



Regional Conference in Northglenn, Colorado August 4-5, 2015

Preliminary Schedule : Subject to Change

Time	Session	Room A (Greys Peak)	Room B (Cripple Creek)	Room C (Wolf Creek)	Room D (Torreys Peak)
		Beginning/New Users	Stepping Outside Your Therap Box	Advanced Users	Billing and Beyond
Day 1					
Tuesday, August 4, 2015					
8:00am - 9:00am		Registration			
9:00am - 9:30am	1	Conference Introductions – Ballroom			
9:45am - 10:45am	2	Intro to Therap: New/Potential users/Refresher for existing users- An overview of the Therap modules and how they inter-relate	Document Storage: Storage for documents within the Therap system	Provider Administration Role: An overview of the account including; company preferences, Sign-up agreements, Password policies, Report libraries	Billing For Beginners: A general overview of how the system works from start to finish
11:00am - 12:00pm	3	Set Up: Ins-Outs of the administrative tab; staff, provider preferences; splash messages, sign-up agreements, etc	Training Management Module: Track licensing and all other staff training; setting up classes and assigning instructors	Super Roles, User Privileges, Caseloads, Programs: Developing effective Therap access – Things to consider	Billing System Set-Up: Calculations, Service authorizations, Individual Service Program (ISP) and Attendance billing
12:00pm - 1:00pm		Lunch (provided)			
1:00pm - 2:00pm	4	Client Specific Data Set-Up: Demographics, Face Sheet, and Emergency Info: IDF's/EDFs & Medical Information	Employment History: Tracking employment, Volunteer history or piece rates	The New ISP: Another version of the Annual-Person-Centered-Plan	Manual Billing, Custom Reports and State Specific Issues
2:15pm - 3:15pm	5	Care Planning/Risk Assessment: Using Therap's Individual Care Plan & Plan of Oversight and Protections (IPOP)	Staff Scheduling: Building a staff schedule to fit within allocated hours and avoid double booking and overtime	Collecting and Reporting Data: ISP Program, Global Templates, Data and Reports	Electronic Billing: Accounting Interface and Billing reports
3:30pm - 4:30pm	6	Health Tracking: Tracking of day-today medical data, Appointments, Seizures, Vital signs, Reporting	Billing for Beginners: A general overview of how the system works from start to finish	Now you have data – What to do with it: Running Reports, Using Excel, Filters, Pivot Tables, etc	Colorado User Group
4:30pm - 5:00pm	7	Questions or Consultation time	Questions or Consultation time		Questions or Consultation time
Day 2					
Wednesday, August 5, 2015					
		Beginning/New Users	Stepping Outside Your Therap Box	Advanced Users	Billing and Beyond
8:30am - 9:00am		Registration			
9:00am - 9:30am	8	Individual-Based Caseloads and Recent Changes in Therap			
9:45am - 10:45am	9	Behavior Planning/Tracking: Track target behaviors and interventions, producing graphs and reports Time Tracking: A visual data collection tool	Medication Administration Records (MAR): Using Therap's medication history and live drug database to produce a fully functioning interactive electronic MAR	Policies and Procedures: Discussion for policies to accommodate electronic documentation usage in your organization	After Submission: Remittance, 835s, Reports, etc
11:00am - 12:00pm	10	Tools Available on the Therap Website: Certified Trainer Programs, Special Interest Groups, Blogs, Training Academy, Webinars	Electronic Health Record (EHR) Consents/Authorizations, Orders, Individual History, Care Plans, Protocols	Quality Assurance: The Science of Meaningful Lives: How Therap can provide you with trends, statistics, and outcomes/improving over-site	Audits and Surveys: How to assist in the process and assure you have what is needed for organizational, federal, state, etc. surveys and audits from Therap data
12:00pm - 1:00pm		Lunch (provided)			
1:00pm - 2:00pm	11	Internal Agency Communication in Therap: T-Logs, S-Comms, Calendar, T-Tasks, Setting up Agency and Personal Notifications	Personal Finance: Keeping Track of consumer finances	CCB/Provider Communications: How to improve abilities of information sharing and reporting.	Billing System Set-Up: Calculations, Service authorizations, Individual Service Program (ISP) and Attendance billing
2:15pm - 3:15pm	12	External Communications From Therap: Families/selfadvocates/providers/guardians/support coordinators/etc	Mobile Applications: MARs and ISP Programs	Therap and your Board of Directors	Ways Therap Provides Support to the Billing Module: Website, webinars, user guides, live help, training academy Open Forum With Billing Staff
3:30pm - 4:30pm	13	Self- Advocacy: How to get those we serve more involved in Therap	Repeat of any Session as Determined by Attendees	Repeat of any Session as Determined by Attendees	Repeat of any Session as Determined by Attendees
4:30pm - 5:00pm	14	Remaining questions or consult time:			

This is a tentative schedule put up for illustration purpose. Times and Sessions are subject to change and/or cancellation.

Updated on 06/24/2015