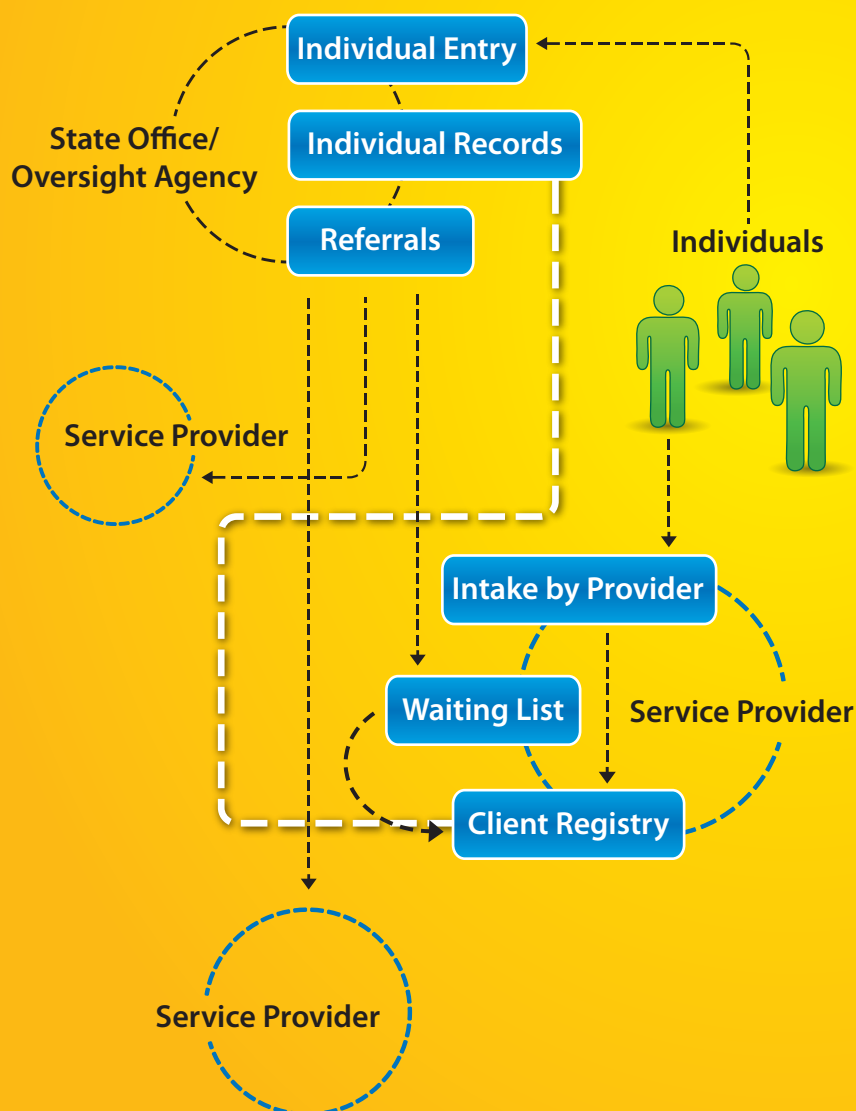




for States & Counties



Intake/Referral

- Intake by State/oversight agency
- Individual record forms
- Referral management
- Provider waiting list
- Intake by support providers

The web-based Therap system greatly simplifies the cumbersome and time consuming process of completing individual intake and referral documentation for state offices for developmental disability services and support providers. In addition to completing necessary documentation, government administrators will be able to send out referrals to all or selected support providers, with just a few clicks.

Intake by State/oversight agency

Administrators at state offices or other oversight agencies intake new individuals into the system by filling out a short individual entry form. While completing this step, a unique ID is assigned to individuals, which is later used to link individual records kept by the oversight agency and by the linked providers.

Once the entry form is saved, an individual data form is automatically created for the individual to contain a wide range of personal information such as social security number, Medicaid number, race, gender, photo, residential address, medical information and emergency contacts. The form is completed at a convenient time by agency staff.

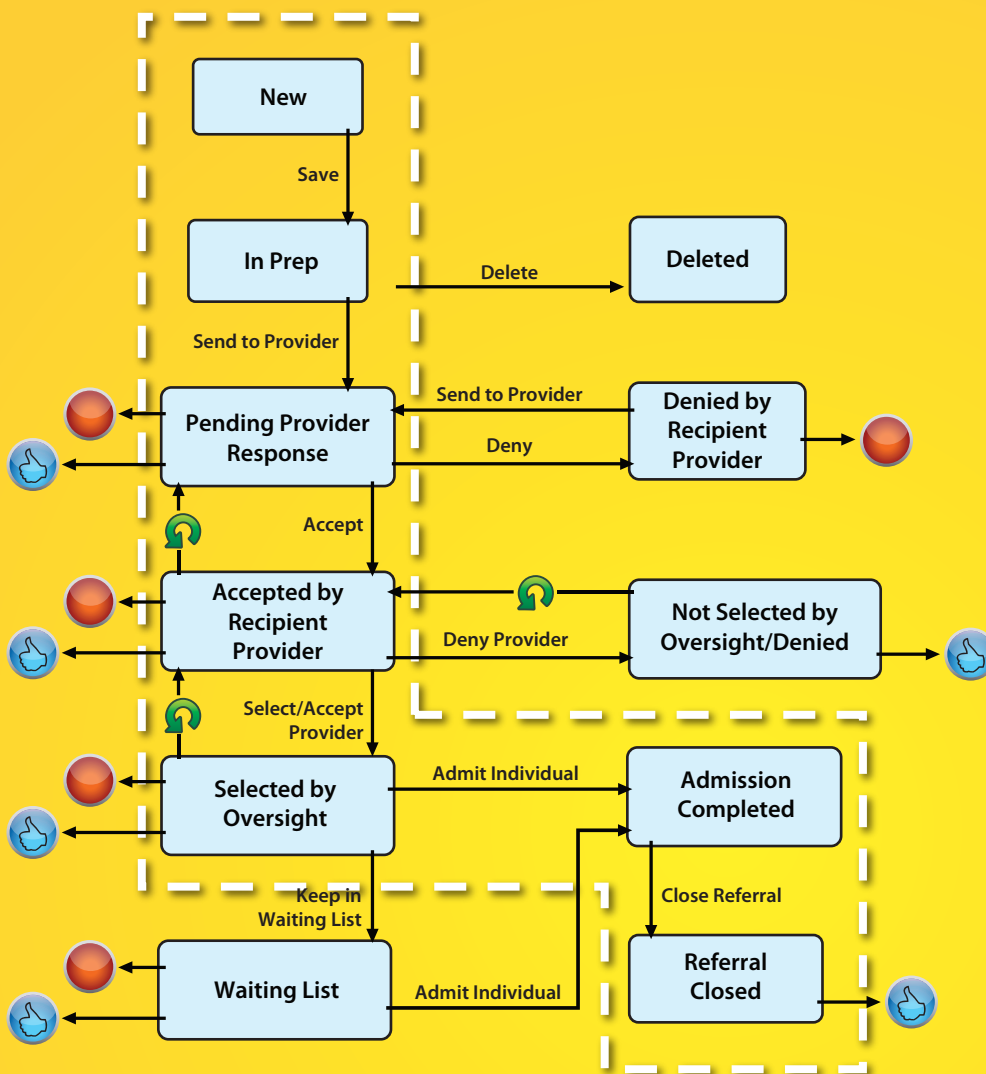
Referral management

Once a new individual is entered, administrators are able to send out referral packets, online, to one or more selected providers. Users are able to create these Referral packets by attaching documents from a document checklist.

The referrals can also include service descriptions for the individual and any additional comment that may be relevant.



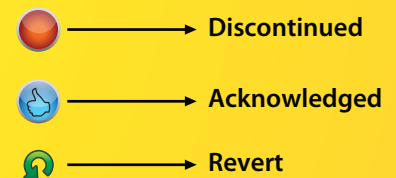
Referral Workflow



The steps involved in referral sending, receiving response, provider selection, waiting list management and final admission is illustrated in the accompanying diagram.

When referrals are sent to support providers, they can be accepted or denied. The agencies that accept are then screened by the oversight agency. When an agency is selected, a data form containing details regarding the individual is placed on the support provider's waiting list.

The individuals are added into the support provider's system by clicking on 'Admit' on this data form.



Intake by support providers

Support providers can also intake individuals independently. While admitting an individual, users are able to specify one, or if present more than one, oversight agency for that individual.

Linking matching individual records

When support providers specify an oversight agency for an individual they have taken in, that person's records become visible to the State/oversight entity. Administrators at the oversight agency are able to check if matching records exist in the system and then link them.

This way multiple instances of the same individual's records can be easily tracked and referenced.



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