



## Current Applications

### Individual Support Module

- General Event Reports (Incident and Medication Error Reports)
- Individual Service Plans
- Individual Data Forms
- Emergency Data Forms
- Behavior Tracking
- Secure Communications T-Logs
- Witness Reports
- Health Tracking
- Therap Calendar
- Management Summary

### Staff Support

- Training Management System

### Billing Support

## Provider Admin Changes in 6.0

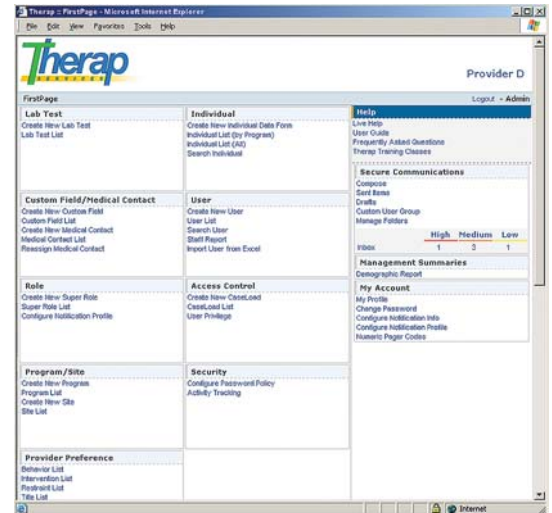
*Increased flexibility and ease of use*

Data Administrators are central to the successful setup and smooth operation of Therap applications in an organization. It is the Data Administrators who are responsible for creating programs, sites and user accounts, assigning appropriate roles and privileges to users and setting up security and other preferences. In the 6.0 release of Therap applications, a number of enhancements have been made to the provide administration options to increase flexibility and ease of use of the Therap system. These include:

**CaseLoads to Assign User Privileges:** Users of the Therap system needs to have the appropriate roles assigned to them in order to access particular Therap applications. In Therap 6.0, instead of assigning roles to a user for different programs, users are assigned roles under different CaseLoads.

CaseLoads can be defined to include one or more individuals enrolled in one or more programs. By assigning privileges to CaseLoads, you are able to restrict permissions down to a single individual and at the same time have the flexibility to allow users to have privileges for several individuals not aligned with conventional programs.

**Modify Behavior and Intervention Lists:** Data Administrators have the option to modify the behavior and intervention lists used in the Therap Behavior Tracking application. They can also use standard restraint lists (e.g., Mandt, PART, NAPI, PMT, etc.).



Data Administrators' FirstPage

**Set T-Log Expiration Time and First Day on Therap Calendar:** As a Therap Data Administrator you will be able to set the time (in days) after which T-Logs will no longer show on FirstPage counts. T-Logs with different notifications levels (i.e., high, medium or low) can have different expiration periods. You can also set the first day of the week on Therap Calendar.

**Signup preferences for Training Management:** You are be able to specify whether you want your staff to be able to sign themselves up for training classes or cancel registration for a class they had previously signed up for.

**Add/Update The Title List for User Accounts:** If you are a Data Administrator, you will be able to add/update the elements in the title list appearing in the Title drop down on user information forms.

In addition to these, many of the existing forms have been enhanced to include additional options to make them more user friendly. Keep on sending us your feedback for further enhancements and we will incorporate them into future versions of the Therap system.

### Behind Therap Videos

#### Sue Henning-Mitchell Writes to Justin

Hey Justin,

6.0 is awesome! KUDOS to all of the Therap Team for getting it together and the wonderful tools implemented into the upgraded version. What a quality product all the way through!

We are really proud to be a part of this system. Don't want to get sappy on you but we are really impressed and we thank you all for all you have done for us and with us to incorporate our needs into the program.

Please pass along our thanks and congratulations to the team at Therap for doing such great work. We are looking forward to ramping up our use even more now.

**- Sue Henning-Mitchell**

Deputy Director  
Catholic Community Services, Arizona

If you would like to share your experience with Therap, please email us at [Support@TherapServices.net](mailto:Support@TherapServices.net).



Sponsor of the CARF 2006 Employment and Community Services International Conference



Platinum Sponsor

## Application Focus

### Custom Fields in Individual and Emergency Data Forms

# Work With Forms That Suit Your Needs

The Individual Data Form (IDF) is designed to record essential information about individuals supported by provider agencies. A subset of the data from approved IDFs is automatically extracted and placed in Emergency Data Forms (EDF) for individuals. Fields have been provided in the Individual and Emergency Data Forms to support a wide range of data including identification, contact information, medical data, and insurance information of individuals. In addition, data administrators can include custom fields in these forms for extra information.

Data administrators can create and modify delete custom fields for Individual and Emergency Data Forms being used by their agency. These can be text boxes and text areas, numeric or Yes/No fields depending on your choice. Users are able to specify whether a custom field being added should be a required field on an IDF. They also have the option to include it on the EDF. This way you are able to create a whole new section of the IDF/EDF consisting of many custom fields.

The IDF also includes access to a list of ICD 9 and DSM IV diagnoses and maintains a list of medical and other contacts so that they need to be entered only once.

Custom Fields in IDF



**Q:** How do I use Therap to keep nursing or clinical notes that are not part of the general list of T-Logs?

**A:** Consider the following example for nursing notes:

- Create a program called "Nursing"
- Enroll the individuals receiving nursing services to this program in addition to their original programs.
- Create a "Nursing" CaseLoad which includes this new program ("Nursing"), or smaller CaseLoads where nurses only see the individuals that they work with within the nursing program.
- Assign appropriate roles (probably just T-Log ones) to nurses in this program.
- Now, only users who have been assigned the Nursing CaseLoad will see the T-Logs (or other forms) that have been filed under the Nursing program.
- To enter a nursing note, a nurse simply enters a new T-Log under the "Nursing" program.
- The T-Log will now be available only to users who have access to that individual in the Nursing program.
- If the nurse wants to write a note and make it available to staff outside the Nursing program as well as the staff in the Nursing, all s/he needs to do is select the "Inter-Program" option in T-Logs.
- This example can be easily expanded to include clinical notes and other confidential documents. Please try this solution at your agency and let us know how it works out for you.


## Training Classes and Live Chat

### Learn to get the best out of Therap

Want to know more about using the Therap applications? You and any of your staff can join Therap's live online training. All you need is a high speed internet connection and a telephone. You can either join in individually or use a speakerphone and projector to have a whole group of staff trained at once.

Sign up for our free training sessions at [www.TherapServices.net/training](http://www.TherapServices.net/training). You will then be sent instructions including a website address to log onto and a phone number to call at the time of the class. Contact us at [www.TherapServices.net](http://www.TherapServices.net) and let us know when is the best time to hold training classes for you and your staff. Is it at an afternoon shift change? Is it at night? We know that you run a 24 hour operation and we want to work on your schedule.

These classes are available free of charge. All our existing and potential users are invited to join.

In addition to the online training classes, we have recently initiated Live Chat Support for immediate to provide immediate solutions to your problems. If you feel that you can not wait for a training class, look for the  button on [www.TherapServices.net](http://www.TherapServices.net). Like the online training sessions, live chat support is provided free of charges.

For more information please call us at (203) 596 7553.

### Upcoming 6.0 Training Classes

Date	Time	Class
April 13, 2006	10 am EDT	IS-TL-101:T-Logs
April 13, 2006	1 pm EDT	IS-IDF-101:Individual and Emergency Data Forms (IDF/EDF)
April 17, 2006	10 am EDT	IS-SC-101:Secure Communications
April 17, 2006	1 pm EDT	IS-MS-101:Therap and Excel
April 18, 2006	2 pm EDT	IS-TH-101:Therap for New/Potential Users
April 20, 2006	1 pm EDT	IS-GER-102:Incident Reporting with GER
April 21, 2006	9 am EDT	IS-MS-101:Therap and Excel
April 21, 2006	11 am EDT	IS-TMS-101:Training Management with TMS
April 24, 2006	4 pm EDT	IS-BIL-101:Billing and Service Authorization