



This checklist should be used by Direct Support Professionals who will be using the Therap system for day to day documentation and reporting incidents.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Program:** \_\_\_\_\_

Tasks	Status	Completion Date
<b>Account Set Up</b>		
Get Self Enroll User Name, Password and Provider Code from your Provider Administrator.	<input type="checkbox"/>	
Create a personal user account using the Self Enroll account.	<input type="checkbox"/>	
<b>Log in</b>		
Log in using your personal user account.	<input type="checkbox"/>	
Switch to TEST Mode – To do so, click the 'Switch to TEST Mode' link on the right panel of your FirstPage.	<input type="checkbox"/>	
<b>General Event Reports (GER)</b>		
View the 'General Event Reports' user guide at <a href="http://support.therapservices.net/display/documentation/General+Event+Reports">http://support.therapservices.net/display/documentation/General+Event+Reports</a>	<input type="checkbox"/>	
Create three (3) test GERs:		
✓ Submit GER 1	<input type="checkbox"/>	
✓ Submit GER 2	<input type="checkbox"/>	
✓ Submit GER 3	<input type="checkbox"/>	
Resubmit returned GERs that may have been returned to you by Reviewers/Approvers.	<input type="checkbox"/>	
Include the word 'TEST' in all comments.	<input type="checkbox"/>	
<b>Secure Communications (SComm)</b>		
View the 'Secure Communications (SComm)' user guide at <a href="http://support.therapservices.net/display/documentation/Secure+Communications">http://support.therapservices.net/display/documentation/Secure+Communications</a>	<input type="checkbox"/>	
Send at least three (3) SComm messages to any of your co-workers:		
✓ Send SComm 1	<input type="checkbox"/>	
✓ Send SComm 2 with an external attachment	<input type="checkbox"/>	
✓ Send SComm 3 with a form attachment	<input type="checkbox"/>	
Include the word 'TEST' in all comments.	<input type="checkbox"/>	
<b>Health Tracking</b>		
View the 'Health Tracking' user guide at <a href="http://support.therapservices.net/display/documentation/Health+Tracking">http://support.therapservices.net/display/documentation/Health+Tracking</a>	<input type="checkbox"/>	
Submit five (5) different test Health Tracking forms.	<input type="checkbox"/>	
<b>T-Logs</b>		
View the 'Create a new T-Log' user guide at <a href="http://support.therapservices.net/display/documentation/T-Logs">http://support.therapservices.net/display/documentation/T-Logs</a>	<input type="checkbox"/>	
Create three (3) test T-Logs:		
✓ Create T-Log 1	<input type="checkbox"/>	
✓ Create T-Log 2	<input type="checkbox"/>	
✓ Create T-Log 3 without any individual (if you have the privilege)	<input type="checkbox"/>	
<b>Therap Customer Support</b>		
Send an SComm message to Therap Customer Support with the Summary 'Completed DSP Checklist'.	<input type="checkbox"/>	
Chat with support staff on Live Help and tell them how you liked the system.	<input type="checkbox"/>	

To find a list of all support and training resources on Therap applications, please visit

<http://support.therapservices.net>

If you have any questions, please feel free to call us at **(203) 596-7553** or email us at

[support@therapservices.net](mailto:support@therapservices.net)