



Regional Conference in Tampa, Florida November 10-11, 2015

Preliminary Schedule : Subject to Change

Time	Session	Preserve 1	Preserve 2	Garden Room	Temple Terrace
Day 1					
Tuesday, November 10, 2015					
8:30am - 9:00am		Registration			
9:00am - 10:00am	1	Conference Welcome & Introductions - Preserve Ballroom			
10:15am - 11:15am	2	Demographics, Face Sheet, and Emergency Info: IDF's/EDF's & Medical Information	Collecting and Reporting Data: ISP Programs, Global Templates, Data and Reports	Intro to Therap for New and Potential users: A brief overview of all the different modules in Therap and how they inter-relate	Billing System Set-Up, Unit Calculations and Service Authorizations, Attendance and ISP Data Billing
11:30am - 12:30pm	3	Agency Communication in Therap: T-Logs, SComm, Calendar, T-Task, and setting up your Notifications	Care Planning and Risk Assessments: Using Therap's Individual Care Plan & Plan of Oversight and Safeguards (IPOP)	Therap for Beginners: How to set up your account and ensure you get the best out of Therap	Electronic Billing, Manual Billing, Accounting Interface, Custom Reports, Billing Reports, and State Specific Issues
12:30pm - 1:30pm		Lunch (provided)			
1:30pm - 2:30pm	4	Health Tracking: Keeping track of day to day Medical Data, Appointments, Seizures, Vital Signs and producing the Health Care Report	Personal Finance module: Track and Report Personal Funds and Transactions	Reviewing the Therap website, Certified Trainers webinars, Special Interest Groups, Blogs, & a vast array of support materials	Uploading 835 Remittance Reports, and Reconciliation Reports
2:45pm - 3:45pm	5	Training Management System Part 1: Track Licensing and other staff training: Setting up classes and assigning instructors	Medication Administration Records (MAR): Using Therap's medication history and live drug database to produce a fully functioning, interactive electronic MAR	Setting up ISP Programs for Community Living and ICF and in compliance w/ APD & AHCA	Billing System Set-Up, Unit Calculations, Service Authorizations, Attendance, & ISP Data Billing
4:00pm - 5:00pm	6	Training Management System, Part 2: Pulling reports and managing your training sessions	Policy and Procedural Considerations when Implementing Therap	Individual Home Page - linking to IDFs, EDFs, Individual History, Team Members, Involved Staff and more	1:1 with Therap Trainer (schedule in advance)
Day 2					
Wednesday, November 11, 2015					
		Room 1	Room 2	Room 3	Room 4
9:00am - 10:00am	7	What's new in Therap (Therap Release 2015.0.0)			
10:15am - 11:15am	8	Incident Reporting and Event Reports In Therap: GER's, MIE's, Management Summaries, and the Report Library	Libraries: ISP Templates, Global Library, Individual Care Plans, Custom Forms	The new ISP: Another version of the Annual Person Centered Plan which includes: The Personal Focused Worksheet (PFW), ISP Agenda, and Linking ISP programs Pt. 1 of 2	Billing Process overview of complete set-up and claiming process Setting up Service Authorizations & tracking census in Attendance Tracking
11:30am - 12:30pm	9	The new ISP: Another version of the Annual Person Centered Plan which includes: The Personal Focused Worksheet (PFW), ISP Agenda, and Linking ISP programs Pt. 2 of 2	Staff Scheduling: Building a Staff Schedule to fit within allocated hours and avoid double booking and overtime	For New and Existing users: Successful ways to Implement Therap	Uploading 835 Remittance Reports, Aging Reports, Reconciliation Reports, Q/A Review and Discussion
12:30pm - 1:30pm		Lunch (provided)			
1:30pm - 2:30pm	10	Behavior Planning and Tracking: BER to track target behaviors and interventions, producing graphs and reports and Time Tracking: A visual data collection tool	Provider Administration, an overview of the account including the Report Library, how to create Sign Up Agreements, Setting up your agency Password Policy, and much more	Employment History & Employment Wage Tracking	Billing Q & A
2:45pm - 3:45pm	11	Reviewing the Health Plus Specific Modules: Document Storage, Consent and Authorizations, Orders, Individual History, Medication Profile, Care Plans	Profiles, Caseloads, Super Roles, and Programs: Developing Effective Therap Access for Different Types of Users (Guardians, Support Coordinators, Family Members, etc.)	Therap for QDDPs: Q & A on issues specific to Qs	How to properly set up GER access, review GERs, Approve GERs, and utilize the New GER resolution module
4:00pm - 5:00pm	12	Open Discussion: Medication Administration Records (MAR): Setting up the MAR, Running MAR reports, How to maintain APD compliance	How to Maintain Quality Assurance Targets and Successfully Prepare for APD/Delmarva Audits	Reporting as an Administrator (List of Reports, Activity Tracking, etc.)	1:1 with Therap Trainer (schedule in advance)

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

Updated on 09/02/2015