

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
Account Set Up		
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"/>	
Log in		
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"/>	
General Event Reports (GER)		
View the 'General Event Reports' tutorial at http://www.therapservices.net/training/beta/ger/index.html	<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 reports.	<input type="checkbox"/>	
Include the word "TEST" in all comments.	<input type="checkbox"/>	
Secure Communications (SComm)		
View the 'Secure Communications (SComm)' tutorial at http://www.therapservices.net/training/beta/scomm/index.html	<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"/>	
Health Tracking		
View the 'Health Tracking' tutorial at http://www.therapservices.net/training/beta/ht/index.html	<input type="checkbox"/>	
Submit five (5) different test Health Tracking forms.	<input type="checkbox"/>	
T-Logs		
View the 'Creating a T-Log with Justoon' tutorial at http://www.therapservices.net/training/beta/t-Log_justoon/index.html	<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	<input type="checkbox"/>	
Therap Customer Support		
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 online training materials including animated tutorials and Walkabouts on Therap applications, please visit <http://www.TherapServices.net/training.php>.

If you have any questions, please don't hesitate to call us at (203) 596-7553 or email us at support@TherapServices.net.