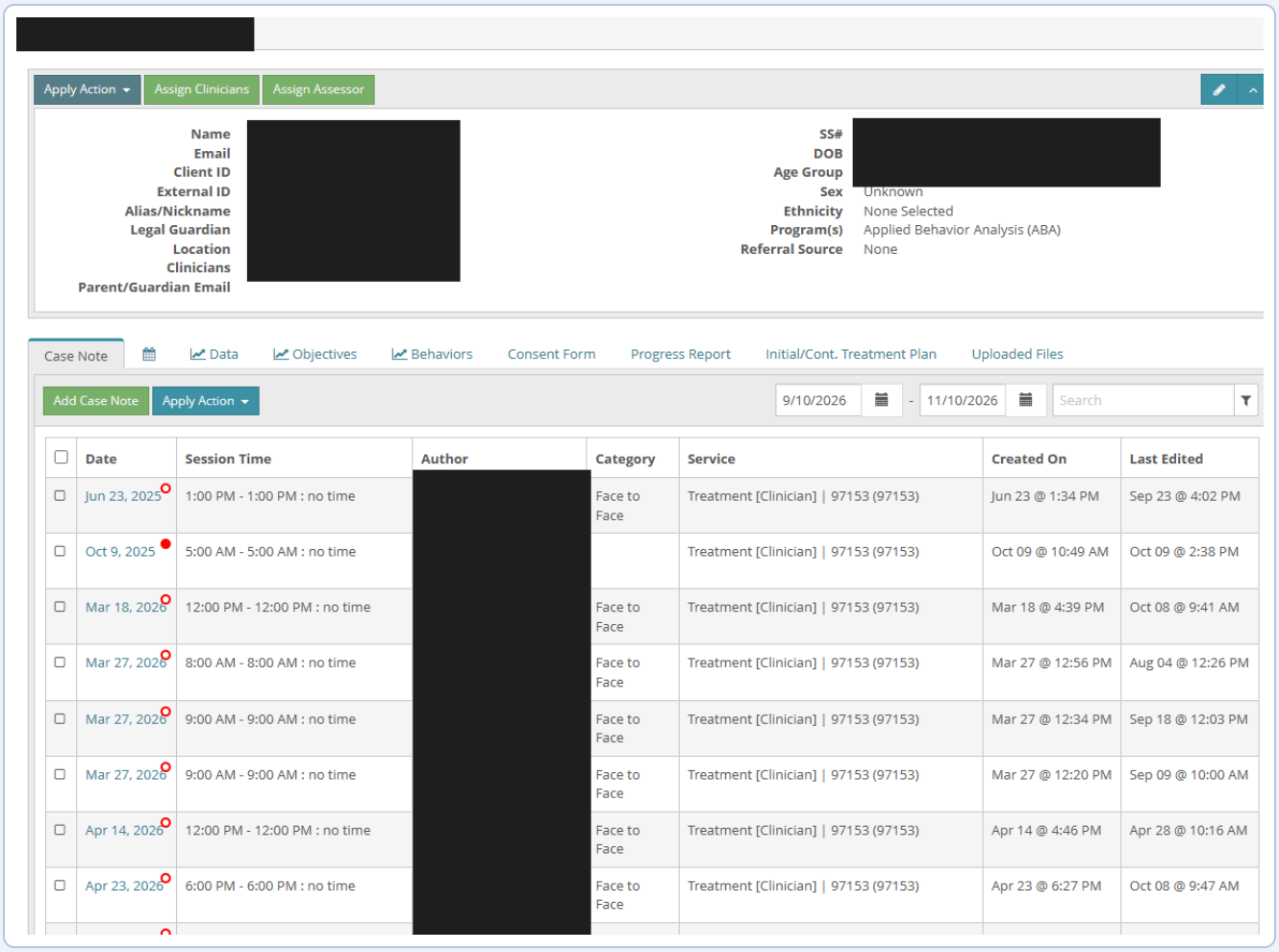
1 Log in

- Open the internet on your device.
- Use **Chrome** or any browser.
- Go to **Noteable**.
- Log in to your account.

Need help with your account or cannot log in? Please contact the Quality Control Manager.

2 Find your client and add a note

- After you log in, you see your client's information.
- Open your **client**.
- Click the green **Add Case Note** button.



3 Date and time (top of form)

- Choose the correct **date**.
- Choose the correct **start time**.
- Choose the correct **end time**.
- The **Duration** row is the first row in the picture in Step 4.

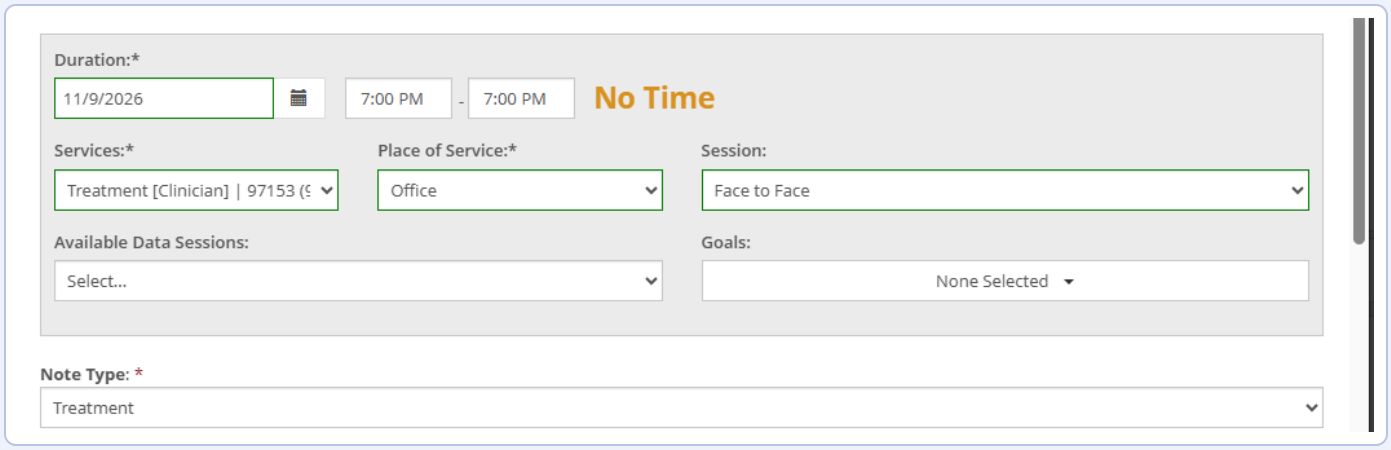
> **IMPORTANT**
> Check **AM** and **PM** carefully. A wrong time causes **billing** and **compliance** problems.

4 Service and session details

- **Services**: choose **97153**.
- **Place of Service**: choose the place from the table below.
- **Session**: choose **Face to Face**.
- **Available Data Sessions**: choose the session.
- Move the data from the Noteable app into the browser note.
- **Note Type**: always choose **Treatment**.

> **IMPORTANT**
> Never choose any other **CPT code**. Choose **97153** only.

Where is the client?	Choose this
Client is at **home**	**Home**
Client is at **daycare** or **clinic**	**Office**



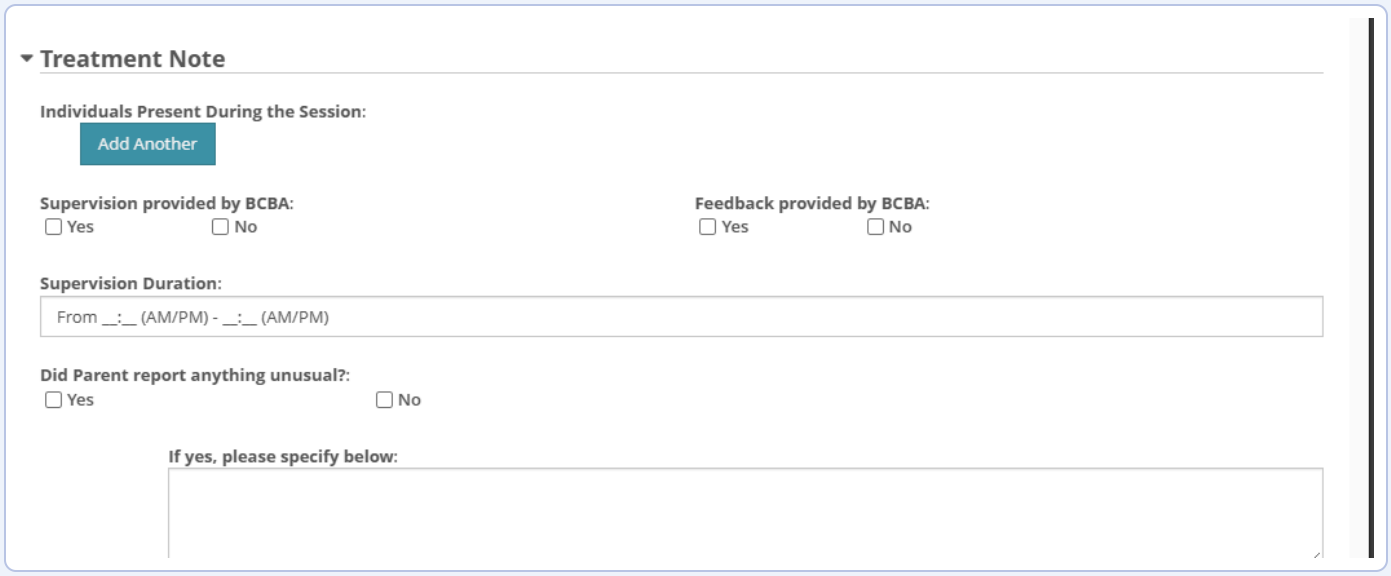
5 Who was there, supervision, parent report

- **Individuals Present**: choose **only** the people who were there.
- **Supervision provided by BCBA**: choose **Yes** or **No**.
- If **Yes**, enter the **exact supervision time**. Add the start and end time with **AM/PM**.

Where?	People you can choose (only if they were there)
At home	BT, mother, father, grandparents, siblings, caregiver
At clinic	BT, peers, other BTs, receptionist

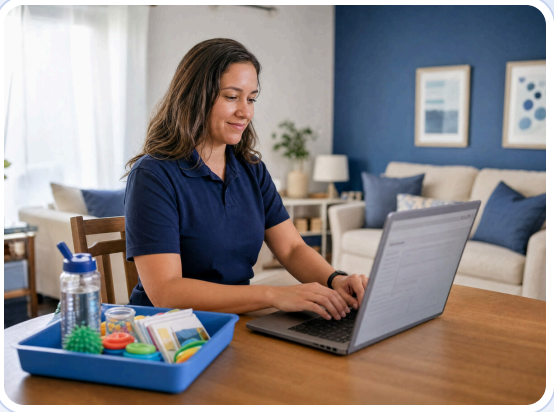
> **IMPORTANT**
> This is **very important**. A wrong supervision time makes your note different from the BCBA's note. This can cause **compliance** problems.

- **Feedback provided by BCBA**: choose **Yes** or **No**, as it happened.
- **Did Parent report anything unusual?** Did the parent tell you something that can change the client's skills or behavior?
- If yes: choose **Yes**, write it down, and **tell your BCBA**.



6 Write your session note

- Write notes **only when the client is on a break**. Do it about every **30 minutes**.
- Write **objective** notes: only what you **saw** and **heard**.
- Do not add opinions. Give **facts**, not feelings.



A BT writes the note during a client break.

IMPORTANT

Note writing is **NOT billable time**. Never use active therapy time to write notes.

Do

“Client threw the toy 3 times.”

Do not

“Client was angry and bad today.”

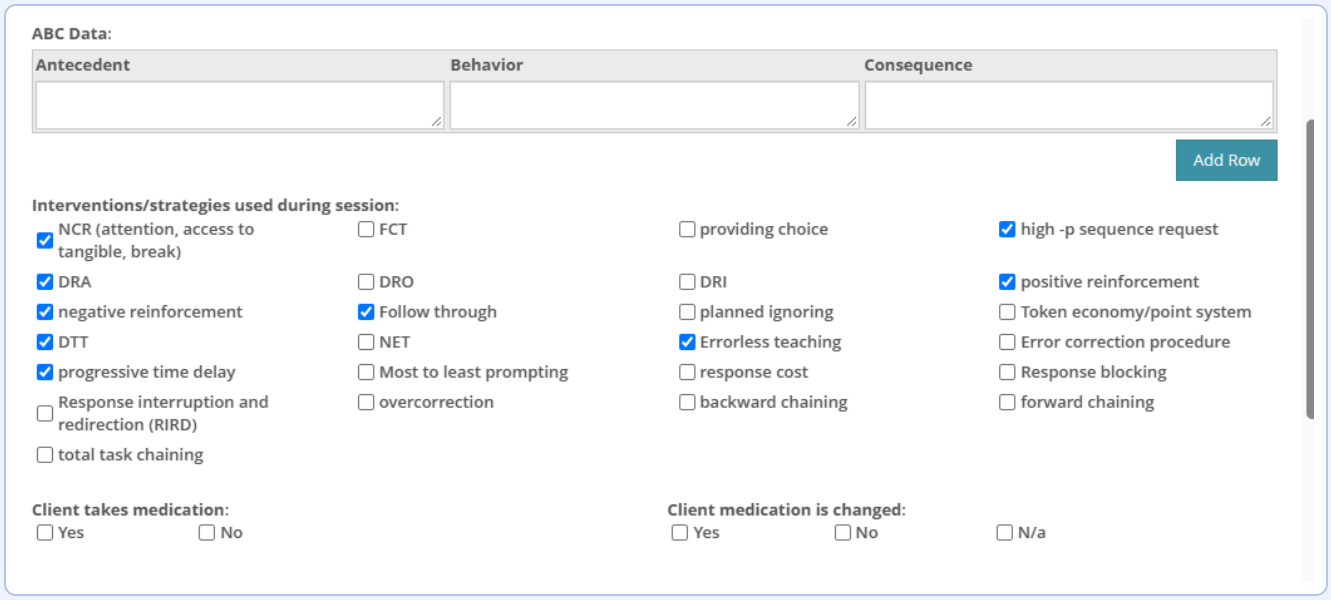
Session Notes:

add objective note here.

7 Data, interventions and medication

- Fill in the **ABC data**: **A**ntecedent, **B**ehavior, **C**onsequence. Do it the way your BCBA taught you.
- Click **Add Row** for more rows.
- **Interventions**: pick only the strategies you really used.
- Choose **at least five** interventions that you used.
- **Medication**: choose the correct options from the list.

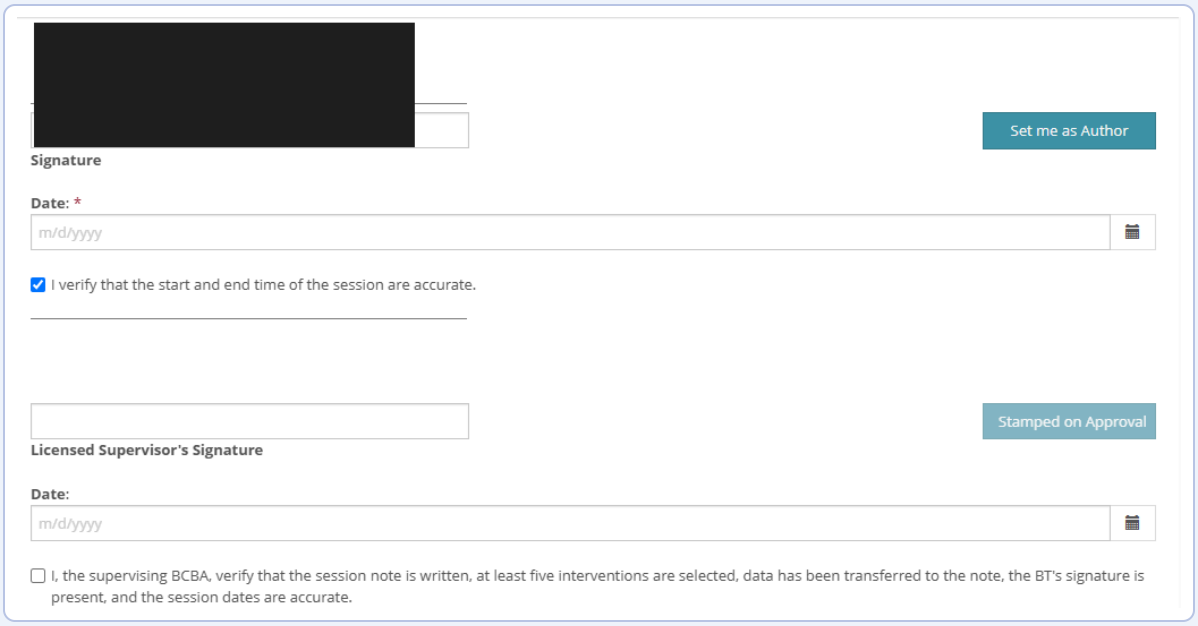
> **IMPORTANT**
> Do not guess. Do not pick a strategy if you do not know it. **Ask your BCBA first.**



8 Sign, verify and submit

- Add your signature **date** under your signature.
- Check the box: **“I verify that the start and end time of the session are accurate.”**
- This shows you checked the times twice.

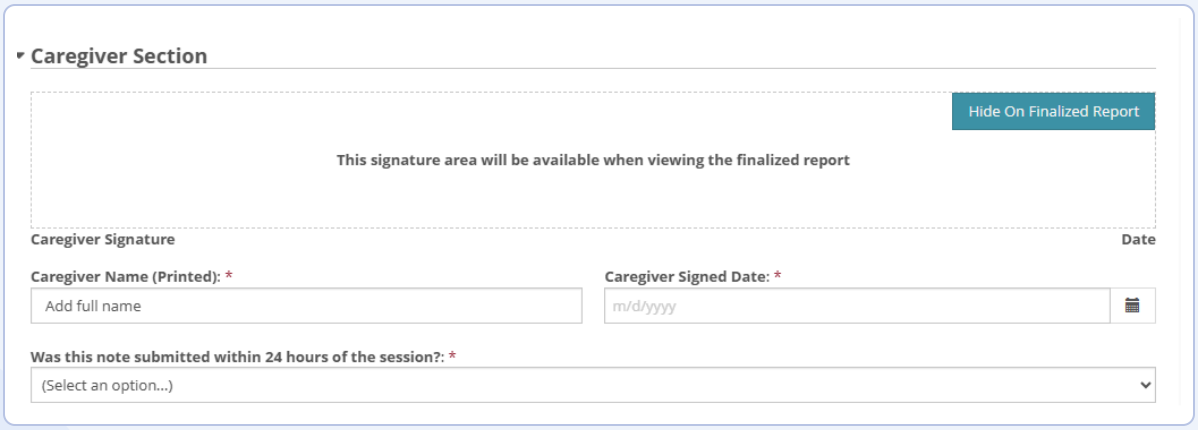
> **IMPORTANT**
> **Overbilling is fraud.** It can cause serious consequences.



- **Caregiver Name**: type the **full name** of the parent or caregiver.

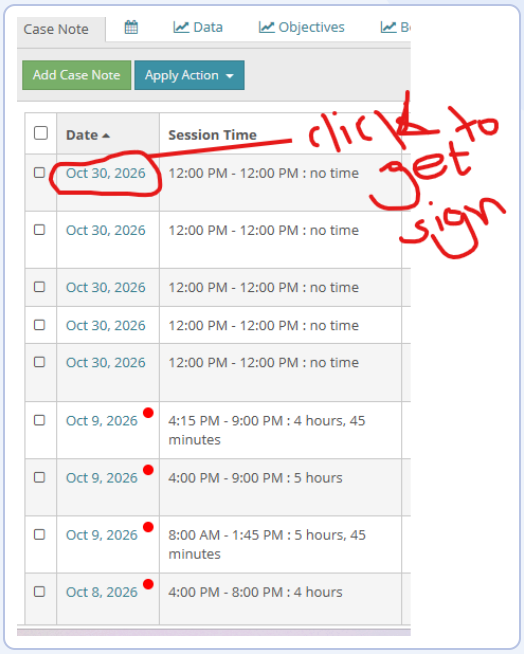
> **IMPORTANT**
> The name must **match** the person who signs. Do not type the mother's name and then get the father's signature.

- **“Was this note submitted within 24 hours of the session?”** Choose **Yes** or **No**.
- If **No**, you **must write the reason**.
- Click **Submit** at the end.



9 Check your note

- After you submit, go to the **Case Note** list.
- Click the **date** of your note.
- Read the date, start time, and end time again.
- Read the other entries again.

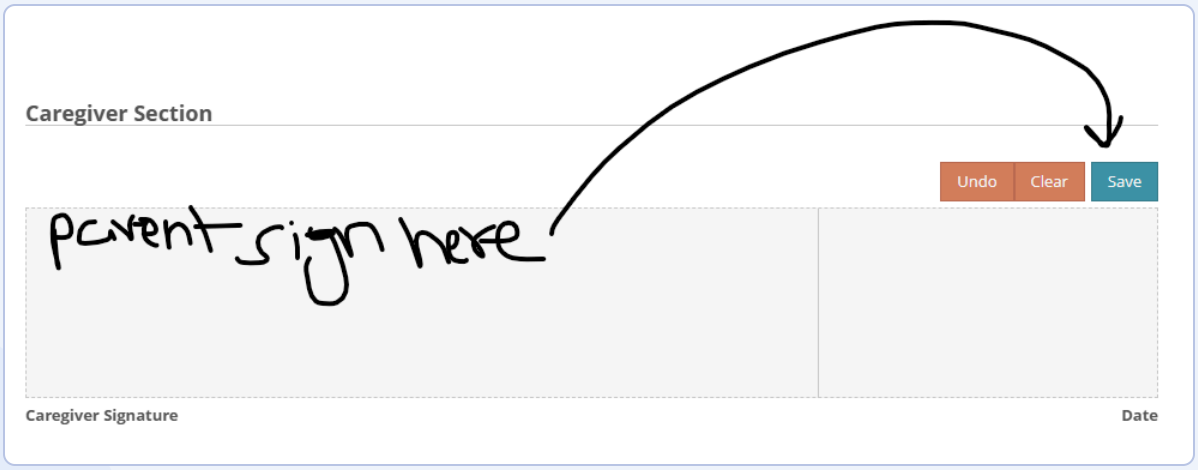


10 Get the parent signature

- Give the device to the **parent or caregiver**.
- They sign in the **signature box**.
- Use **Undo** or **Clear** to try again.
- Click **Save**.
- Check that the **Caregiver Signed Date** is correct.



The parent signs on the tablet.



Before you submit: checklist

Check every box. Ask your **BCBA** if you are not sure.

- ☐ Correct **date**
- ☐ Correct **start/end time** and **AM/PM**
- ☐ CPT **97153** only
- ☐ Correct **place of service**
- ☐ **Face to Face**
- ☐ **Treatment**
- ☐ Correct **people present**
- ☐ Correct **supervision** answer and time
- ☐ **Parent report** added if needed
- ☐ **Objective** note
- ☐ **ABC data** done
- ☐ Only **real interventions** (5 or more)
- ☐ **Medication** answered
- ☐ **Signature date** + time-verification box checked
- ☐ **Full caregiver name**
- ☐ **24-hour question** answered (reason if No)
- ☐ Note **submitted**
- ☐ **Parent signature** saved

Great job! Careful notes show that you care about every client and family. Thank you for the great work you do.

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