## BAS AAW Systematic Skill Building Training: Submitting a Skill Building Plan Online

In addition to the 7-module training, and specific to the requirement of completing the required Adult Autism Waiver SSD/Systematic Skill Building training, **each individual must complete, submit, and obtain 80% mastery of a Skill Building Plan (SBP).** More specifically, after completing the training on the BAS Virtual Training Center, each individual must:

- Develop an SBP to completion (including the Goal Attainment Scale chart and accompanying data collection tool)
- Submit the SBP online at MyODP.org within the SSB Training section (see instructions below).
- You will automatically receive a confirmation that your plan was submitted; you will receive another automated email, within seven days, with the status of your plan.

*Please note: The option to submit a plan will only become visible after you have completed all modules and quizzes in the SSB Training section.*

### How to Submit a Skill Building Plan online:

- *The "Submit a Skill Building Plan" option is only available to the student after he or she completes the other Systematic Skill Building course requirements, including scoring an 80% on the quiz after modules 1 & 2, and completing modules 3 through 7.*

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**Submitting a Skill Building Plan**

In addition to the 7-module training, before this training requirement is considered complete and a final certificate is issued, **each individual must complete, submit, and obtain 80% mastery of a Skill Building Plan (SBP).**

The Skill Building Plan is submitted online.

Upon review of the plan, BAS will verify whether 80% mastery on the plan has been achieved. You will receive an automated notification with the status of your plan.

**To submit a plan, click on *Submit a Skill Building Plan* below for instructions.**

*Note: The option to submit a plan will become visible after you have completed all modules and quizzes.*

Submit a Skill Building Plan

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1. Click on Submit a Skill Building Plan, and this screen will come up:

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**Submit a Skill Building Plan**

To Submit a Plan:
1. First develop an SBP to completion (including the Goal Attainment Scale chart and accompanying data collection tool).
2. Choose Submit a Plan below and upload your plan.
3. You will have the option to save your uploaded plan as a draft until you are ready to submit the final version.
4. Upon review of the submitted plan, BAS will verify whether 80% mastery on the plan has been achieved. You will receive an automated email notification with the status of your plan.

- When 80% Mastery is achieved, in addition to the notification, a Certificate of Achievement will become available on the course page.
- If 80% mastery is not achieved after the first attempt, your submission will be returned to draft status and you will be able to see any comments or suggestions for revisions made by the reviewer and resubmit the plan, once the revisions are made.
- If 80% Mastery is not achieved after the second attempt, you will need to complete the entire course again before making any additional attempts.

**Submission status**

| Attempt number | This is attempt 1 ( 2 attempts allowed ). |
| --- | --- |
| Submission status | No attempt |
| Grading status | Not graded |
| Last modified | Thursday, October 13, 2016, 9:14 AM |
| Submission comments | ▶ Comments (0) |

Add submission

Link to submit document

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2. Once you click on the Add Submission button, you will be able to use Drag & Drop to upload copy of your submission.



Drag and Drop submission here and then "Save changes".

3. Uploaded files are automatically in Draft Status.
4. Until you click "submit assignment" you are able to edit/delete your submission.



5. If you want to add or delete files, click "Edit submission."
6. When you are ready to submit your assignment, you will be asked to check the confirmation box (below).
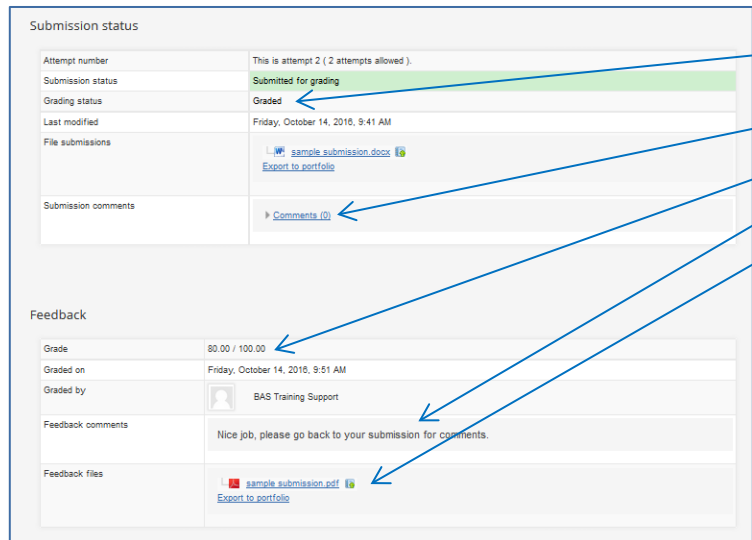


7. As soon as you submit an assignment, an email will be sent to you confirming your submission.

## Receiving Feedback about your Skill Building Plan

BAS will review within 7 business days, and you will be notified with an automated email that results of the review have been posted. When you receive the email, you will need to login to your account and go into the course to review all of the clinical team's feedback, even if you receive a passing score. At that point, you will be able to see:

| Submission status | |
|---|---|
| Attempt number | This is attempt 2 ( 2 attempts allowed ). |
| Submission status | Submitted for grading |
| Grading status | Graded |
| Last modified | Friday, October 14, 2016, 9:41 AM |
| File submissions | sample submission.docx<br>Export to portfolio |
| Submission comments | ▶ Comments (0) |

**Feedback**

| Grade | 80.00 / 100.00 |
|---|---|
| Graded on | Friday, October 14, 2016, 9:51 AM |
| Graded by | BAS Training Support |
| Feedback comments | Nice job, please go back to your submission for comments. |
| Feedback files | sample submission.pdf<br>Export to portfolio |

- ◇ That your assignment has been graded
- ◇ Any comments added
- ◇ Your grade
- ◇ Any Feedback comments
- ◇ Any feedback files added

- When 80% mastery is achieved:
    - ◇ Return to your submission and review any comments or feedback made by the Bureau of Autism Services. Even though you have achieved mastery, you are still responsible for incorporating the feedback into future plans that you submit for AAW participants.
    - ◇ A *Certificate of Achievement* will become available on the course page.

- If 80% mastery is not achieved after the first attempt:
    - ◇ Return to your submission and review any comments or feedback made by the Bureau of Autism Services.
    - ◇ Your submission will be returned to draft status so that you can make the necessary revisions.
    - ◇ Resubmit the plan, once the revisions are made.

- If 80% Mastery is not achieved after the second attempt, you will need to complete the entire course again before submitting a new plan for review.
    - ◇ If the SBP does not meet mastery for a second time, the individual will be expected to repeat the entire Adult Autism Waiver SSD/Systematic Skill Building training and quiz before resubmission.

**BAS has created many job aids and materials to assist in the development of an SBP. Please visit MyODP Training and Resource Center ([www.myodp.org/course/view.php?id=475](http://www.myodp.org/course/view.php?id=475)) to access and use the resources specific to the Systematic Skill Building service.**