Registered Behavior Technician (RBT) 40 hours Training Course



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**This training program is based on the Registered Behavior Technician Task List (2nd ed.) and is designed to meet the40-hour training requirement for the RBT credential. The program is offered independent of the BACB

40-Hour course based on the Registered Behavior Technician™ 2nd Edition Task List

E-Documentation and Reporting

E-1 Effectively communicate with a supervisor in an ongoing manner.

E-2 Actively seek clinical direction from supervisor in a timely manner.

E-3 Report other variables that might affect the client in a timely manner.

E-4 Generate objective session notes for service verification by describing what occurred during the sessions, in accordance with applicable legal, regulatory, and workplace requirements.

E-5 Comply with applicable legal, regulatory, and workplace data collection, storage, transportation, and documentation requirements.

Ethical Considerations based on the RBT Ethics Code 2.0

We Teach in a Spanglish Way!!!

Vocabulary

1. **Improve:** Mejorar
2. **Performance:** Desempeño
3. **Feedback:** Retroalimentación
4. **Ethical:** Ético
5. **Problem-Solving:** Resolución de Problemas
6. **Oversight:** Supervisión
7. **Boundaries:** Límites
8. **Assertiveness:** Asertividad
9. **Regular basis:** Regularmente
10. **Cofounding:** Cofundación o Variables de confusión
11. **Confidentiality:** Confidencialidad



E. DOCUMENTATION AND REPORTING

An RBT practices under the close, ongoing supervision of an authorized supervisor who is responsible for the work performed by the RBT. The purpose of ongoing supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the RBT and facilitate the delivery of high-quality services to clients. (Odhaib et al., 2021)

E-01
Effectively communicate with a supervisor in an ongoing manner.

E-01 EFFECTIVELY COMMUNICATE WITH A SUPERVISOR IN AN ONGOING MANNER.

RBT supervision activities may include the following:

1. Development of performance expectations
2. Observation, behavioral skills training, and delivery of performance feedback
3. Modeling technical, professional, and ethical behavior
4. Guiding the development of problem-solving and ethical decision-making repertoires
5. Review of written materials (e.g., daily progress notes, data sheets)
6. Oversight and evaluation of the effects of behavior-analytic service delivery
7. Ongoing evaluation of the effects of supervision

E-01 EFFECTIVELY COMMUNICATE WITH A SUPERVISOR IN AN ONGOING MANNER.

How to effectively communicate?

1. Engaging in regular communication with your clinical team.

2. Taking an active role in effectively communicating all aspects of your daily interactions with your clients and caregivers.



E-01 EFFECTIVELY COMMUNICATE WITH A SUPERVISOR IN AN ONGOING MANNER.

How to effectively communicate?

3. Understanding boundaries in relation to your supervisor's time and responsibilities

   - knowing when it is appropriate to talk with your supervisor and when you should allow your supervisor time to observe, analyze data, or complete other tasks.
   - Knowing what situations should result in immediate or more urgent communication with your supervisor, and
   - knowing what situations can wait until your supervisor attends session or observation or has a meeting with you to discuss the case or client.

E-01 EFFECTIVELY COMMUNICATE WITH A SUPERVISOR IN AN ONGOING MANNER.

How to effectively communicate?

4. Speaking respectfully and professionally.

5. Accepting feedback and responding appropriately to feedback and communication from your supervisor.

6. Expressing ideas and professional opinions with healthy assertiveness while also understanding your role in complying with your supervisor's treatment planning.

7. Your supervisor will check in on you on a regular basis (preferred weekly); if this is not occurring, you are encouraged to contact the senior clinical member and the office directly.

RBT Ethics Standards (Related to Task list F)

Section 1—General Responsibilities

1.03 RBTs only provide services under their RBT certification within a clearly defined role under close, ongoing supervision.

1.03 Los RBT solo brindan servicios bajo su certificación de RBT dentro de un rol claramente definido bajo supervisión cercana y continua..

RBT Ethics Standards (Related to Task list F)

Section 1—General Responsibilities

1.06 RBTs provide behavior-technician services only after their supervisor confirms that they have demonstrated competence. They work with their supervisor to continually evaluate their competence. If an RBT identifies that they are being asked to do something that goes beyond the scope of their certification and/or competence, they immediately inform their supervisor or other appropriate individuals at their place of employment and document this communication.

1.06 Los RBT proporcionan servicios de técnico en comportamiento solo después de que su supervisor confirma que han demostrado competencia. Trabajan con su supervisor para evaluar continuamente su competencia. Si un RBT identifica que se le pide hacer algo que va más allá del alcance de su certificación y/o competencia, informan inmediatamente a su supervisor u otras personas apropiadas en su lugar de empleo y documentan esta comunicación..

RBT Ethics Standards (Related to Task list F)

Section 1—General Responsibilities

2.06 RBTs direct any questions or concerns that they or others (e.g., caregivers, coworkers) have about their behavior-technician services to their supervisor.

2.06 Los RBT dirigen cualquier pregunta o preocupación que ellos u otros (por ejemplo, cuidadores, compañeros de trabajo) tengan sobre sus servicios de técnico en comportamiento a su supervisor.

E-01 POP QUIZ

Which of the followings is NOT an example of effective communications with your Supervisor:

A. Speaking respectfully and professionally

B. Do not worry about boundaries contact your supervisor at any time.

C. Accepting feedback.

D. Communicate regularly

E-01 POP QUIZ

Which of the followings is NOT an example of effective communications with your Supervisor:

A. Speaking respectfully and professionally

B. Do not worry about boundaries contact your supervisor at any time.

C. Accepting feedback.

D. Communicate regularly

E. DOCUMENTATION AND REPORTING

Amount of supervision. Each RBT must obtain ongoing supervision for a minimum of *5% of the hours spent providing behavior-analytic services per month.* Supervision must include at least 2 face-to-face, real-time contacts per month. (Odhaib et al., 2021)

E-02
Actively seek clinical direction from supervisor in a timely manner.

E-02 ACTIVELY SEEK CLINICAL DIRECTION FROM SUPERVISOR IN A TIMELY MANNER.

How to seek clinical direction in a timely manner?

1. It is your responsibility as a Register Behavior Technician (RBT) to seek out guidance and direction from your supervisor when needed.

   - Any clinical questions that need clarification or answering should be directed to the supervisor.

   ➢Examples:
   - Asking about the plan, the family or more about the diagnosis if you are seeing something new.

E-02 ACTIVELY SEEK CLINICAL DIRECTION FROM SUPERVISOR IN A TIMELY MANNER.

How to seek clinical direction in a timely manner?

2. If you are unsure of protocol or steps you should be taking regarding your clients, you must contact a supervisor in timely manner to achieve clear guidance before the next session.

   - Do not leave a session with doubts about your treatment or any intervention. Using appropriate ways to communicate with your supervision and respecting boundaries be able to respectfully communicate if you need help before starting the next session.

     ➢ Example: If a new behavior Arises you need to immediately describe it to your supervisor so you know what to do in the following session

E-02 ACTIVELY SEEK CLINICAL DIRECTION FROM SUPERVISOR IN A TIMELY MANNER.

How to seek clinical direction in a timely manner?

3. You can and should request that you can be provided with in-person supervision.

   - Supervision must include at least 2 face-to-face, real-time contacts per month. The supervisor must observe the RBT providing services in at least one of the monthly meetings. In-person, on- site observation is preferred. However, this may be conducted via web cameras, videoconferencing, or similar means in lieu of the supervisor being physically present. The BACB encourages direct observation of service delivery as much as possible.

RBT Ethics Standards (Related to Task list F)

Section 1—General Responsibilities

1.07 RBTs work directly with their supervisor to ensure that they are culturally responsive in their work. They actively work to evaluate their own biases and ability to work with individuals with diverse needs/backgrounds (e.g., age, disability, ethnicity, gender expression/identity, immigration status, marital/relationship status, national origin, race, religion, sexual orientation, socioeconomic status) and obtain any needed training in these areas under the direction of their supervisor.

1.07 Los RBT trabajan directamente con su supervisor para asegurarse de ser culturalmente receptivos en su trabajo. Trabajan activamente para evaluar sus propios sesgos y habilidades para trabajar con personas con diversas necesidades/antecedentes (por ejemplo, edad, discapacidad, etnia, expresión/identidad de género, estatus migratorio, estado civil/relacional, origen nacional, raza, religión, orientación sexual, estatus socioeconómico) y obtienen cualquier capacitación necesaria en estas áreas bajo la dirección de su supervisor.

E-02 PART 1 POP QUIZ

When to seek clinical direction from your supervisor.:

A. When you need more training on an intervention procedure

B. When a new behavior arises involving the client's structure.

C. When you overheard a new family problem that doesn't involve the client

D. A & B are correct

E. All of the above

E-02 PART 1 POP QUIZ

When to seek clinical direction from your supervisor.:

A. When you need more training on an intervention procedure

B. When a new behavior arises involving the client's structure.

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E-02 PART 2 POP QUIZ

How Regularly do you need to communicate with your Analyst.:

A. Whenever you need help on the treatment implementation.

B. At least once a month.

C. At least 2 face to face visits per month.

D. On a daily manner if needed.

E. All of the above

E-02 PART 2 POP QUIZ

How Regularly do you need to communicate with your Analyst.:

A. Whenever you need help on the treatment implementation.

B. At least once a month.

C. At least 2 face to face visits per month.

D. On a daily manner if needed.

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E. DOCUMENTATION AND REPORTING

There are many factors that RBT or other ABA providers should consider regarding a clients' functioning and should be reported on time. These variable can be directly observed or indirectly thru caregivers, but all reported to supervisor.

E-03
Report other Variable that Might Affect the Client in Timely Manner.

E-03 REPORT OTHER VARIABLE THAT MIGHT AFFECT THE CLIENT IN TIMELY MANNER .

In the field of ABA, setting events are sometimes neglected to be considered as influencers of behavior

- Setting events are in a way broader experiences that a client may have (RBT/provider may not have all information)

- While antecedents could be seen as the trigger for a behavior or as the thing that happens right before the behavior occurs, is a situational experience

E-03 REPORT OTHER VARIABLE THAT MIGHT AFFECT THE CLIENT IN TIMELY MANNER .

In the field of ABA, setting events are sometimes neglected to be considered as influencers of behavior

- Some examples of setting events include (Also called cofounding Variables):
  - Illness
  - Lack of sleep
  - Biological needs (hunger, sleepy, pain, etc.)
  - Changes in the clients' home environment (moved from the house/states, divorce, coming a family member, etc.)
  - Maturation

E-03 REPORT OTHER VARIABLE THAT MIGHT AFFECT THE CLIENT IN TIMELY MANNER .

- Setting events make it more likely that certain behavior occurs

➢Example:

Toddler that has lack of quality sleep may engage in severe tantrum or with more intensity when another child has taken his toys rather than if he has a good quality of sleep.

An RBT should be able to identify these "Environmental Variables" and report them as soon as possible to their supervisor in order to adjust or modifications in the plan as needed.

E-03 POP QUIZ

Which of the following choices are common environmental variables (antecedents) that may have impacted a client's learning during that session?:

A. Client is in medications due to Allergies.

B. Mother commented about a lack of sleep the previous night.

C. Change of Routine (slept for the first time in father's house)

D. All of the above

E-03 POP QUIZ

Which of the following choices are common environmental variables (antecedents) that may have impacted a client's learning during that session?:

A. Client is in medications due to Allergies.

B. Mother commented about a lack of sleep the previous night.

C. Change of Routine (slept for the first time in father's house)

D. All of the above

E. DOCUMENTATION AND REPORTING

It is important to complete session notes objectively and professionally including what happened during your session with the client using an ABC format so that others could understand what happened. #legaldocument

E-04

Generate objective session notes for service verification by describing what occurred during the sessions, in accordance with applicable legal, regulatory, and workplace requirements.

E-04 Generate objective session notes for service verification.

What should be included in a progress note

Objectively refers to disclosing only facts, observation of the 3 term contingency (ABC format), and the actual information.



Antecedent	Behavior	Consequence
Johnny was presented with an academic demand.	John displayed 2 tantrums evidenced by crying and throwing himself to the floor	RBT used DRA and Redirection by keeping the demand and after 3 minutes Johnny was able to complete task. Reinforcement was given in the form of social praise.

E-04 Generate objective session notes for service verification.

What should **NOT** be included in a progress note:

Subjective information is not an acceptable way of writing your notes in which you include your own personal thoughts and feelings into session notes (These are called ”Mentalistic Terms” and are considered inappropriate because of their lack of objectiveness) or do not clearly explain the ABC contingencies (“nothing happens for no reason”)

- Ex: I think that Johnny is happier, and in my opinion, I think that it has to do with the mother implementing the intervention at home



E-04 Generate objective session notes for service verification.

What is an ABC Format:

Antecedent: RBT asked John to complete an activity that consisted in picking up objects from the floor in his room and cleaning up.

Behavior: John engaged on “non compliance” evidenced by refusing to complete task and escalating to an episode of tantrum and property disruption by throwing everything to the floor and screaming “I am not going to do it” multiple times, as an escape from command.

Consequence: Response block was used at first by removing all objects on the table along with redirection to pick up the objects from the floor. As John continued screaming Planned Ignore was used for 1 minute and then a DRA intervention was used to introduce appropriate ways to clean up using “the clean up song” and RBT let him know about access to a new preferred activity after he completed the demand. John was able to clean up and reinforcer was given immediately as discussed previously.

E-04 Generate objective session notes for service verification.

Each organization will have a template and specific training on specific components of a session note like the SOAP format (Example):

- S (subject) - What the parent, guardian, or client reports. How did you receive the client?
  - In the note, the RBT could mention the setting events that may have affected child's behaviors "Parent reported that child only slept 4 hours last night"
- O (objective) – Specifics behaviors observed during treatment. (ABC description of behaviors)
- A (assessment) –Any acquisition or replacement skills that were trained during session
- P (plan) - Plan for session. ("We will continues working on next session with targets as directed by BCBA")

E-04 Generate objective session notes for service verification.

SESSION NOTE Example:

E-04 Generate objective session notes for service verification.

Important things to know:

- The notes are considered legal documents and will be included in that clients' permanent record and therefore the note should be accurate and professionally written.

- You could mention setting events (environmental variables) or factors that may have influenced the client's behaviors throughout the session even if the.

- **Permanent Records such as progress notes and data collection sheets should be securely stored for at least 7 years******

RBT Ethics Standards

Section 2—Responsibilities in Providing Behavior-Technician Services

2.02 RBTs follow the direction of their supervisors, accurately implement behavior-technician services, and accurately complete all required documentation (e.g., client data, billing records).

2.02 Los RBT siguen la dirección de sus supervisores, implementan con precisión los servicios de técnico en comportamiento y completan con precisión toda la documentación requerida (por ejemplo, datos del cliente, registros de facturación).

E-04 POP QUIZ

How do you generate notes in accordance with applicable legal, regulatory, and workplace requirement?

A. Keep all notes securely stored for at least 7 years.

B. Write objectively what happened during the session.

C. Adjust to the template the organization you work for is using.

D. All of the above.

E-04 POP QUIZ

How do you generate notes in accordance with applicable legal, regulatory, and workplace requirement?

A. Keep all notes securely stored for at least 7 years.

B. Write objectively what happened during the session.

C. Adjust to the template the organization you work for is using.

D. All of the above.

E. DOCUMENTATION AND REPORTING

There are laws and regulation regarding how to handle paperwork including data collection and documents specially as it relates to how store them to travel with them in case you work on school or home based settings.

E-05
Comply with Applicable Legal, Regulatory, and Workplace Data Collection, Storage, Transportation, and Documentation Requirement

E-05 Comply With Applicable Legal, Regulatory, And Workplace Data Collection, Storage, Transportation, And Documentation Requirement.

If you provide Home-based or School services:

- It is imperative to be extra-careful when traveling with clients' documentation
- Be mindful of confidentiality laws based on the ethics code.
- Carry as little client data and document as possible when traveling from session to session.
- Wherever you traveling documentation should be locked in a briefcase and even possible in your car in the trunk (locking the data twice).

E-05 Comply With Applicable Legal, Regulatory, And Workplace Data Collection, Storage, Transportation, And Documentation Requirement.

- In the United States, you must comply with all HIPPAA policies and regulation. HIPAA requires:
  - Clients' data sheets, session note, and paperwork in a secure location.
  - Always put them back after a session so that they are kept in that safe location.

*****You must speak with your supervisor to learn about the regulations related to your location and workplace setting

RBT Ethics Standards

Section 2—Responsibilities in Providing Behavior-Technician Services

2.08 RBTs protect the confidentiality and privacy of their clients, stakeholders, and others in the workplace by following all related requirements established by the BACB, employers, and the law (e.g., privacy laws, licensure requirements). RBTs maintain confidentiality when interacting with client information and records.

2.08 Los RBT protegen la confidencialidad y privacidad de sus clientes, partes interesadas y otras personas en el lugar de trabajo siguiendo todos los requisitos relacionados establecidos por el BACB, los empleadores y la ley (por ejemplo, leyes de privacidad, requisitos de licencia). Los RBT mantienen la confidencialidad al interactuar con la información y los registros de los clientes.

RBT Ethics Standards

Section 2—Responsibilities in Providing Behavior-Technician Services

2.09 RBTs do not share identifying information (e.g., photos, videos, written information) about clients on social media or websites.

2.09 Los RBT no comparten información de identificación (por ejemplo, fotos, videos, información escrita) sobre clientes en redes sociales o sitios web.

RBT Ethics Standards

Section 2—Responsibilities in Providing Behavior-Technician Services

2.10 RBTs only discuss confidential client information under the direction of their supervisor unless allowed by law for a valid reason (e.g., protecting the client or others from harm). RBTs only share necessary client information in their job-related communications (e.g., emails, documentation).

2.10 Los RBT solo discuten información confidencial del cliente bajo la dirección de su supervisor a menos que lo permita la ley por una razón válida (por ejemplo, proteger al cliente o a otros de daños). Los RBT solo comparten información del cliente necesaria en sus comunicaciones relacionadas con el trabajo (por ejemplo, correos electrónicos, documentación).

E-05 POP QUIZ

Which of the following are requirements the RBT's must follow?

A. Comply with all HIPPAA policies and regulation.

B. Comply with Applicable legal and documentation requirement

C. Comply with Applicable transportation, requirement.

D. All of the above.

E-05 POP QUIZ

Which of the following are requirements the RBT's must follow?

A. Comply with all HIPPAA policies and regulation.

B. Comply with Applicable legal and documentation requirement

C. Comply with Applicable transportation, requirement.

D. All of the above.

E. DOCUMENTATION AND REPORTING

TASK E
E1-E5

Share your NOTES with us!!!!

At the end of each task, you will be prompted to do a summary of the complete chapter as **a class activity**, it will count as **20%** of your Final Grade, **Final Exam is 80%**

