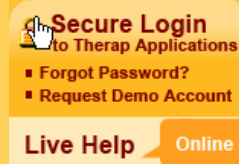


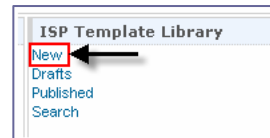
Log onto Therap

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**

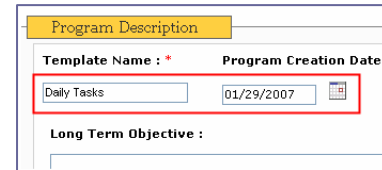


To create a new template

- Click on the **New** link in the 'ISP Template Library' area on your FirstPage. You will be taken to the 'Individual Service Plan/ Individual Program Plan (Template)' page.



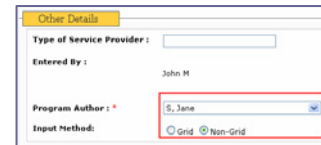
- On this page, enter the required information (marked by *) such as the name of the new template, date of its creation and so on. Fill in the rest of the fields according to your needs.



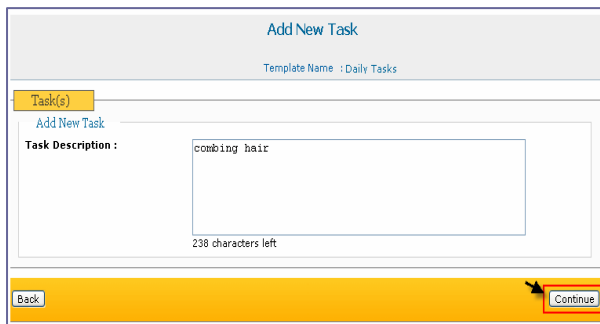
- You can specify a **Scoring Method** from the drop down menu in the 'Scoring Details' section.



- In the 'Other Details' section enter the name of the Program Author and specify the Input method.



- Click on the **Add Task** button to define a list of tasks. This will take you to the 'Add New Task' page. Write description of the task here and click on the **Continue** button. Repeat the process to add more tasks.



- The tasks you have added will be displayed in the Tasks section of the 'Individual Service Plan/ Individual Program Plan (Template)' page.

Task(s)
Task(s)
Description
combing hair
taking shower
brushing teeth

- You can specify a teaching method in the same way. Click on the **Add Teaching Method** button to add one or more teaching methods.
- Click on the **Save** button to submit the draft template. You can access it using the **Drafts** link in the 'ISP Template Library' section on the FirstPage.
- Click on the **Copy** button to copy the draft template to create a new template. Click on the **Display Printable** button to generate a printable version of the draft template.



To approve a draft template

- Use the **Drafts** or **Search** link (according to your role) on the FirstPage to find the template.
- As the template opens go through it and make necessary corrections. Click on the **Approve** button to approve the template. The approved templates can be accessed through the **Published** link in the 'ISP Template Library' section on your FirstPage.

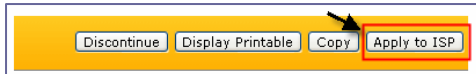


You can also delete a draft template or discontinue an approved template (with proper access privilege). You can copy an approved or discontinued template to make a new one.

Apply to ISP

You can use an approved ISP/ IPP template to create a new ISP/ IPP. To apply a template to a new program, follow the steps below:

- Use the **Published** or **Search** link (according to your authority) to find the (approved) template you want to use.
- Once the template opens click on the **Apply to ISP** button.



- 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 you will find all the data from the template has been imported. You can edit and add information.
- Click on the submit button to submit it for approval. For more information see the ISP/ IPP program Quick Guide.