

Document Storage in Therap*

One of the considerations, especially for new providers using Therap, is where to store documents within the system to effectively phase out paper documentation. Therap supports files of all types including scanned documents, photos, Word, Excel files. As with entering data in the appropriate place, systemically uploading material is something that needs to be organized by the provider. Below are examples of modules (does not include ALL modules) that allow document storage and examples (not inclusive) of what a provider may upload.

Individual Supports

- 1. T-Logs:** Support photo and/or file attachment: 3MB maximum file size or each attachment.
Document examples: Memorabilia, photos, historic documents, and paper documentation completed when computer was not available, receipts, etc.
- 2. General Event Reports (GERs):** Supports photo within the Event Summary: 3MB maximum file size, one photo per summary. Photo attachments allowed during submission, review, approval, and follow-up process. One attachment for each review line. Additionally, can attach up to **10 MB** in the “**external attachment**” section of the GER.
Document examples: Injury photos, discharge paperwork, state required forms, etc.
- 3. ISP Program Templates:** Supports photo and/or file attachment: 3MB maximum file size for each attachment for multiple attachments.
Document examples: Full ISP plan written by support coordinators/case managers, step-by-step instructions, vision cues/prompts, etc.
- 4. ISP Programs:** Supports photo and/or file attachment: 3MB maximum file size for each attachment for multiple attachments.
Document examples: Full ISP plan written by support coordinators/case managers, step-by-step instructions, vision cues/prompts, etc.
- 5. ISP Plan:** Currently the system allows a maximum size of 3 MB for each attachment. If your document is more than 3 MB you may split the document and attach it as two or more documents, if that works for you. There is no limitation on the number of attachments provided that the total size of the attachments is within 10 MB.
Document examples: All annual documents with wet ink signatures, rights, services agreements, patient rights, signature sheet, any documentation that changes annually, etc.

* Document storage amounts may change. Please refer to Therap's Help and Support page for up-to-date storage mounts.

- 6. ISP Agenda:** Currently the system allows a maximum size of 3 MB for each attachment. If your document is more than 3 MB you may split the document and attach it as two or more documents, if that works for you. There is no limitation on the number of attachments provided that the total size of the attachments is within 10 MB.

Document examples: Meeting minutes, preplanning documentation, etc.

Health Tracking

- 1. Appointments:** Currently the system allows a maximum size of 3 MB for each attachment. If your document is more than 3 MB you may split the document and attach it as two or more documents, if that works for you. There is no limitation on the number of attachments provided that the total size of the attachments is within 10 MB.

Document examples: Appointment record forms completed by MD, orders (if you do not have the orders module), photos of health issues for staff to show MD at scheduled appointments, etc.

- 2. Lab Test Results (10 MB) and Medication History (3 MB):** Supports photo and/or file attachments.

Document examples: Paper lab results, orders, scripts, etc.

Administrative

Individual Data Forms: Currently the system allows a maximum size of 3 MB for each attachment. If your document is more than 3 MB you may split the document and attach it as two or more documents, if that works for you. There is no limitation on the number of attachments provided that the total size of the attachments is within 10 MB.

Document examples: ID cards, birth certificate, insurance cards, DNR orders, any documents that rarely change, etc.

- 1. Secure Communication:** Supports photo and/or file attachment: 3MB maximum file size for each attachment for multiple attachments.

Document examples: Policies, addendums to policies, memorandums for upper management, and any staff related documentation (write ups), etc.

- 2. Personal Finance:** Supports photo and/or file attachment: 3MB maximum file size for each attachment for multiple attachments. One attachment per Personal Finance Transaction line item.

Document examples: Receipts, copy of checks, photos of credit cards, gift cards, etc.