Using the Client Progress Accelerator to Create Workbooks

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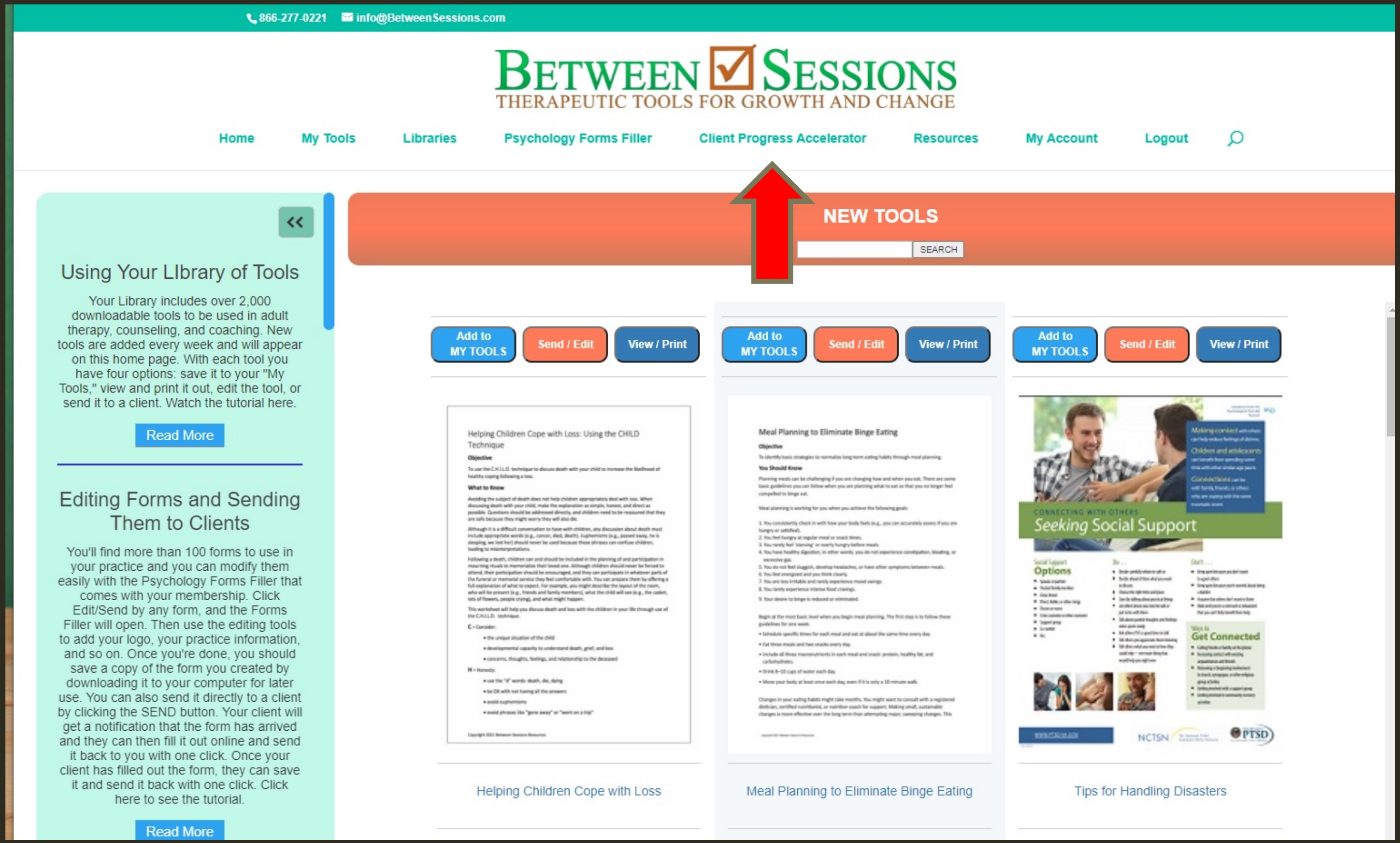
About the Client Progress Accelerator

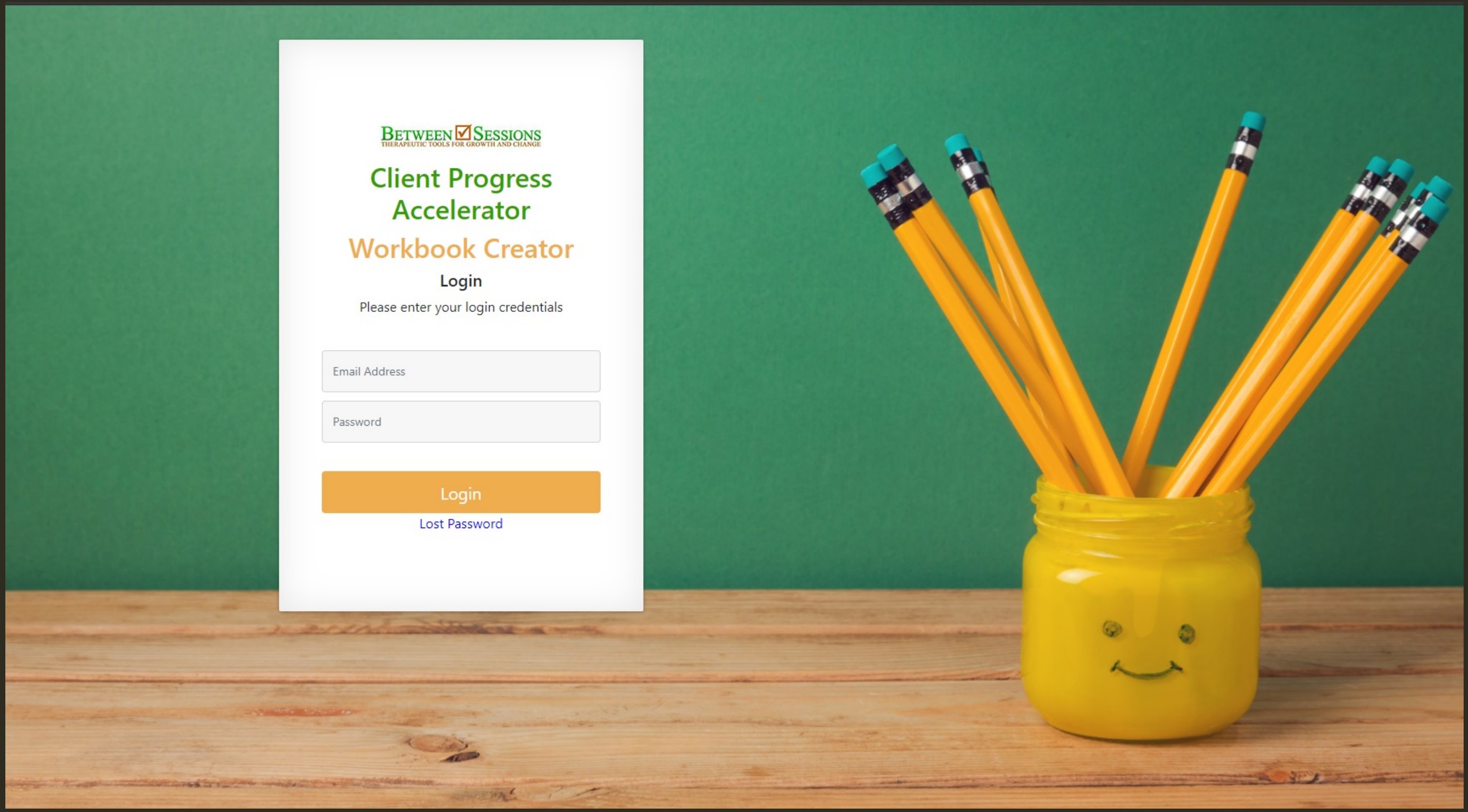
The Client Progress Accelerator (CPA) is part of the Clinical Package Membership at BetweenSessions.com. The CPA features the Workbook Creator, which will be reviewed in this tutorial.

The other features of the CPA measure client satisfaction, progress, and self-efficacy. These features will be reviewed in a separate tutorial.

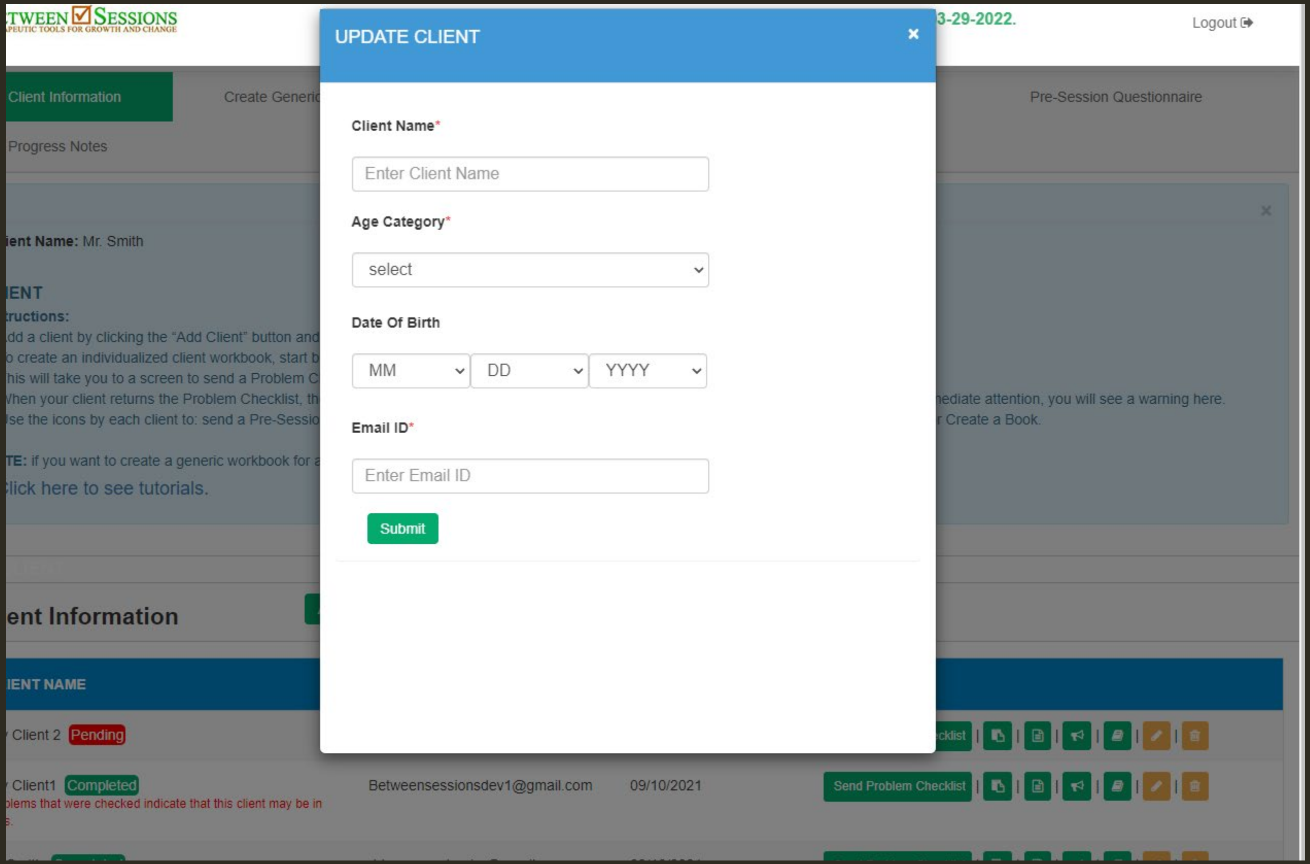
From the Home Page of the membership site, click Client Progress Accelerator



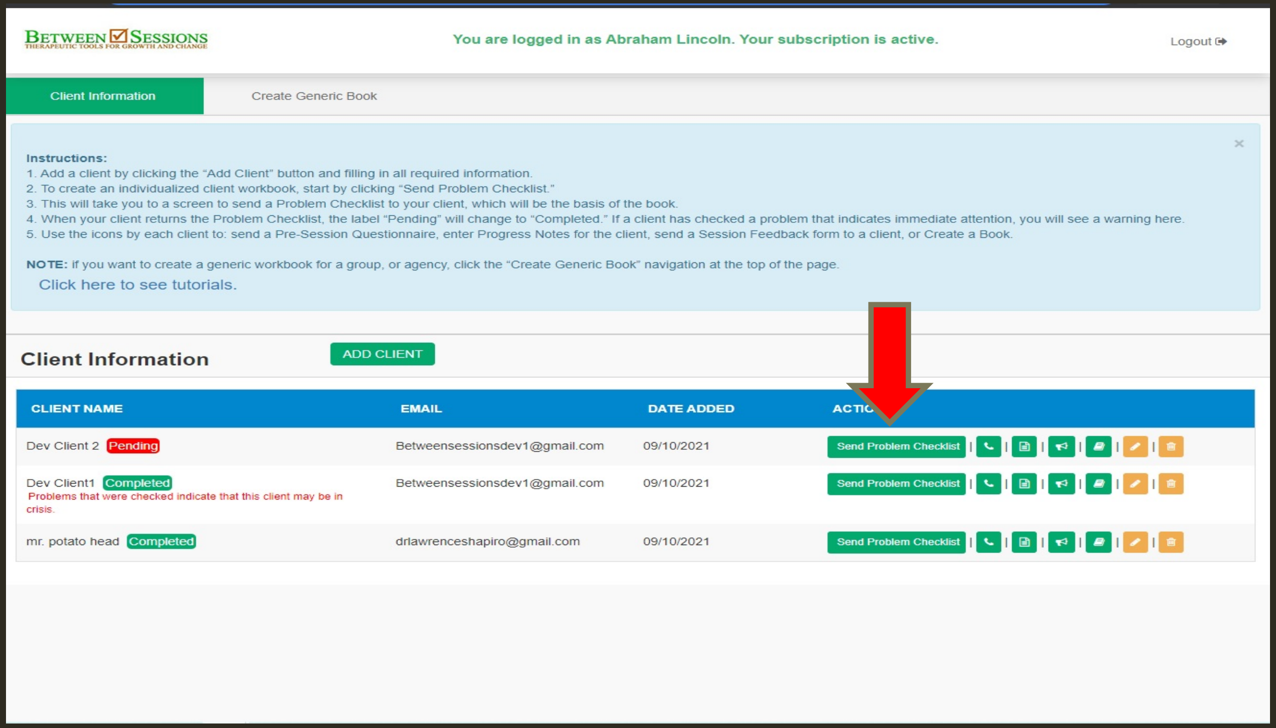
Use your standard username and password to log in to the CPA



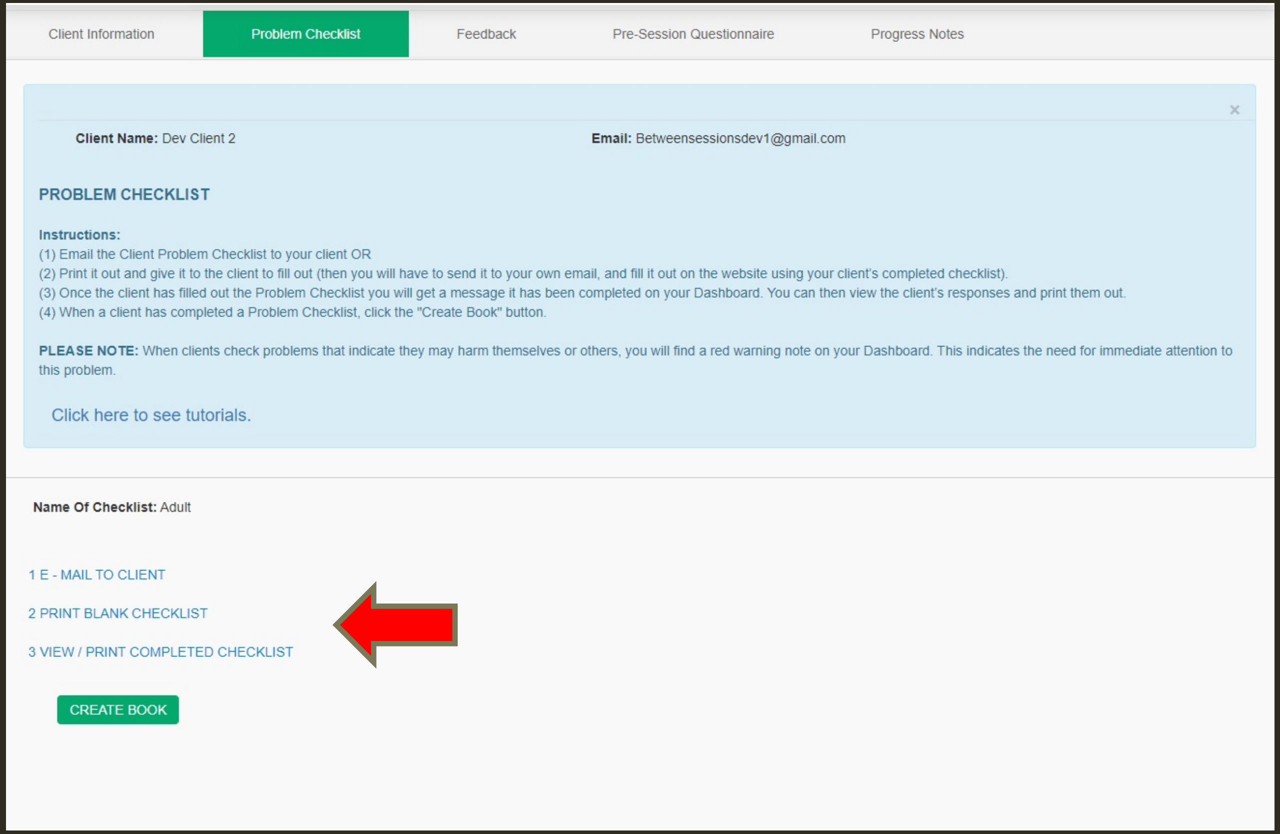
Click the Add Client button and enter the client’s information. Selecting the correct Age Category is important in creating your workbook.



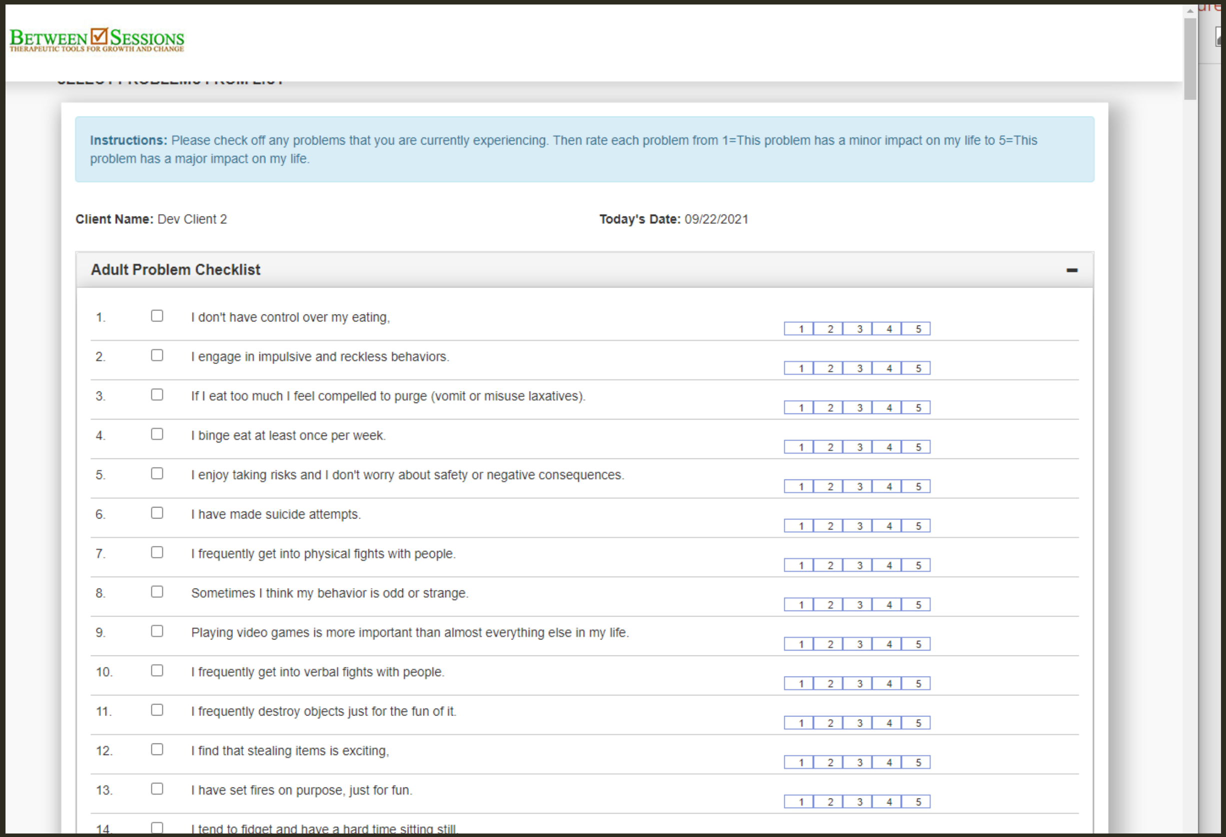
Send your client a Problem Checklist



On this page you can view or print a blank Problem Checklist and view or print your client's completed problem checklist



Your client should check off and rate relevant problems and then click the SEND button to send it back to you



BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

Instructions: Please check off any problems that you are currently experiencing. Then rate each problem from 1=This problem has a minor impact on my life to 5=This problem has a major impact on my life.

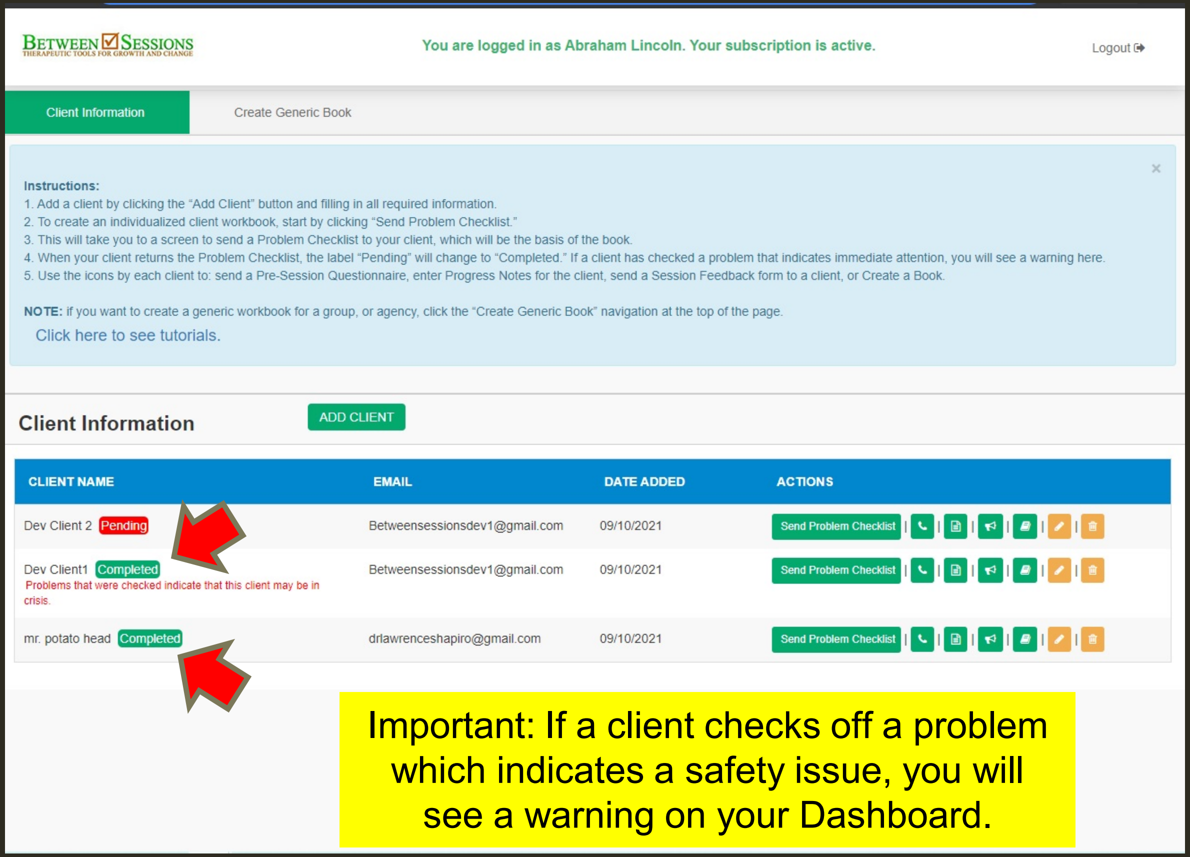
Client Name: Dev Client 2

Today's Date: 09/22/2021

Adult Problem Checklist

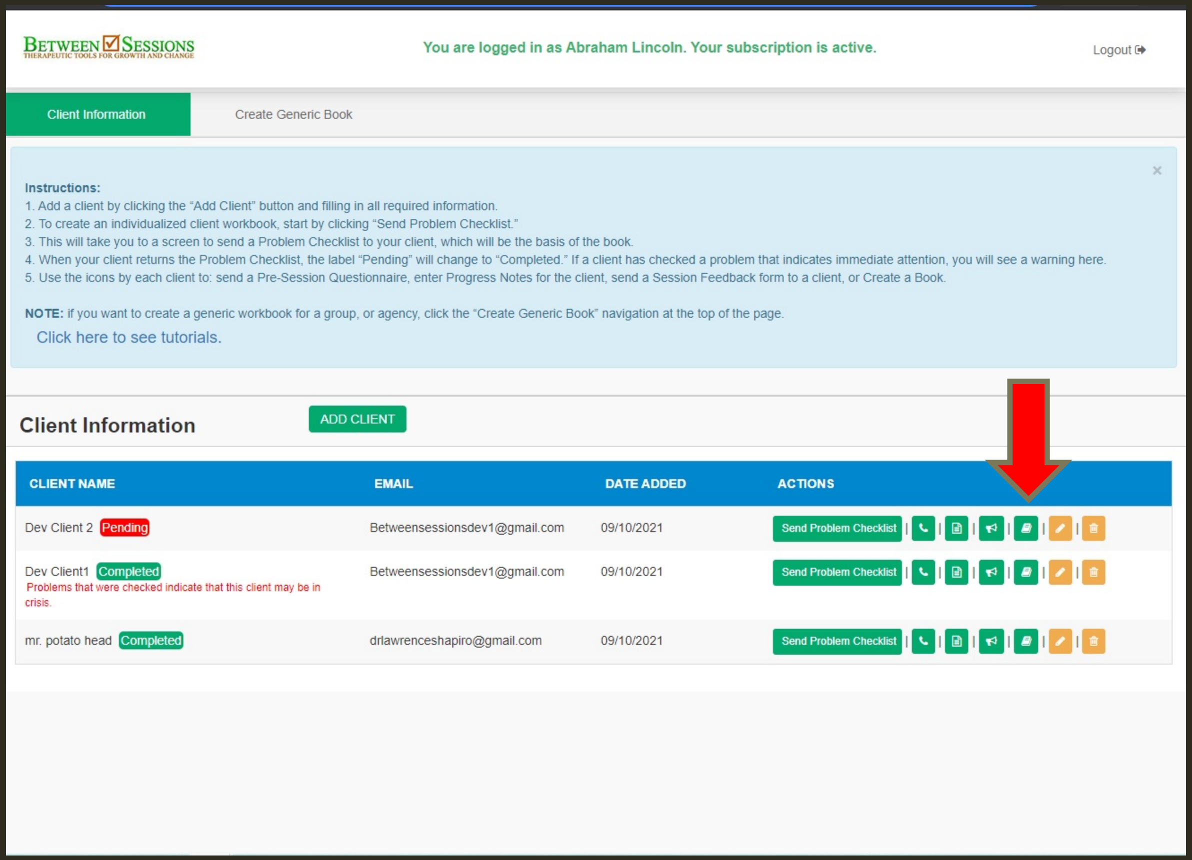
1.	☐	I don't have control over my eating.	1 2 3 4 5
2.	☐	I engage in impulsive and reckless behaviors.	1 2 3 4 5
3.	☐	If I eat too much I feel compelled to purge (vomit or misuse laxatives).	1 2 3 4 5
4.	☐	I binge eat at least once per week.	1 2 3 4 5
5.	☐	I enjoy taking risks and I don't worry about safety or negative consequences.	1 2 3 4 5
6.	☐	I have made suicide attempts.	1 2 3 4 5
7.	☐	I frequently get into physical fights with people.	1 2 3 4 5
8.	☐	Sometimes I think my behavior is odd or strange.	1 2 3 4 5
9.	☐	Playing video games is more important than almost everything else in my life.	1 2 3 4 5
10.	☐	I frequently get into verbal fights with people.	1 2 3 4 5
11.	☐	I frequently destroy objects just for the fun of it.	1 2 3 4 5
12.	☐	I find that stealing items is exciting.	1 2 3 4 5
13.	☐	I have set fires on purpose, just for fun.	1 2 3 4 5
14.	☐	I tend to fidget and have a hard time sitting still.	

On your Client Information page, you can see when clients return their Problem Checklists

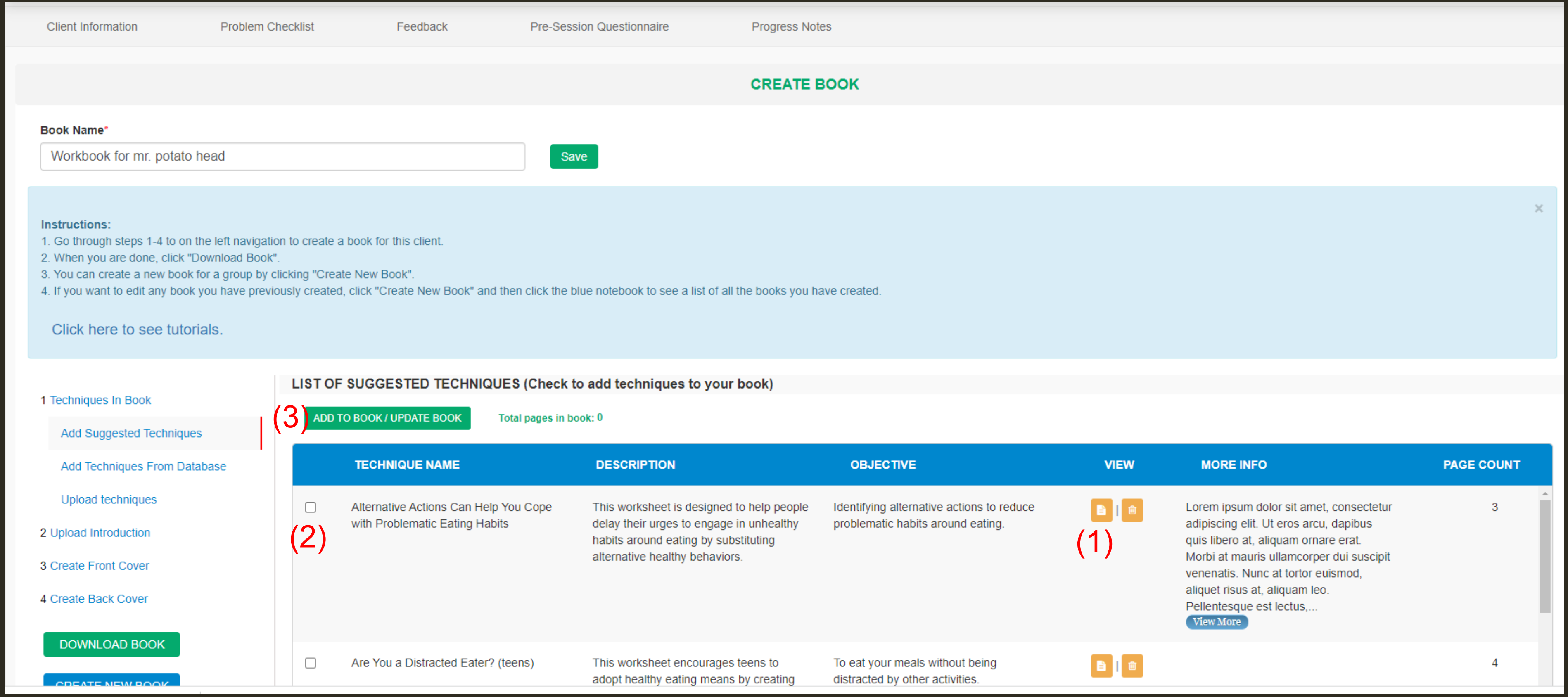


Important: If a client checks off a problem which indicates a safety issue, you will see a warning on your Dashboard.

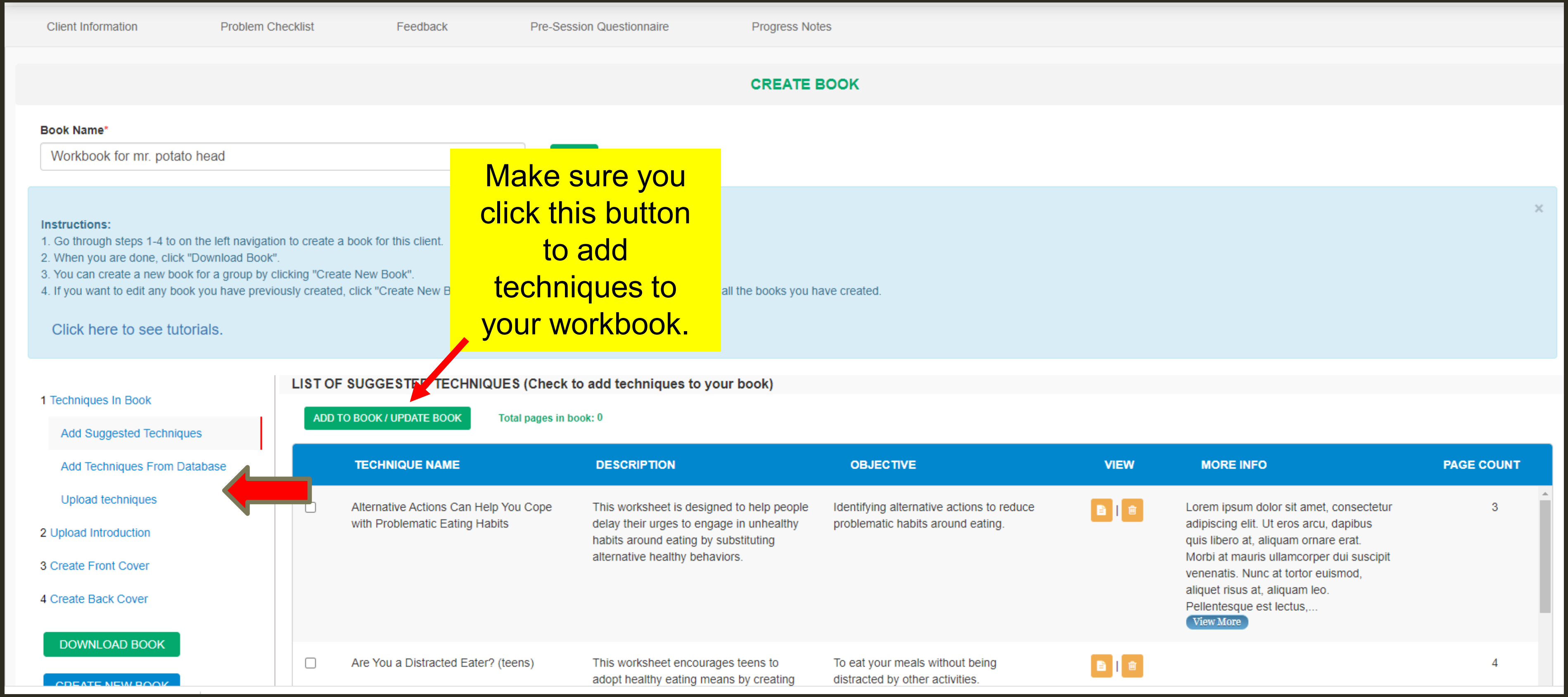
Click on the Create Book icon for your client to begin creating the book



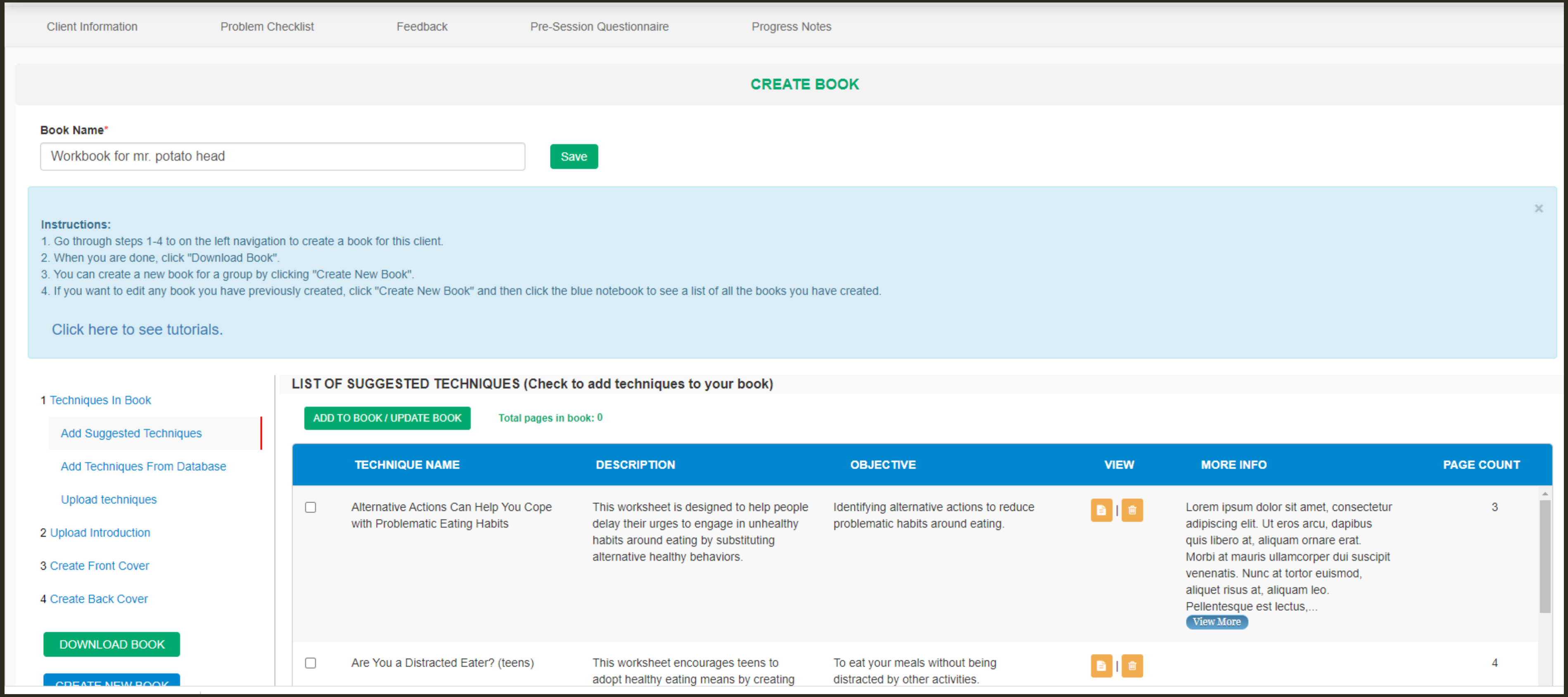
First, review the techniques suggested by our software based on the problems the client indicated. You can preview each worksheet (1). Check off the ones you want to include in the workbook (2) and click Add to Book/Update Book (3).



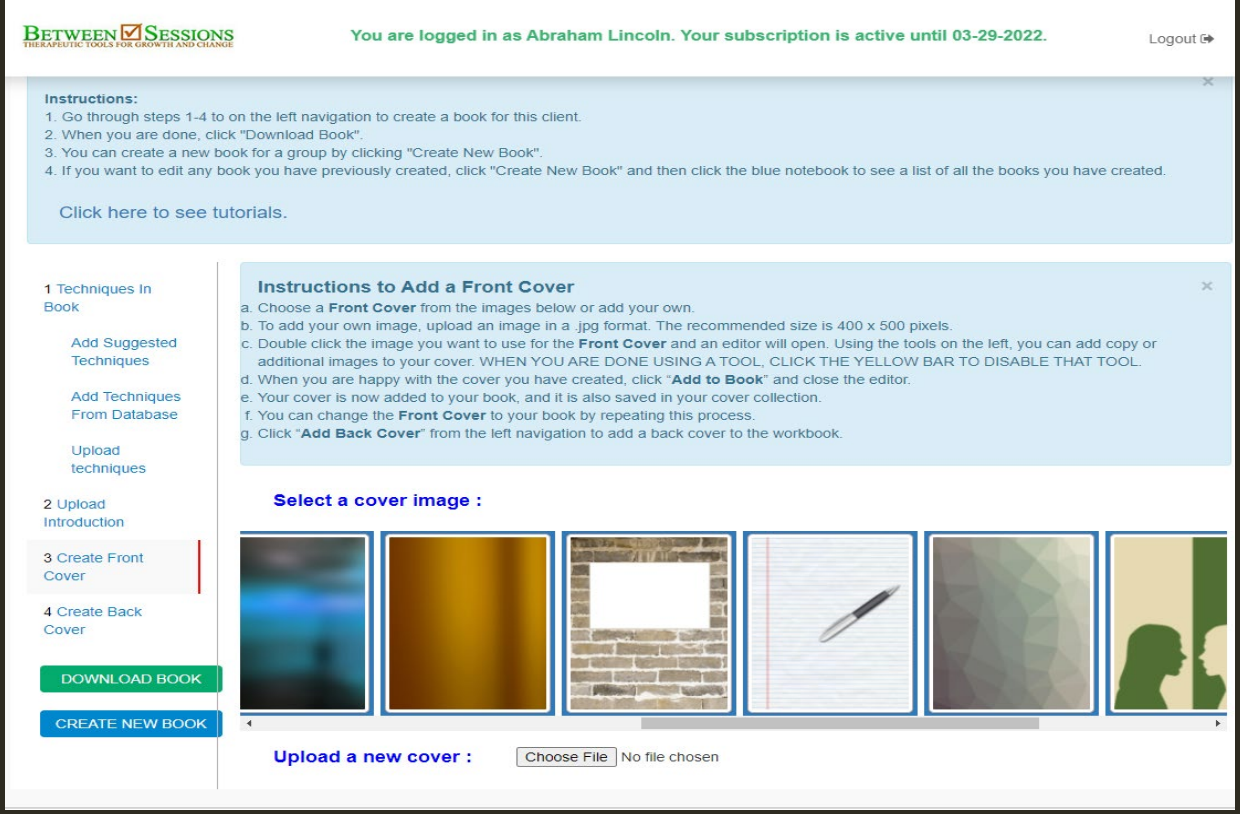
You can add additional techniques from the database using a keyword or upload your own techniques in PDF format



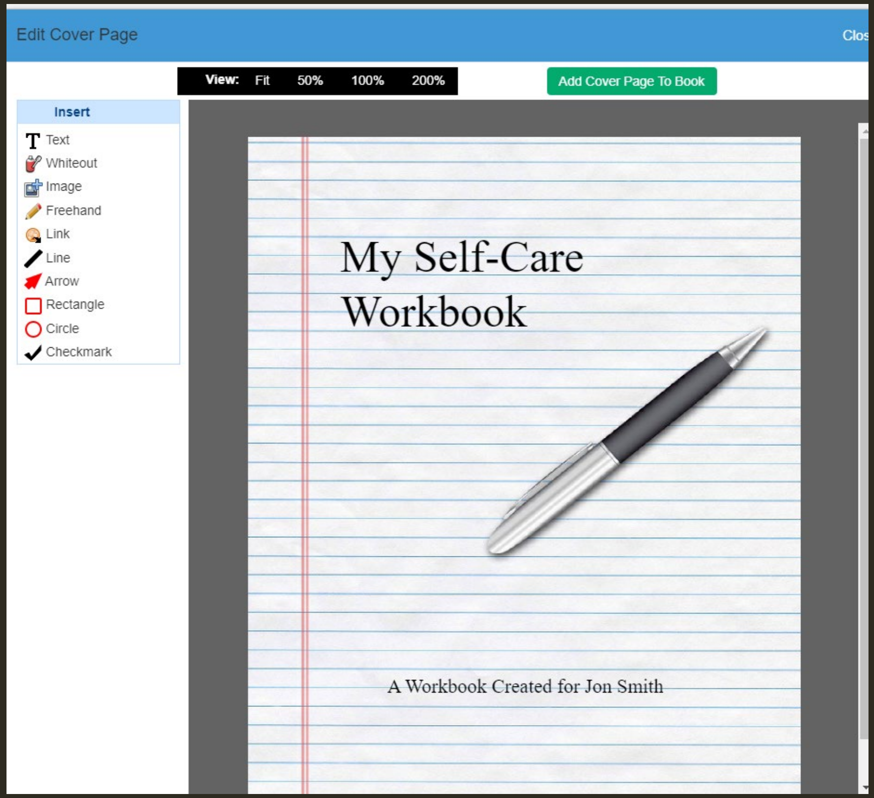
Upload an introduction to the book in PDF form



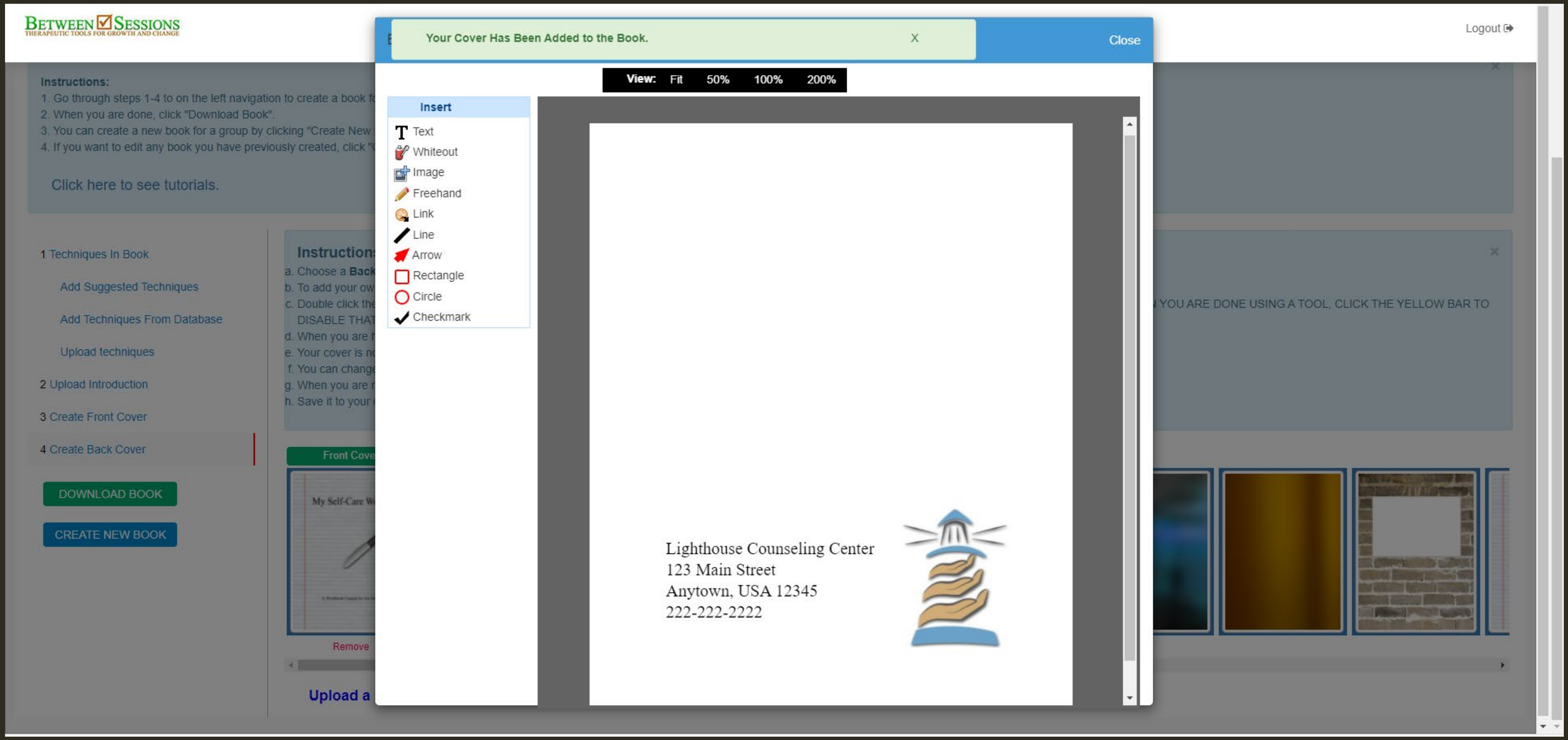
Create a Front and Back Cover



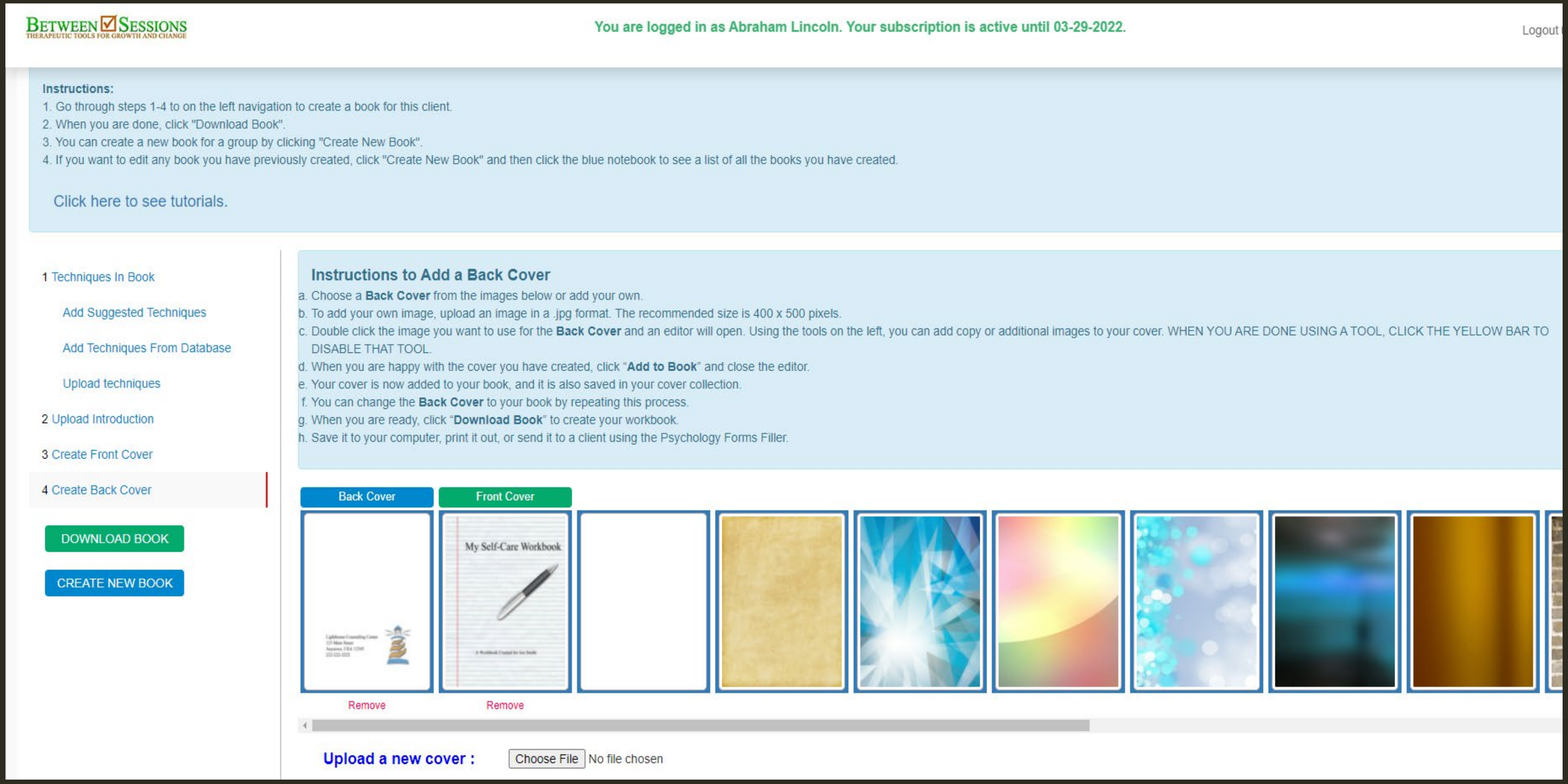
The Editor lets you add text, images, and more



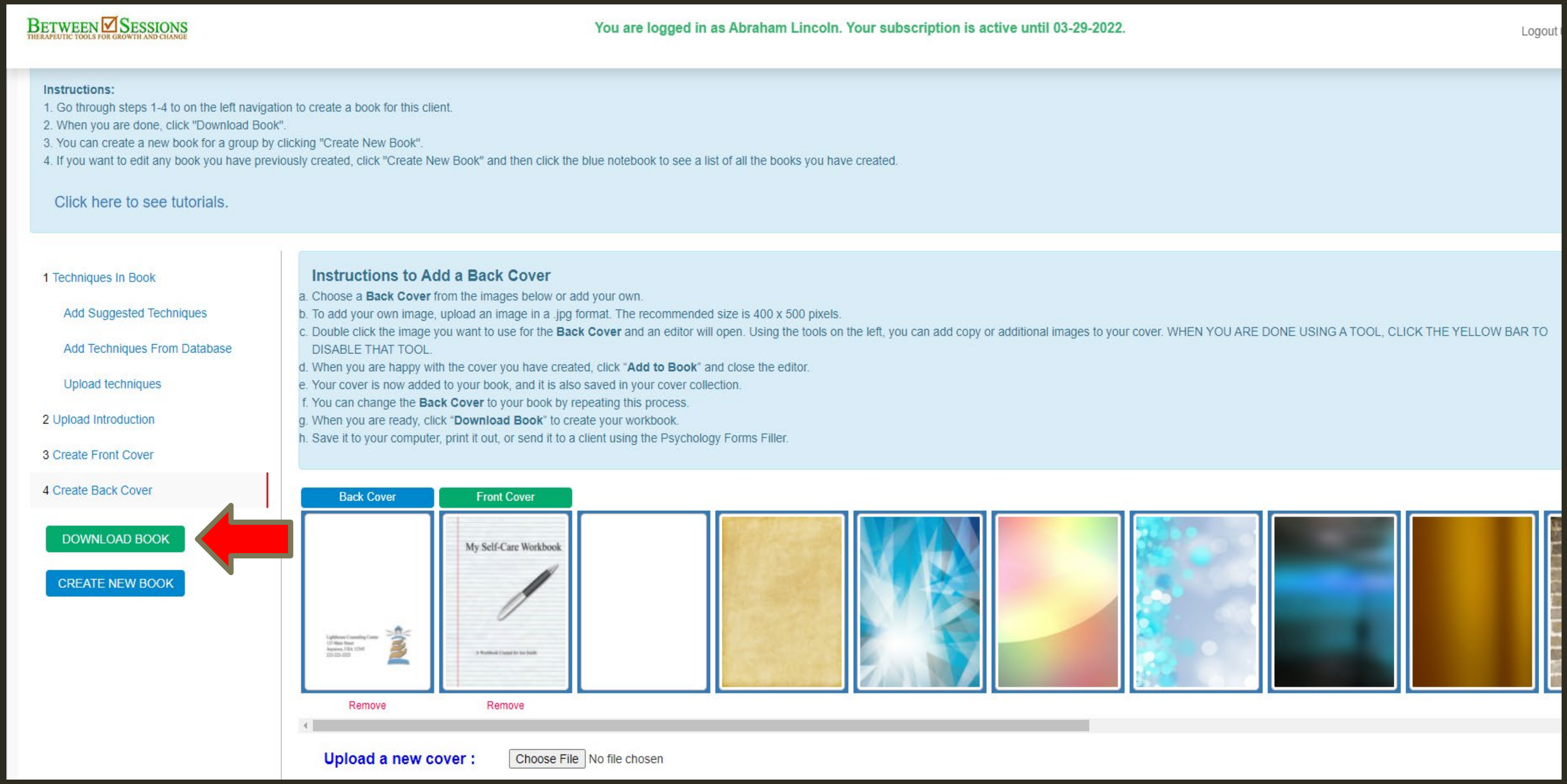
You can add your practice or agency information to the back cover



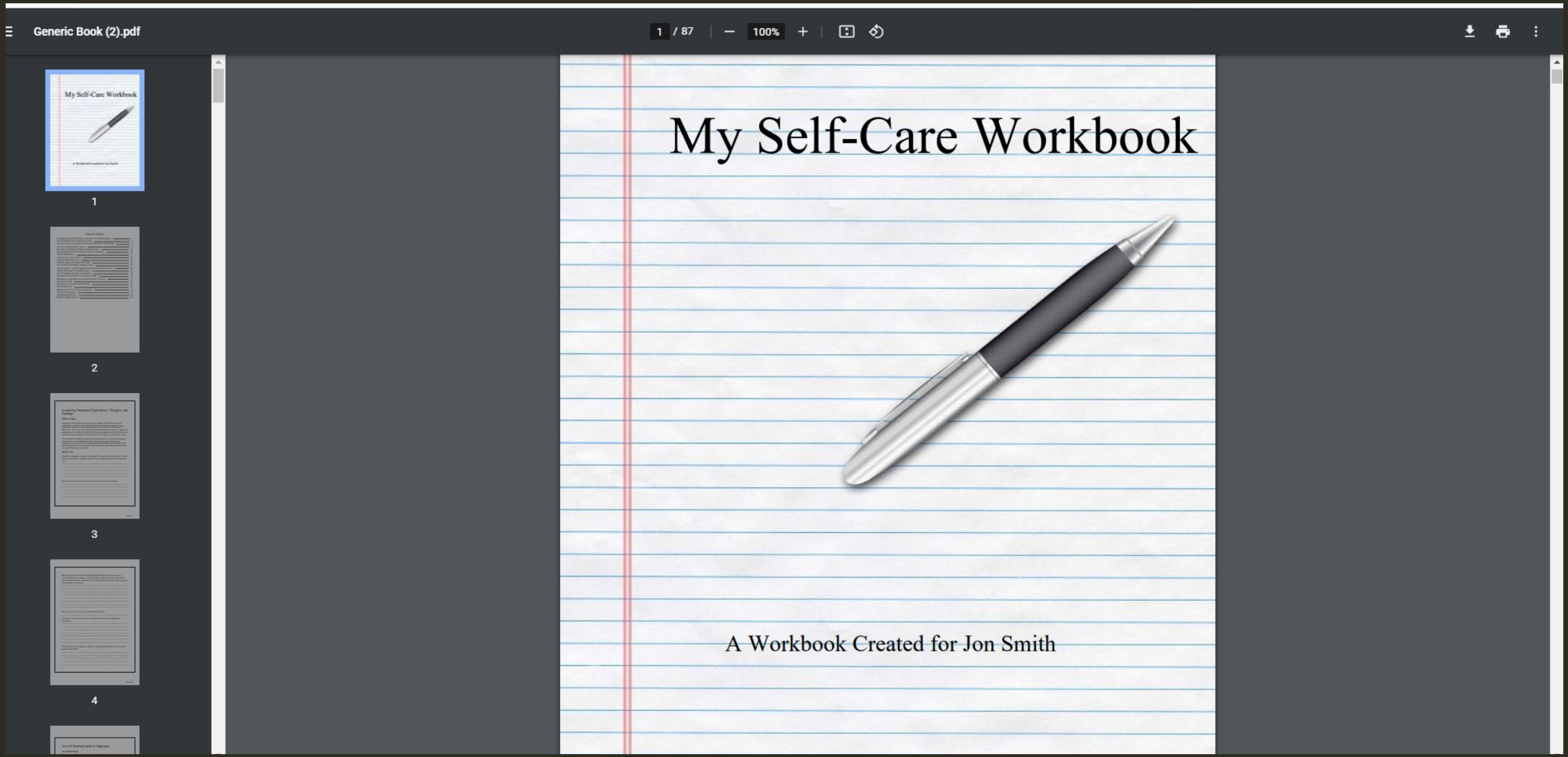
Your front and back cover will be labeled. You can also add new covers at any time.



Download your book to your computer



Your workbook opens as a PDF



The software automatically creates a Table of Contents for each workbook

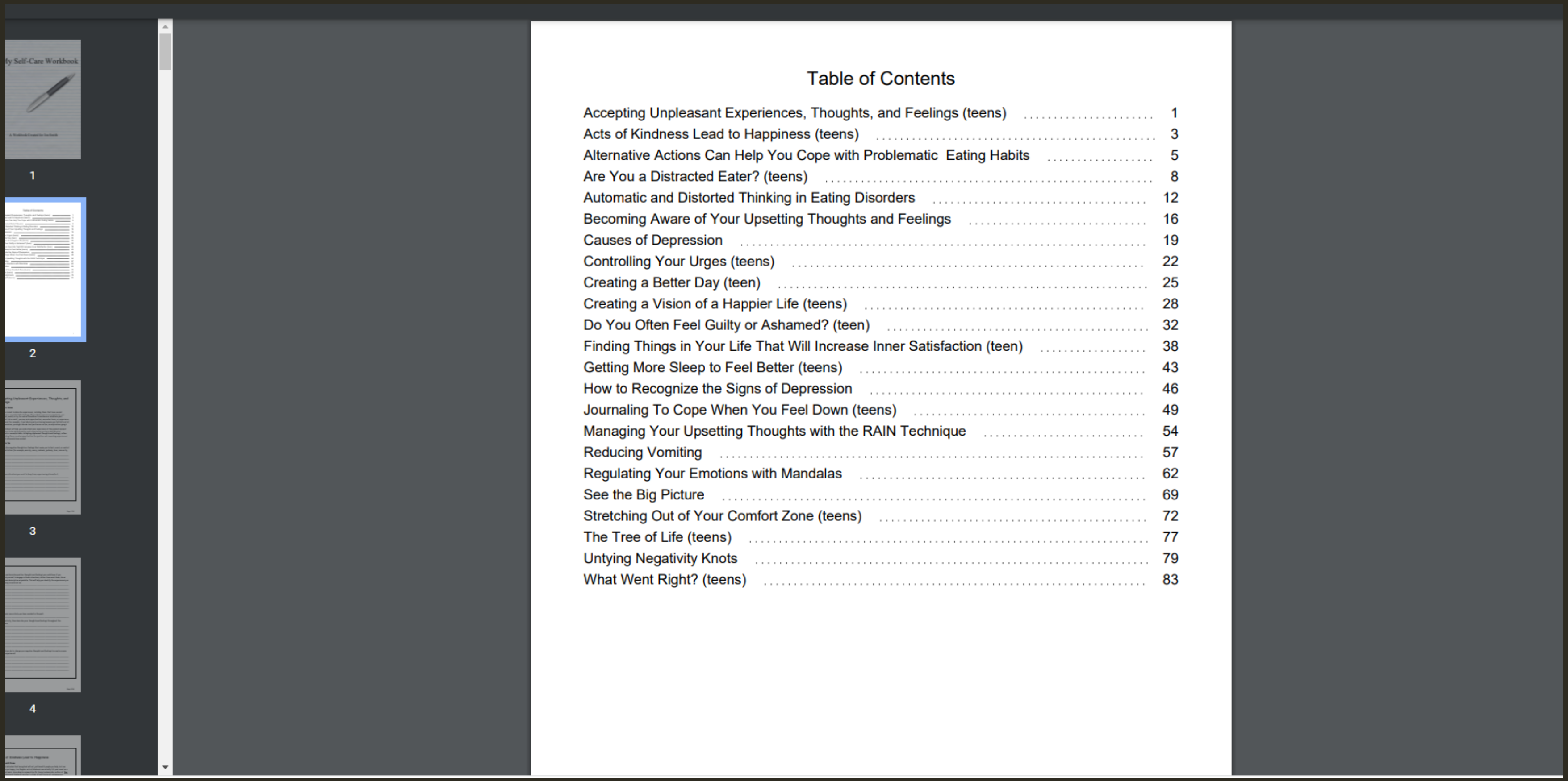
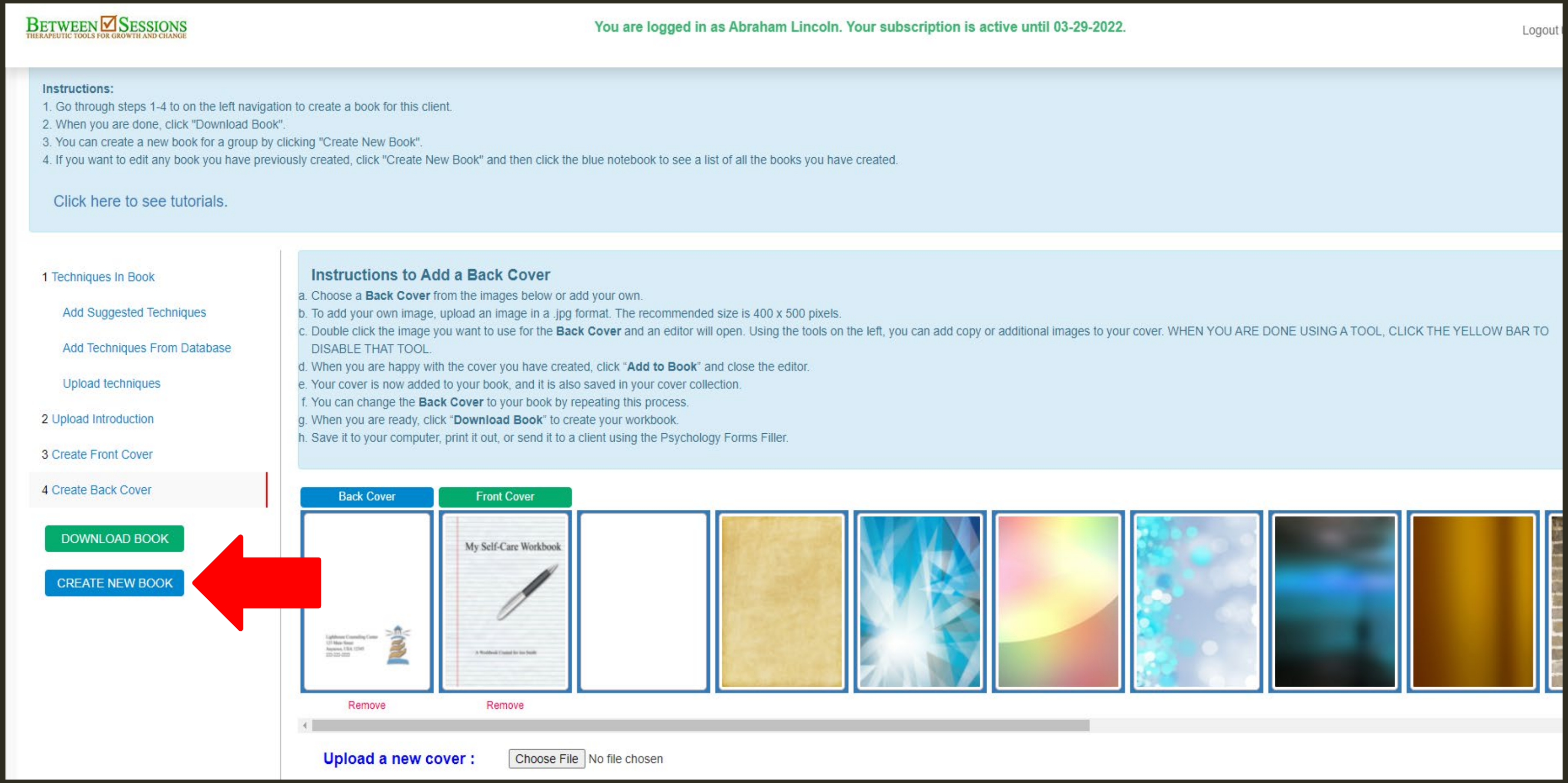
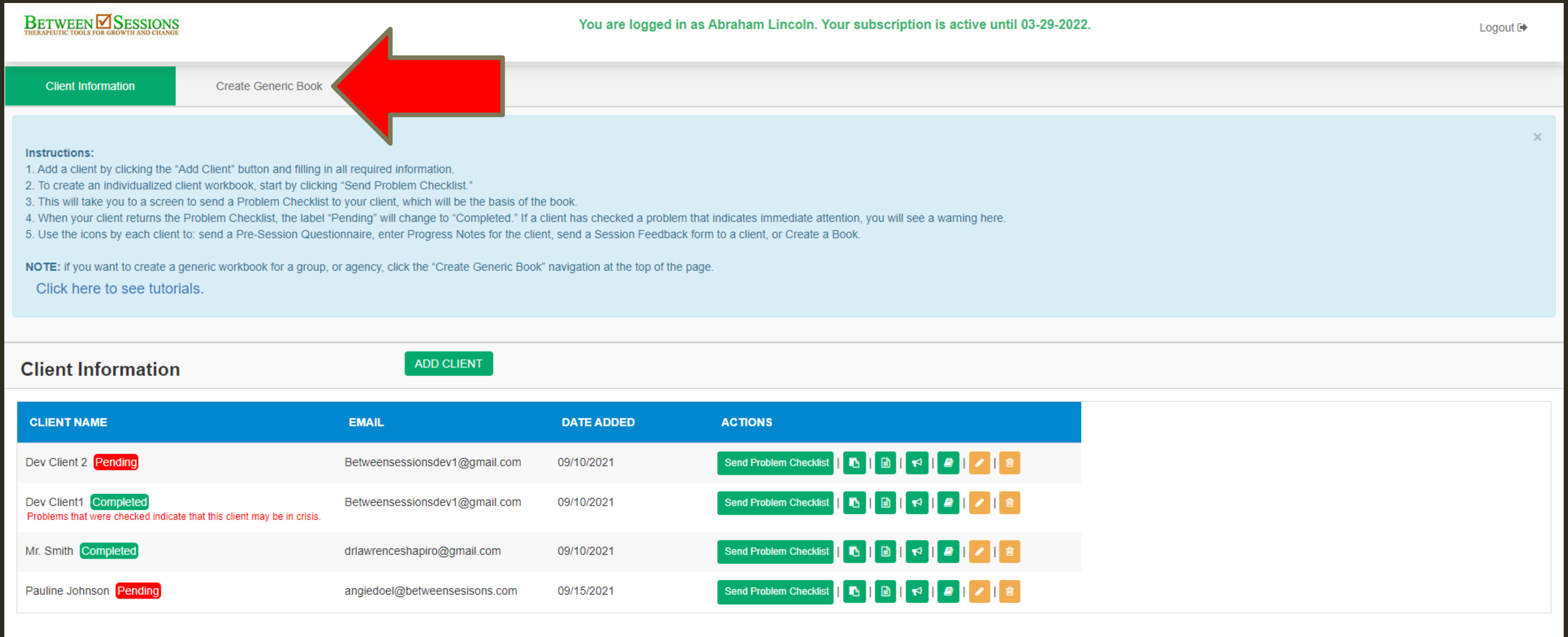


Table of Contents

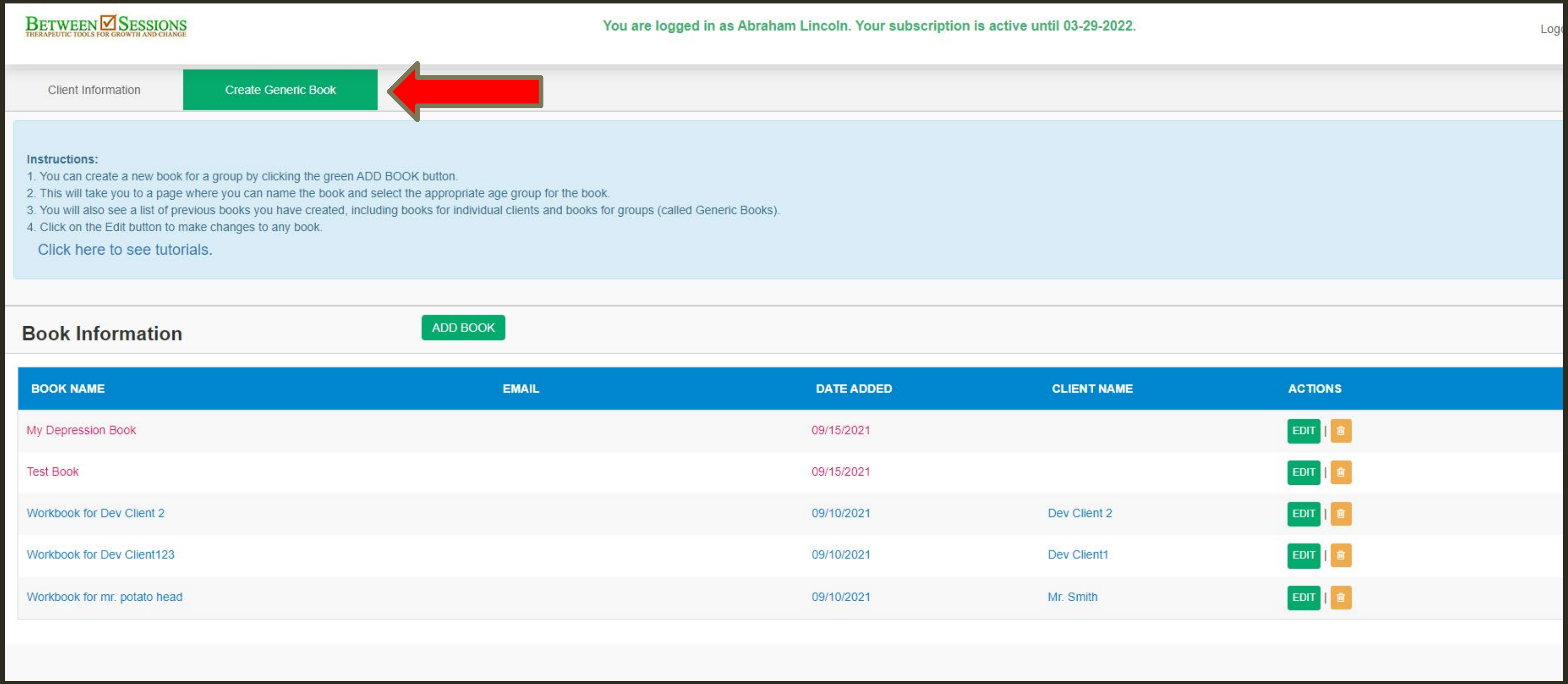
Once your book is created as a PDF, you can print it out or send it to a client. Click the Create New Book button to start another Workbook.



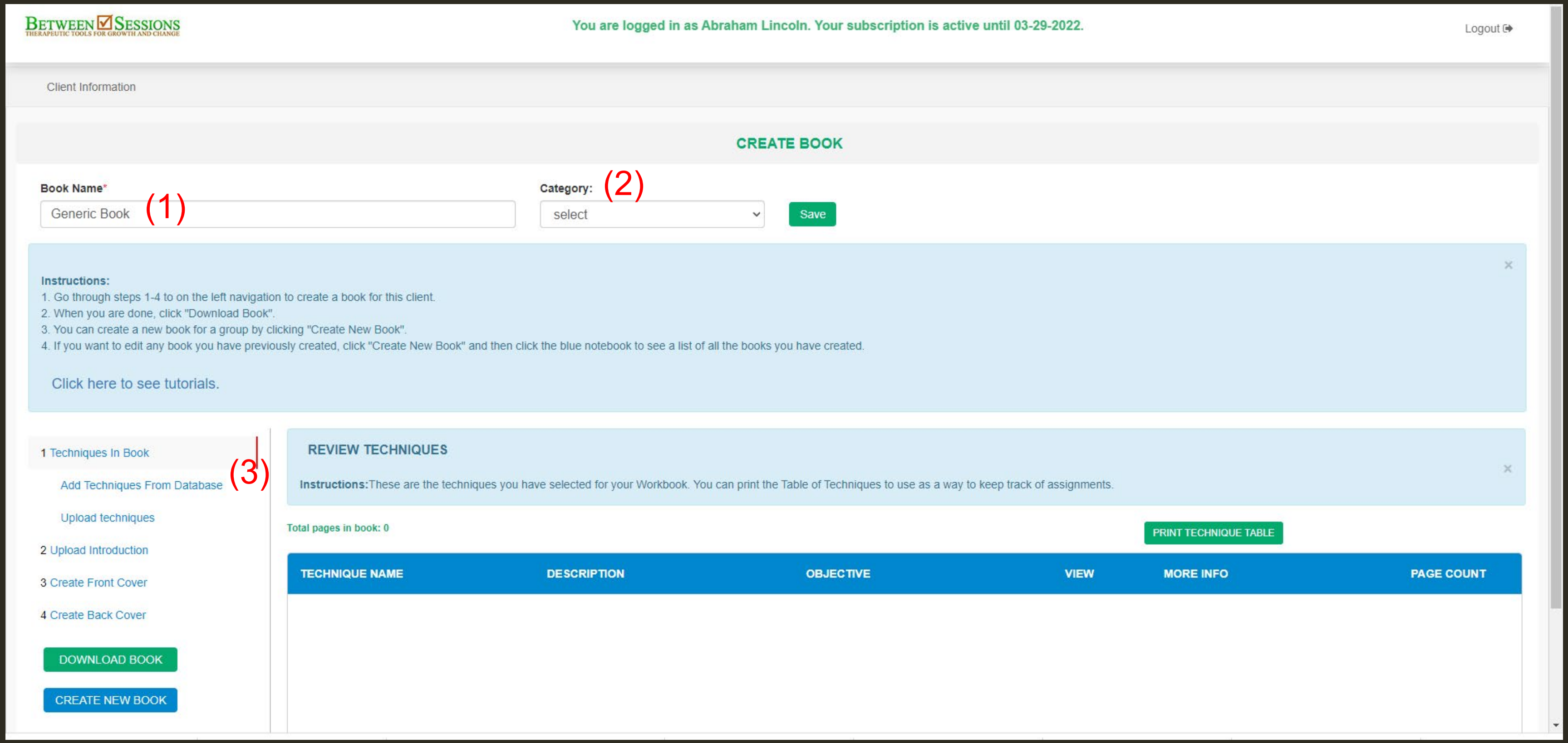
You can also create a “generic” workbook for a group (not based on one client’s problems), by going to the Client Information List and clicking Create Generic Book



This will take you to a screen where you can see all the workbooks you have created. You can also create a generic workbook from this screen.



You can name the book (1), choose the age category (2), add techniques from the database (3), and proceed as you would for an individual client.



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