

Home ABA Data Manager

User Manual

Version 4.4

23-Jul-00

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1. Introduction

If you are reading this, then you were successful in installing the Home ABA Data Manager software. Congratulations - the hardest part is behind you now!

This software was built to meet the data collection needs of a privately run home-based ABA program (or programs!). After several years of private use and enhancements, I now believe that other families can use it to their advantage.

This document describes the Home ABA Data Manager software. It contains the license agreement, installation instructions, hints for getting started, and a functional description of each of the forms and menu items.

1.1 System Requirements

Well I admit I have not extensively tested this software on platforms other than a Windows 98 machine with 64MB RAM. However it has been installed and minimally tested under Windows 2000. I know of no reason why it will not work under Windows 95, but I can't be sure. Disk space requirements vary from less than 4MB (if you already have MS Access 2000) to 160MB, depending on your computer's configuration.

1.2 License Agreement

OK, here are the *sort-of* legal words that I need so that I can retain ownership of the software...

This software is distributed as shareware. You may use this software with the license that was distributed with the software or subsequently purchased for use with this software. You can distribute this software as long as you distribute it in exactly the same form as you received it (i.e. with a trial license). Purchased licenses may not be distributed.

Further licensing information is found in Section 8 Licensing below.

1.3 Installation Instructions

Place the Home ABA Data Manager CD in your CD ROM drive. If the setup program does not automatically start, simply run the setup.exe program found on the CD. Follow the prompts, accepting the defaults should be fine for all questions.

See the README.TXT file distributed with this software for late breaking news.

1.4 Conventions

Application Version	The version of the application software documented here is Application Version 4.4. The Application is named HomeABA4p4.mdb and is referred to as the <i>Application</i> .
Database Version	The version of the database documented here is Database Version 4.1. The database can be named as you please, and you can have as many as you please. The default database is ABA_data.mdb and is referred to as the <i>Database</i> . There is a copy of the initial <i>Database</i> called ABA_new.mdb. A copy of the ABA_new.mdb database can be used if you have more than one patient. Newer versions of the <i>Application</i> automatically upgrade the appropriate <i>Database(s)</i> . It is very important that the <i>Database(s)</i> you create and use are backed up regularly.

1.5 Overview of the Data Model

This software is intended as a data collection system for ABA programs. It serves as a repository of program data that is analyzed, reported on, summarized, and viewed/printed. The following types of data are defined:

- **Program Set** - a collection of programs. For example - "Imitation". There can be many Program Sets.
- **Program** - a collection of Targets. For example - "Gross Motor". A Program belongs to a single Program Set.
- **Target** - a learning objective. For example - "Touch Head". Each target has data associated with it (for example, "Target Description", "Date Introduced", "Date Mastered"). A Target belongs to a single Program.
- **Therapist** - a person working on your education team.
- **Pay Code** - a classification of work. For example - "Therapy" or "Respite". There is a master list of Pay Codes, from which Pay Codes are assigned to therapists.
- **Rate** - an amount of money (hourly or daily) paid against a Pay Code. A Rate has an effective date, so each Therapist may have several rates against each Pay Code, representing a change in pay over time.
- **Pay Period** - a period of time over which the therapists are paid.
- **Work Hours** - the hours actually worked on any given day during a Pay Period by a Therapist and assigned a Pay Code.

1.5.1 Program Sets

There are two types of program sets.

- **Type 1 Program Sets** - these are the most commonly used program sets. Each target in a program belonging to type one program set has the following status information:
 - **Number** - the order in which the target is printed on the data sheets
 - **Description** - a description of the target
 - **Introduced On** - the date the target was introduced
 - **Introduced By** - the therapist which introduced the target
 - **Mastered On** - the date the target was mastered
 - **Mastered By** - the therapist which signed the target off as mastered
 - **Generalized On** - the date the target was generalized
 - **Generalized By** - the therapist which signed off the target as generalized
- **Type 2 Program Sets** - these are used for those programs that use the same targets across four areas: Receptive, Imitation, Go Find, and Expressive. Each target in a program belonging to a type two program set has status information similar to a target belonging type 1 program set, except four sets of Introduced/Mastered/Generalized status information. This extra information is available via the "Type 2 Target Details" button on the Program Sheets form. There are also special reports for printing program sheets.

1.6 Users and Security

A security system is available to protect the privacy of your data. By creating users (with passwords), and assigning privileges to users, you can ensure that different users can access parts of the data that is relevant to their role on your team. The current list of users and their current security settings are found under Home ABA Setup -> Edit Users. The first time you use the system, there is only one user (Admin) with no password. You should change the Admin password immediately (but don't forget it!) and add some other users who do not have Admin privilege. Further information on Security is found below in Section 7 Implementing Security.

1.7 Common Form Controls

When editing any data (such as therapists, programs, targets etc.), a common set of navigator tools is used (see Figure 1 - Navigator Buttons). Buttons labeled with arrows (looking like rewind, reverse play, play, fast forward) are used to browse your data. These buttons are usually displayed at the bottom of a form or field. When there are lists inside of lists (like lists of targets in a program), there are several sets of these navigator buttons, one for each list. There is a standard toolbar displayed that allows you to perform common steps, such as close the form or print the form.

Figure 1 - Navigator Buttons



To add a new entry in any of the forms (such as a new therapist or a new program), simply press the "add" navigator button (the furthest navigator button to the right. See Figure 1 - Navigator Buttons). A blank form is displayed and you can enter the information for the new record. Data is saved in the database when you move to another entry OR close the form. Pressing the Esc key before moving to another record cancels the changes you made to that specific record.

2. Quick Start

Once the software is installed you can run the software by selecting from the Windows Start menu.

Start->Programs->HomeABA->HomeABA Data Manager.

You are prompted to specify the full path to the *Database*. The last used *Database* is presented as the default. Press the Find button if you need to browse your computer to find the *Database*. Once you have successfully selected a *Database*, you are prompted to login. Once you have successfully logged in, the Main Menu is displayed.

2.1 Initial Setup

When you are using the software for the first time, the following items must be set, in the following order:

Main Menu Item	Data Items	Comment
Home ABA Setup -> Edit Users		Create an appropriate set of users. Do not remove the Setup privilege from the Admin user. Other users should not have Setup privilege.
Home ABA Setup -> Edit Options	Patient Name	Fill in the name of your child. If you have multiple programs to manage, create a <i>Database</i> for each program (by making copies of ABA_new.mdb and giving them unique names like ABA_ERIC.MDB or ABA_BRAD.MDB).
Home ABA Setup -> Edit Payroll Codes	Pay Codes	Set up the list of pay codes that you wish to use for payroll purposes. A default set is supplied
Edit Personal Records	Therapist Information	Fill in the personal information for each of your therapists. Ensure they are marked as "Active".
Edit Personal Records	Select Pay Codes	Set up the pay codes which each therapist can use (from the master list set up above), and rates for each pay code.
Edit Program Sets	Program Sets	Create at least one program set, with program set type of one (1) to begin with. You can change or delete this program set later, but you should always have at least one active program set defined.
Edit Program Sheets	Programs and Targets	Enter your programs and their targets, including historical data and therapist information if you wish to see graphs of your historical data. Ensure your programs are marked as "Active" and "Valid".

2.2 Creating a Program Binder

You can create a program binder (or most of one at least!) from the following printed reports:

- **Sign In Sheet** (see Section 5.5 View Other Forms on page 16) - for your therapists to sign in and out.
- **Program Checklist** (see Section 5.3 View Program List on page 16) - for your therapists to record which programs were performed during their session
- **Program Index** (see Section 5.3 View Program List on page 16) - to show which program is in which section (assuming you use a numbered divider system for your binder).
- **Program Sheets** (see Section 5.2 View Program Sheets on page 15) - in each numbered section to show which targets are on acquisition and which are mastered, as well as program guidelines
- **Data Collection Sheets** (see Section 5.5 View Other Forms on page 16) - in each numbered section to collect trial by trial data. From personal experience I know that everybody has his or her own favourite form, but I thought I would provide one anyway!

3. Logging in and Using the Main Menu

3.1 Logging In

Each time you connect to a new database, you are asked to log in. The initial installation contains only the Admin user, with no password set. It is highly recommended that you set a password for the Admin user and create users (and assign privileges) appropriate to your particular situation. Do not forget the Admin password!


3.2 The Main Menu

The Main Menu (see Figure 2 - Main Menu) is the central "switchboard" where you can access the various functions. The Patient Name (set up under Home ABA Setup -> Edit Options) and the database which is currently in use are displayed. By clicking anywhere on the Main Menu, this information is refreshed.

Figure 2 - Main Menu

Home ABA Data Management System		
Patient Name		App Version: 4.4 23-Jul-00
Therapist and Pay Records	Data Collection	Status Reporting
Edit Personal Records	Edit Program Sheets	View Graphs
Edit Payroll Records	View Program Sheets	View Program Status
Payroll Reports	View Program List	View Print Setup
View Therapist Info	Check Data	About Home ABA
	View Other Forms	Home ABA Setup
	Edit Program Sets	Switch Patients

Database: C:\Program Files\HomeABA4p4\Data\aba_data.mdb



4. Therapist and Pay Records

4.1 Edit Personal Records

This form allows you to manage your list of therapists (and anybody else that you wish to maintain payroll records for). By marking a therapist as not "Active", they are made inaccessible. They can be marked "Active" again at a later time if required. The toggle button "Active" in the upper right corner is used to display all therapists or just the active therapists.

You need to setup pay codes and pay rates for your therapists. Pay codes are assigned to a therapist from the master set of pay codes. The master set of pay codes is accessed via the Home ABA Setup function on the Main Menu. For each pay code, at least one pay rate (and an effective date) needs to be specified.

Figure 3 - Personal Records

The screenshot displays the 'Personal and Pay Record' window, which is divided into several sections. At the top right, there is an 'Active' toggle button. The main section contains fields for therapist information: First Name (Jane), Last Name (Doe), Home Telephone ((604) 555-8943), Work Telephone, Schedule, Address 1 (123 Any Street), Address 2 (Suite 456), Postal Code (T2H-1M5), and Email (someone@home.com). There is also an 'Active' checkbox and an 'Hourly Rate' field set to \$0.00. Below these fields is a 'Select Pay Codes' button. At the bottom of the window, there is a record navigation bar showing 'Record: 1 of 1 (Filtered)'. Two smaller windows are open in the foreground. The 'Pay Codes' window shows a list of payroll codes for Jane Doe, including Therapy (Hourly), Workshop (Hourly), Training (Hourly), Cash (Flat Rate), and Daycare (Daily). The 'Pay Rates' window shows the payroll pay rates for Jane Doe for the Therapy pay code, with a table listing rates for specific dates: 01-Jan-00 at \$8.00 and 01-May-00 at \$9.00. Both smaller windows have their own record navigation bars.

Personal and Pay Record

Personal Records Active

First Name: Jane JD Last Name: Doe Home Telephone: (604) 555-8943 Work Telephone: Schedule: Address 1: 123 Any Street Address 2: Suite 456 Postal Code: T2H-1M5 Email: someone@home.com

Active: ☒ Hourly Rate: \$0.00

Select Pay Codes

Record: 1 of 1 (Filtered)

Pay Codes

Payroll Codes for Jane Doe

Pay Code	Rate Type
Therapy	Hourly
Workshop	Hourly
Training	Hourly
Cash	Flat Rate
Daycare	Daily
*	

Edit Rates

Record: 1 of

Pay Rates

Payroll Pay Rates for Jane Doe for the Therapy pay code

From Date	Rate
01-Jan-00	\$8.00
01-May-00	\$9.00
*	

Record: 1 of

4.2 Edit Payroll Records

This form (Figure 4 - Payroll Records) allows you to enter hours of work during specific pay periods.

Figure 4 - Payroll Records

Personal and Pay Record

Pay Records for Jane Doe Edit Pay Periods

Select Pay Period: 2000.12

Date:	Units	Pay Code	Comment:
02-Jul-00	4	Therapy	This is four hours
04-Jul-00	2	Therapy	This is two hours
05-Jul-00	1	Daycare	This is one day
08-Jul-00	1	Daycare	This is one day
08-Jul-00	10.45	Cash	This is cash for expenses
	0	Therapy	

Record: 6 of 6

Record: 1 of 1 (Filtered)

Pressing the "Edit Pay Periods" button displays the "Pay Periods" form (see Figure 5 - Pay Periods).

You need to establish a numbering mechanism for your pay periods. For example, you could number each period yyyy.pp where yyyy is the year and pp is the period number. For example: 2000.01 through 2000.12 if you pay monthly or 2000.01 through 2000.26 if you pay biweekly.

Figure 5 - Pay Periods

The screenshot shows a window titled "Edit Pay Periods" with a table containing the following data:

ID:	Description:	Pay Date:
▶ 2000.11	15-Jun through 30-Jun-00	30-Jun-00
2000.12	1-Jul through 15-Jul-00	15-Jul-00
*		23-Jul-00

At the bottom of the window, there is a record navigation bar showing "Record: 1 of 2" with navigation buttons.

4.3 Payroll Reports

There are four payroll reports available:

- Payroll Run - prints pay stubs for a particular pay period.
- Pay History - shows a summary of pay over a specified period
- Daycare History - shows all daycare over a specified period
- Respite History - shows all respite over a specified period.

4.3.1 Payroll Run Report

The following is a sample of the Payroll Run report (see Figure 6 - Payroll Run). Note that this report can be cut on the dotted lines to make pay stubs for your therapists.

Figure 6 - Payroll Run

Payroll Records - Payments and Hours : Report

Payroll Records for Period: 2000.12 (1-Jul through 15-Jul-00)

Patient Name

Jane Doe Patient Name

Pay Period 2000.12 Description 1-Jul through 15-Jul-00

Pay Date: 15-Jul-00

02-Jul-00	4 hour(s) Therapy	\$36	This is four hours
04-Jul-00	2 hour(s) Therapy	\$18	This is two hours
05-Jul-00	1 day(s) Daycare	\$55	This is one day
08-Jul-00	1 day(s) Daycare	\$55	This is one day
08-Jul-00	\$10.45 Cash	\$10.45	This is cash for expenses

Amount: \$174.45 Number of Days: 2.00 Number of Hours: 6.00

John Smith Patient Name

Pay Period 2000.12 Description 1-Jul through 15-Jul-00

Pay Date: 15-Jul-00

05-Jul-00	2 hour(s) Therapy	\$20
07-Jul-00	3 hour(s) Therapy	\$30
09-Jul-00	2 hour(s) Therapy	\$20

Amount: \$70.00 Number of Days: 0.00 Number of Hours: 7.00

Grand Total \$244.45 Pay Period 2000.12 Days: 2

Payroll Reminder Hours: 13

Page: 1 of 1

4.3.2 Payroll History

This report shows a range of payments made to your therapists. You are prompted to enter the beginning period and the ending period. If you specify zero as the beginning period and 9999 for the ending period, the report includes all payments recorded (assuming you are using the yyyy.pp convention for numbering your periods).

Figure 7 - Payroll History

The screenshot shows a window titled "Payroll Records - Payments : Report". Inside, there are two sections for "Payroll Historical Records". Each section lists payments for a specific patient, showing pay periods, dates, hours, days, and amounts paid. Totals for each patient and a grand total are also displayed.

Payroll Historical Records						Patient Name
Jane Doe						Patient Name
Pay Period: 2000.11	Pay Date: 30-Jun-00	Hours: 2	Days: 1	Paid: \$73		
Pay Period: 2000.12	Pay Date: 15-Jul-00	Hours: 6	Days: 2	Paid: \$174.45		
Total Paid: \$247.45		Total Hours: 8.00		Total Days: 3.00		
John Smith						Patient Name
Pay Period: 2000.11	Pay Date: 30-Jun-00	Hours: 5	Days: 0	Paid: \$50		
Pay Period: 2000.12	Pay Date: 15-Jul-00	Hours: 7	Days: 0	Paid: \$70		
Total Paid: \$120.00		Total Hours: 12.00		Total Days: 0.00		
Grand Total Paid: \$367.45		Hours: 20		Days: 3		

Page: 1 of 1

5. Data Collection

5.1 Edit Program Sheets

This form displays each of the programs along with a list of the targets and dates. All programs marked as "In Active Binder" are used in the active program sheets report and the active program checklist report. All programs marked as "In Maintenance Binder" are used in the maintenance program sheets report and the maintenance program checklist report. All programs marked as "Valid" are used to compute the progress graphs. The "Show Maintenance Programs" button in the top right corner shows all maintenance programs, then all "Historical Programs".

Each program is assigned a program set and program number. The program number determines the order in which the programs are printed (within the program set to which they belong) on the program checklist and target sheets. If the program set is a type two program set, there are further details available via the "Type 2 Program Details" button. Type two programs are explained in the Program Sets section above.

Figure 8 - Program Sheets

Program Sheets

Active Programs **Receptive Object Labelling** Show Maintenance Programs

Description: Receptive Object Labelling

Date Started: 23-Jul-00

Program Set: Receptive

Program Number: 1

Instruction (SD): Show me <target>

Is this Program...

- ☒ Valid for graphing?
- ☒ In active binder?
- ☐ In maintenance binder?

Num	Description	Introduce	Introduced By	Mastered	Mastered By	General	Generalize
1	car	01-Jun-00	Jane Doe	15-Jun-00	John Smith		
2	socks	15-Jun-00	John Smith				
3	house						

Records: 3 of 3

Type 2 Program Details...

Program Comments/Guidelines: Mass trial each new target until 5 are mastered

Record: 1 of 1 (Filtered)

5.2 View Program Sheets

This form displays the target sheets for all active/maintenance programs. You must select which kind of target sheets you would like to view. There are several choices:

- **Active or Maintenance Programs.** Selecting this displays target sheets for those programs which belong to a program set of type one. A sample is shown in Figure 9 - Program Sheets Report below.
- **Receptive - Imitative - Expressive (compact).** Selecting this displays target sheets for those programs which belong to a type two program set, in the compact form. The compact form puts the receptive, go find, imitative, and expressive data on a single sheet for a single program.
- **Receptive - Imitative - Expressive (individual).** Selecting this displays target sheets for those programs which belong to a type two program set, in the individual form. The individual form puts the receptive, go find, imitative, and expressive data each on individual sheets.
- **Mastered.** Selecting this shows only mastered targets from type one programs.
- **More Mastered.** Selecting this shows only mastered targets from type 2 programs.

Figure 9 - Program Sheets Report

Program Sheet

Program: Receptive Object Labelling (Receptive)

Name: Patient Name Instruction: Show me <target>

Started 23-Jul-00

Target	Introduced		Mastered		Generalized	
	Date	Initial	Date	Initial	Date	Initial
1 car	01-Jun-00	Jane	15-Jun-00	John		
2 socks	15-Jun-00	John				
3 house						

Mass trial each new target until 5 are mastered

Page: 1

5.3 View Program Lists

This form displays the program checklist and/or the program index for all active or maintenance programs.

Figure 10 - Program CheckList

Figure 11 - Program Index

5.4 Check Data

The Check Data function checks the data entered for any potential problems, like missing dates, or targets mastered which have not been introduced etc. Several windows are displayed. If any of the windows contain data which appears incorrect, find the appropriate target in the appropriate program and correct it (using the "Edit Program Sheets" form described in Section 5.1 Edit Program Sheets on page 14). The forms presented by the Check Data function should not be used for editing. They are simply reports you can use to find the erroneous data.

5.5 View Other Forms

This gives you the option to view/print several standard forms.

- A therapist's sign in form. You can print it and use it directly or use it as a master copy for photocopying.
- A blank data collection sheet. You can print it and use it directly or use it as a master copy for photocopying.

- A team schedule sheet. You can print it and use it directly or use it as a master copy for photocopying.
- Custom forms (see Figure 12 - Custom Data Sheets). Here you are presented with a place to put forms you have created yourself, using MS Word or Excel (or any application supporting OLE - which is most software these days). Simply give the form a title, then paste your document in. 'Drag' it from your desktop or from Windows Explorer is usually the easiest way. You can also 'Copy' it from your desktop or from Windows Explorer and 'Paste' it into the field. To edit/print your data sheet, simply right-click on the field containing your document, then select Document Object->Open from the menu. The application you used to create your custom form is started and you use that application to edit or print. If you save your form, it is saved back to the Home ABA database.

Figure 12 - Custom Data Sheets

5.6 Edit Program Sets

This form displays each of the program sets you have defined. You may add, modify, or delete any of the program sets. The print order of the program set defines the order in which program sets are printed on the program checklist and the target sheets. Most program sets are of type one. For a description of type one and type two program sets, refer to Section 1.5.1 Program Sets above.

Figure 13 - Program Sets

CID	Description:	Active:	Type:	Print Order:	Guidelines:
1	Receptive	<input checked="" type="checkbox"/>	1	1	
2	Expressive	<input checked="" type="checkbox"/>	1	2	
3	Imitation	<input checked="" type="checkbox"/>	1	3	
* Imber		<input type="checkbox"/>	1	0	

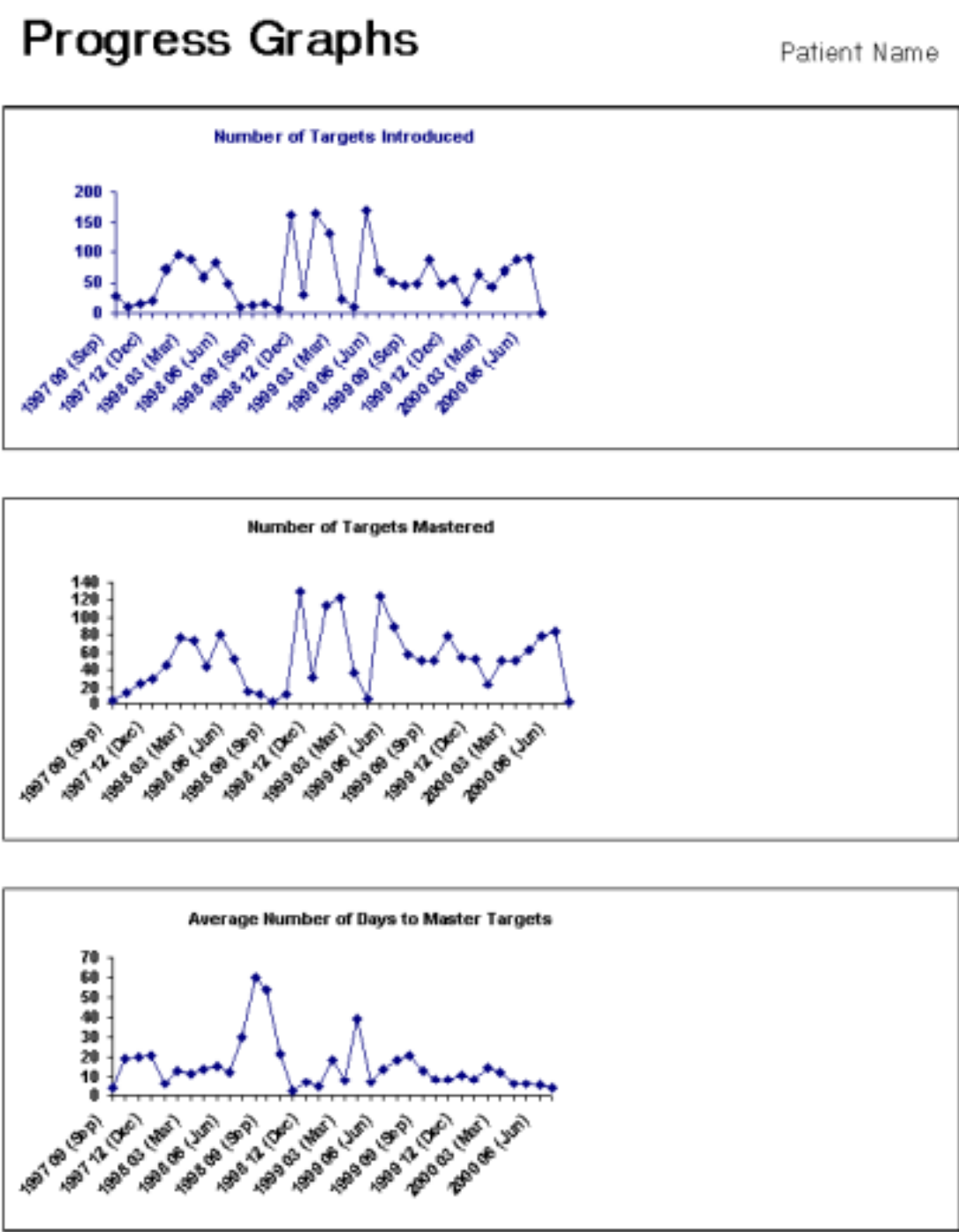
6. Status Reporting

6.1 View Graphs

This button displays a report containing progress graphs. A sample is shown below in Figure 14 - Progress Graph. These graphs are based on the following data:

Graph	Fields	Comment
Number of Targets Introduced	Introduced Date for all targets of valid programs	Active/Maintenance flag is ignored.
Number of Targets Mastered	Mastered Date for all targets of valid programs	Active/Maintenance flag is ignored.
Average Days to Master	Introduced Date and Mastered Date for all targets of valid programs	Active/Maintenance flag is ignored.

Figure 14 - Progress Graph



6.2 View Program Status

This form shows a summary of the status of each program as well as a graph summarizing the status of each program set as shown in Figure 15 - Progress Status Chart and Figure 16 - Program Status Summary. You can print selected pages by pressing the print icon on the toolbar then specifying which pages you would like to print.

Figure 15 - Progress Status Chart

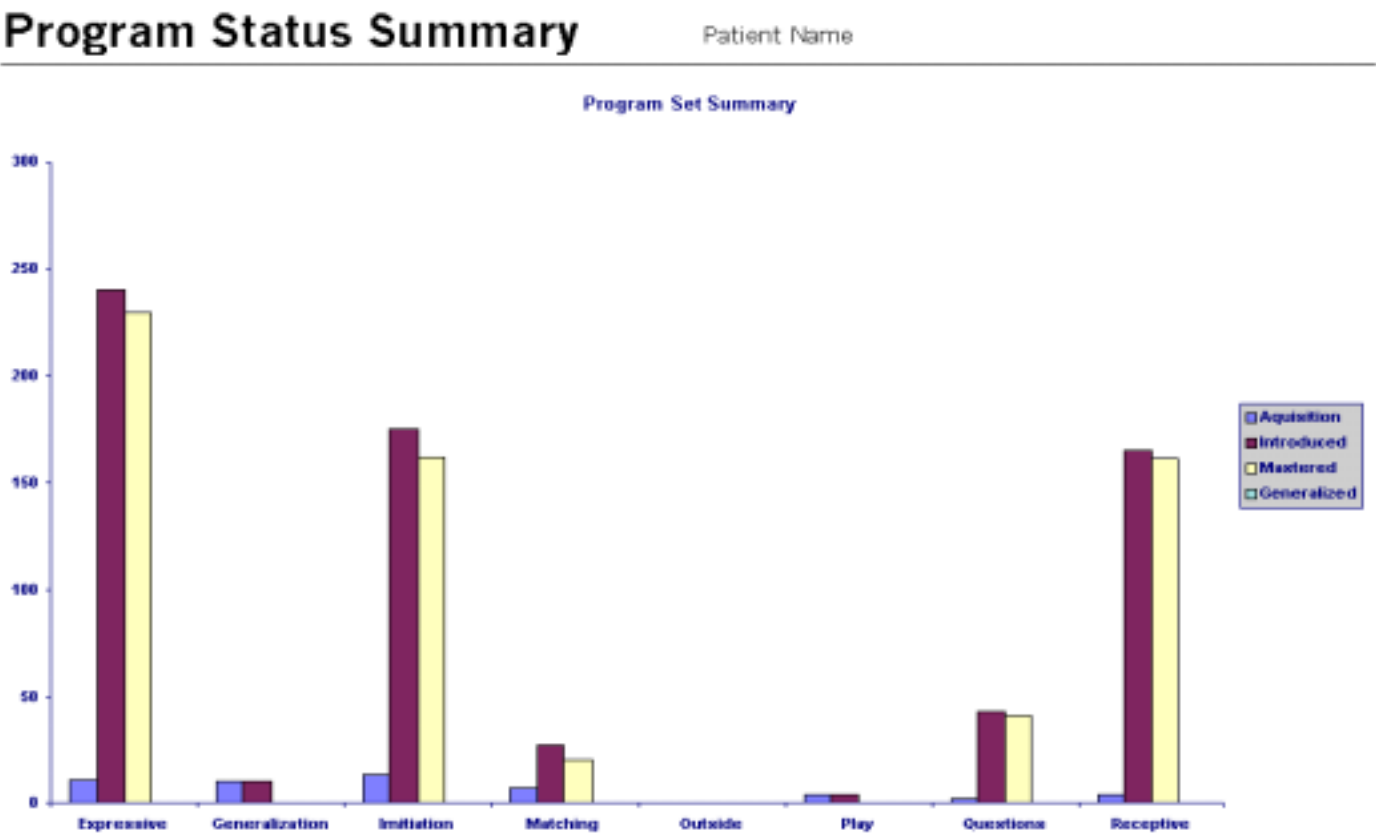


Figure 16 - Program Status Summary

Target Status Summary		Patient Name		
Programs	Aquisition	Introduced	Mastered	Generalized
Generalization				
Generalized Colors	4	4		
Generalized Expressive Animal Sounds				
Generalized Actions	2	2		
Generalized Object Labels	4	4		
Imitation				
Non Verbal Imitation	1	49	48	
Mock School	7	18	11	
Verbal Imitation	4	107	103	
Drawing	1	1		
Matching				
Categories	7	27	20	
Receptive				
Receptive Instructions	1	38	37	
Receptive Prepositions	1	18	17	
Functions	1	42	41	
Receptive Occupations		3	3	
Receptive Object Labels	1	64	63	
Expressive				
Sight Words	1	35	34	
Expressive Colors	1	25	24	
Expressive Actions	2	62	60	
In-Vivo Actions	1	38	37	
Choices				
I Have	1	19	18	
Expressive Emotions	1	24	23	
Expressive Object Labels	3	32	29	
Expressive Functions	1	5	4	
Questions				
Conversation Questions	2	43	41	
Play				
Toy play	4	4		
Outside				
Community Trips				

6.3 View Print Setup

This form displays the current print setup. You should ensure the printer you wish to print to is currently the Windows default printer.

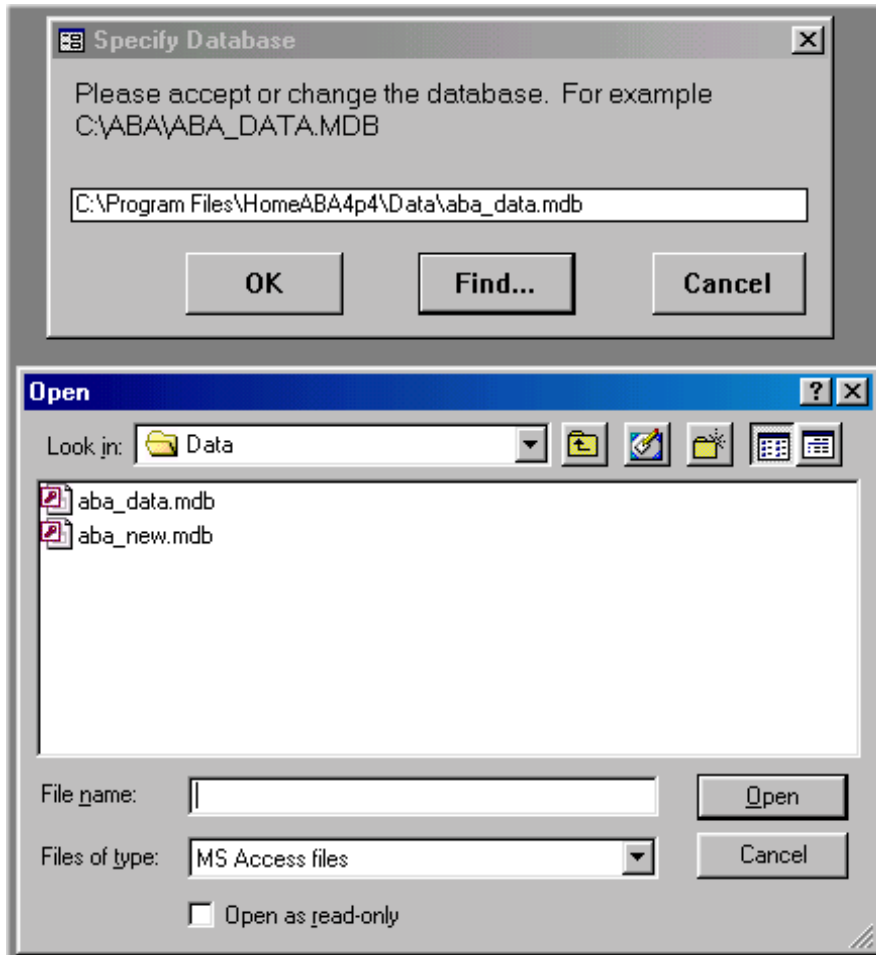
6.4 Home ABA Setup

This gives you access to the setup information specific for your particular needs. You can set up the master payroll pay codes, edit the list of users, edit setup options (like Patient Name and Payroll Reminder), and update your software license.

6.5 Switch Patients

This form allows you to change the current data database you are working with. In this way you can access the records for different patients. By pressing the 'Find' button, you can browse for the database file of your choice.

Figure 17 - Switch Patients



7. Implementing Security

When you edit the users (as described in 6.4 Home ABA Setup), you are presented with the form as shown in Figure 19 - Edit Users. To disable a user, simply uncheck the Active check box. To not disable the Admin User and do not remove Setup privilege from the Admin user.

Each of the other check boxes are set to enable or disable access to item from the Main Menu for the user you are editing. You should ensure that very few (likely only the Admin user) have 'Setup' privilege. A very small set of users would have 'Personnel' privilege as this gives the user access to pay rates.

The following table shows the functions that are available to any particular user, based on the privileges that have been assigned by the Admin user.

Figure 18 - Security Matrix

Function/Privilege	Setup	Personnel	Payroll	Programs	Program Status
Edit Personal Records	X	X			
Edit Payroll Records	X	X	X		
Payroll Reports	X	X	X		
View Therapist Info	X	X			
Edit Program Sheets	X			X	
View Program Sheets	X			X	
View Program List	X			X	
Check Data	X			X	
View Other Forms	X			X	
Edit Program Sets	X			X	
View Graphs	X				X
View Program Status	X				X
View Print Setup	X	X	X	X	X
About Home ABA	X	X	X	X	X
Home ABA Setup	X				
Switch Patients	X	X	X	X	X

Figure 19 - Edit Users

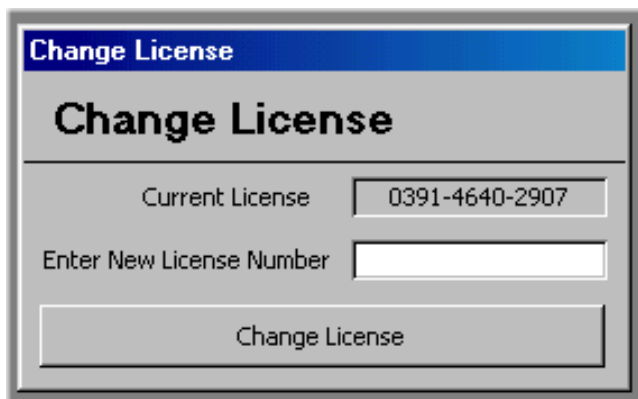
ID	Password	Active	Setup	Personnel	Payroll	Programs	Program Status	Email
Admin		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
*		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Record: 1 of 1

8. Licensing

If you received this software as a trial (possibly by purchasing a trial copy or by download), then the software came with a limited time license. Once the license expires, the software becomes inoperable, but no data is affected. You must then purchase a registered license if you wish to continue to use the software. When you have a new license, it is entered under the Home ABA Setup -> Change License option as shown in Figure 20 - Change License.

Figure 20 - Change License



The screenshot shows a Windows-style dialog box titled "Change License". Inside the dialog, there is a section titled "Change License". Below this title, there are two input fields. The first is labeled "Current License" and contains the text "0391-4640-2907". The second is labeled "Enter New License Number" and is currently empty. At the bottom of the dialog, there is a button labeled "Change License".

I must apologize for having to charge a license fee to use the software. This was built under MS Access (with no intent originally for distribution), and in earlier releases you had to have an MS Access license to use it. This prevented many people from using this software. Since then I have purchased a Software Development Kit from Microsoft to allow me to distribute the software without forcing the recipients of the software to purchase MS Access (MS Access 2000 upgrade is over \$100, to purchase it outright is over \$400). As well, there are costs of distribution (CDs, mail etc). Again, I apologize for the fee, but I do aim to just cover actual costs.

9. How To Contact the Author

If you wish to purchase a registered copy, report problems or suggestions for enhancements, please email to gumnut@istar.ca. You can also visit our website at <http://home.istar.ca/~gumnut/homeaba.html>. I will do my best to respond to your questions, but cannot promise a speedy response.

I hope you find this software useful. It's something I built to help manage the tremendous amount of organized information that is ... a home based ABA program. ☺