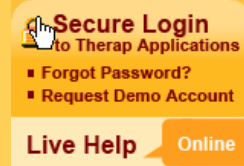


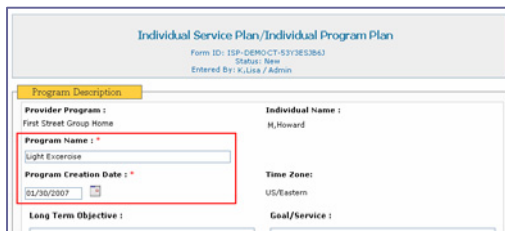
Log onto Therap

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**

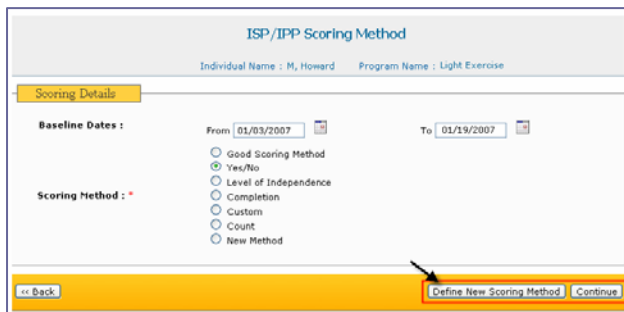


Create a new Program

- Click on the **New** link in the 'ISP/ IPP Program' area on your FirstPage. On the 'Select a program for the ISP/ IPP' page select the appropriate program and then select the individual from the 'Individual List for ISP/ IPP' page. You will be taken to the 'Individual Service Plan/Individual Program Plan' page.

- On this page enter information in the required fields (marked by *) such as **Program Name**, **Program Creation Date** and **Program Author**. Fill out the rest of the form as you see fit.
- You can specify a **Scoring Method** by clicking on the [Select Scoring Method](#) button located near the lower end of the form. As you click, an 'ISP/ IPP Scoring Method' window will pop up. Here you will see a list of default options. Select one of them or click on the [Define New Scoring Method](#) button to create a new method. The method you have selected (or, created) will appear in the **Scoring Details** section on the 'Individual Service Plan / Individual Program Plan' page.



- You may also add tasks by clicking on the **Add Task** button that will now appear next to the **Change Scoring Method** button (the same place where you found the Scoring Method button).



- Similarly you can add teaching methods by clicking on the **Add Teaching Method** button. The teaching methods you have added will be enlisted in the 'Teaching Method(s)' section on the main page.
- Click on the **Save** button to save the draft program in your Worklist. Click on the **Submit** button to submit it for approval.

Approve an ISP/ IPP

- Submitted ISP/ IPPs programs are saved on the approver's approve list. To approve a draft ISP/ IPP (if you have the appropriate authority) click on the **Approve** link in the 'ISP/ IPP Program' area on your FirstPage.
- Select the program you want to approve from the 'ISP/IPP Approve List'.
- Once the form opens go through it. Click on the **Approve** button to approve the program.
- If you are not satisfied with the draft and want to send it back to the submitter, click on the **Return to Submitter** button. Click on the **Send via SComm** button to share the draft with authorized users within your agency.



Generate Printable Version

- You can generate printable version for ISP/ IPPs of all status (depending on your access privilege). To get a printable version of a program, locate it using the links in 'ISP/ IPP Program' area on the FirstPage.
- Once the form opens, click on the **Display Printable** button to view the printable version of it.

Note: You can attach T-Notes (sticky notes) with a draft ISP/ IPP. To stick a T-Note, click on the **T-Note** link on the top-right corner of the 'Individual Service Plan / Individual Program Plan' page. Once you have approved a program, all T-Notes attached to it will be automatically deleted. For more details see the **T-Notes** Quick Guide.