



Regional Conference in Helena, Montana June 9-10, 2015

Preliminary Schedule : Subject to Change

Time	Session	Room 1	Room 2	Room 3	Room 4
		Beginner	Advanced	Montana Specific	Stepping outside your Therap box
Day 1					
Tuesday, June 9, 2015					
8:30am - 9:00am		Registration			
9:00am - 10:00am	1	Conference Introductions			
10:15am - 11:15am	2	Therap for Beginners: How to set up your account and ensure you get the best out of Therap	Collecting and Reporting Data: ISP Programs, Global Templates, Data and Reports	Using the GER module in Therap for your Montana Incident Reports	Billing System Set-Up, Unit Calculations and Service Authorizations
11:30am - 12:30pm	3	Demographics, Face Sheet, and Emergency Info: IDF's/EDF's & Medical Information	Therap's Person Centered Planning: The ISP Plan and how it links with the IDF, ISP Program's, and the IPOP. Also reviewing the Personal Focus Worksheet	Utilizing the GER-R new module to come to the resolution on your Montana Incident reports	Care Planning and Risk Assessments: Using Therap's Individual Care Plan & Plan of Oversight and Safeguards (IPOP)
12:30pm - 1:30pm		Lunch (provided)			
1:30pm - 2:30pm	4	Agency Communication in Therap: T-Logs, SComm, Calendar, T-Task, and setting up your Notifications	How to use the GER Management Summary in Therap to produce a report on trends within your agency. How to extract the data from Therap and use a Pivot table to look at the agency's year in review	TBA	Employment History: Tracking employment and volunteer histories
2:45pm - 3:45pm	5	Utilizing the Incident and Event forms in Therap to file a Montana Incident Report. GER's	Medication Administration Records (MAR): Using Therap's medication history and live drug database to produce a fully functioning, interactive electronic MAR	Policy and Procedural Discussions while using Therap, with State staff guidance	Staff Scheduling: Building a Staff Schedule to fit within allocated hours and avoid double booking and overtime
4:00pm - 5:00pm	6	Health Tracking: Keeping track of day to day Medical Data, Appointments, Seizures, Vital Signs and producing the Health Care Report	Training Management System: Track Licensing and other staff training: Setting up classes and assigning instructors, pulling reports	Medicaid Audit and Q/A Review discussions	Reviewing the Therap website, Certified Trainers webinars, Special Interest Groups, Blogs, & a vast array of support materials
Day 2					
Wednesday, June 10, 2015					
9:00am - 10:00am	7	Individual Based System and Recent Changes in Therap			
10:15am - 11:15am	8	How to find Help in Therap when you are faced with a question you cannot answer. Exploring Live help, Help and Support Page, Learning Lunches, youtube and much more!	Getting your data out of Therap: Running Reports and using Excel. Filters, Pivots Tables and more	The new ISP: Another version of the Annual Person Centered Plan	Therap's new Training Academy: Self-paced training courses with quizzes and certificates of completion
11:30am - 12:30pm	9	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	Reporting as an Administrator (List of Reports, Activity Tracking, etc.)	<i>Using your data in Therap to file your annual reports....(we will need samples of annual reports/data that each provider needs to file with the state)</i>	Behavior Planning and Tracking: BER to track target behaviors and interventions, producing graphs and reports and Time Tracking: A visual data collection tool
12:30pm - 1:30pm		Lunch (provided)			
1:30pm - 2:30pm	10	Personal Finance: Keeping track of consumers finances	Quality Assurance and Monitoring Tools within Therap: Improving Oversight for your Agency	Access For Support Coordinators & Guardians: User Accounts, Roles and Establishing Transparency	Attendance and ISP Data Billing
2:45pm - 3:45pm	11	TBA	Medication Administration Records (MAR): Medication History and live drug database to produce a fully functioning, interactive electronic MAR	TBA	Reviewing the Health Plus Specific Modules: Document Storage, Consent and Authorizations, Orders, Individual History, Medication Profile, Care Plans, e-CHAT
4:00pm - 5:00pm	12	Libraries: ISP Templates, Global Library, Individual Care Plans	TBA	Basic Excel Moves for Exported Therap Data: Filtering, Graphing, Pivoting and Macros	TBA

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

Updated on 05/06/2015