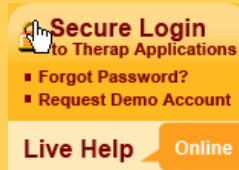


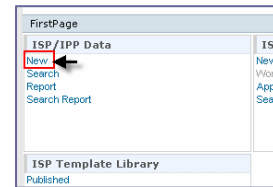
Log onto Therap

1. Go to www.TherapServices.net
2. Click on the [Secure Login](#) link on top of the page
3. Enter your **Login Name**, **Password**, and **Provider Code**



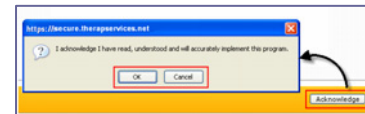
Enter ISP/ IPP Data

- To enter ISP/ IPP data click on the **New** link in the 'ISP/ IPP Data' area on your FirstPage. Then select the appropriate program and individual from the subsequent pages. Finally select the ISP/IPP program for which you want to enter data from the 'ISP/IPP list'.



Form ID	ISP Program	Acknowledgement Status
ISP-DEMO -33Z3UP7N	Reading	Not Acknowledged
ISP-DEMO -33TTSXE4	Writing	Acknowledged

- An ISP/ IPP program has to be acknowledged after it has been approved. If you have not already acknowledged the program, selecting the program will open the 'ISP/ IPP Acknowledgement' page. Click on the **Acknowledge** button at the lower end of the form. A message window will pop up. Read the message and click on the **OK** button to acknowledge the program. Once you have done that, you will see the form appear in the 'ISP/ IPP list' with 'Acknowledged' status . After you have acknowledged a program once, you can start entering data.



- Data can be collected in one of two methods: **Grid** and **Non-Grid**. These methods are defined during ISP Program creation. The process of data entry depends on the method specified in the ISP Program. To enter data click on an acknowledged form from the 'ISP/ IPP List'.

- Grid Method:** On the 'Select Date' page, select the month and year for which you want to enter data from the drop down menus. Click on the **Submit** button. You will be taken to the 'ISP/ IPP Data Collection' page. Here you will see a **Data Collection Grid** section containing data entry fields for each day of the month. Click on a **Score** link to select a score for the task. Click on the **Save** button in the orange bar to save the grid.

ISP/IPP Data Collection		
ISP/IPP Program Description		
Individual's Name	William N	Provider Program First Street Group Home
ISP/IPP Name	Reading	Month January 2007
Task ID	Description	
Task : 1	practice reading	
Scoring Method	Completion	
	0 = Declined	
	1 = Partially Complete	
	2 = Complete	
Data Collection Grid		
Days/ Tasks	Task : 1	Service Provider
1	0	K, P
2	0	K, P
3	2	K, P
4	0	K, P
5	0	K, P
6	0	K, P
7	0	K, P
8	0	K, P
9	0	K, P
10	0	K, P
11	0	K, P
12	0	K, P
13	0	K, P
14	0	K, P
15	0	K, P
16	0	K, P
17	0	K, P
18	0	K, P
19	0	K, P
20	0	K, P
21	0	K, P
22	0	K, P
23	0	K, P
24	0	K, P
25	0	K, P
26	0	K, P
27	0	K, P
28	0	K, P
29	0	K, P
30	0	K, P
31	0	K, P
32	0	K, P
33	0	K, P
34	0	K, P
35	0	K, P
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45	0	K, P
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90	0	K, P
91	0	K, P
92	0	K, P
93	0	K, P
94	0	K, P
95	0	K, P
96	0	K, P
97	0	K, P
98	0	K, P
99	0	K, P
100	0	K, P

- **Non-Grid Method:** On the 'Select Date' page, select the date you want to enter data for. Click on the **Submit** button. On the 'ISP/ IPP Data Collection' page select begin and end time for data collection, name of the service provider and score as they are required fields. Click on the **Save** button.

ISP/ IPP Report

- To view ISP Report, click on the **Report** link on the 'ISP/ IPP Data' area on your FirstPage. Choose the program and individual from the corresponding lists and select the checkboxes on the 'ISP/ IPP List' to view reports on corresponding programs. Click on the **Next** Button.

Select All	Form ID	ISP Program	Entered By	Submit Date	Approve Date
<input checked="" type="checkbox"/>	ISP-DEMO-53238NNV4K	Physical Exercise	K, Lisa	01/31/2007	01/31/2007
<input type="checkbox"/>	ISP-DEMO-53P3RRHMR	Cooking skill	Jones, R	01/01/2007	01/31/2007

- On the 'Report Criteria' page choose Report Type, Date Range and Review Period. ISP Reports can be of either **Clinician** or **Programmatic** type. A **Clinician** report lists data such as date, time, duration and location of the task and name of the service provider entered within the period specified in the 'Report Criteria'. A **Programmatic** report is more extensive. It shows cumulative task scores within specific periods and their calculated deviation from the baseline.

Select a **Review Period** from the dropdown menu. Data will be in grouped by day, week, month, quarter or year the report according to your selection.

Once you have saved a data you can find it using the **Search** link on your FirstPage. You can also locate a Report using the **Search Report** link.