How to Login:

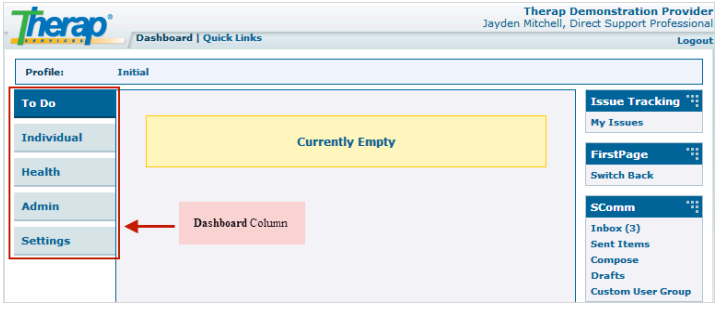
1. If you have internet connection on your computer or laptop, please type www.therapservices.net on the address bar of your internet browser. You will be directed to the official website of Therap Services.

2. Click on the 'Secure Login' button at the top right corner of Therap website. This will direct you to the Therap Login page.

3. To login to Therap, enter the Login Name, Password and Provider Code for your agency as provided by your Administrator in the login area of this screen to login to the system. Click on the **Login** button right below the **Provider Code** field.

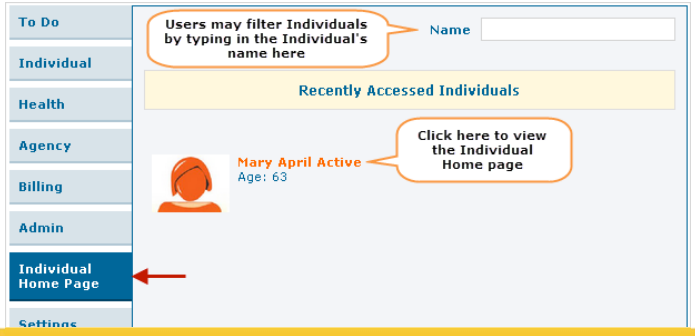
4. Once you have successfully logged in, you will be directed to your Dashboard. On the left side of the page, you will see a column in which there are several tabs such as: **To Do, Individual, Health** etc.

5. Click on the Individual tab to view the Individual Data form. Click on the Health tab of the Dashboard to view the following modules: Medication Administration Record (MAR), Health Tracking (HT), Electronic Comprehensive Health Assessment (eCHAT) and Care Plan.

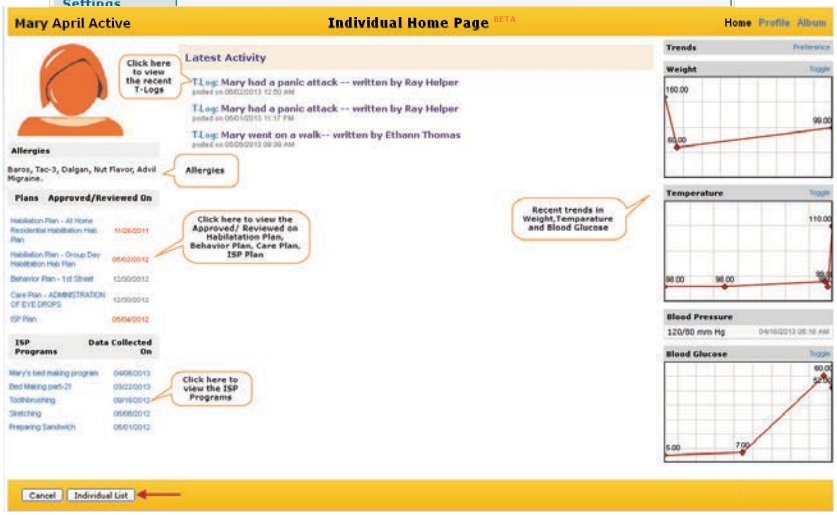


Viewing Individual Home Page:

Please follow the steps below to view an Individual Home Page:

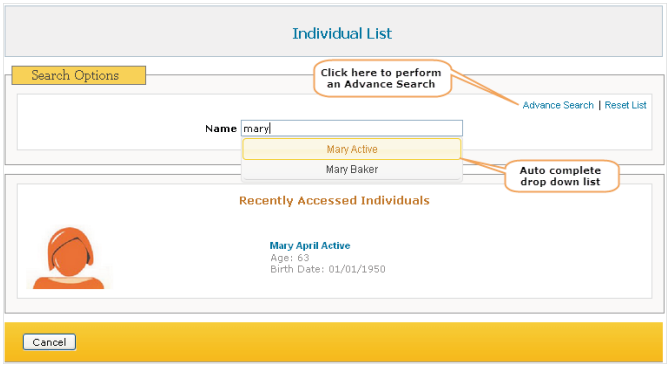


1. In order to access the Individual Home Page for an Individual, click on the **Individual Home Page** tab on the left hand side of your Dashboard.



2. Clicking on the **Individual Home Page** tab will display the recently accessed Individuals.

3. Clicking on the Individual's name will take you to the **Individual Home Page**. If you want to view the Individual list then scroll down and click on the 'Individual List' at the bottom of the page.



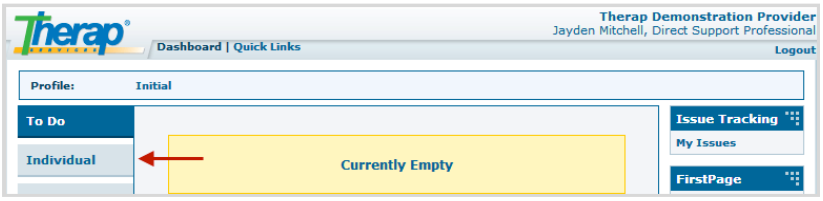
4. On the **Individual List** page you will be able to view the Recently Accessed Individuals, you may also click on the **Advance Search** link located at the top of the page; this will display additional search fields.

5. You may also view the Individual's Active Allergies, Active Diagnoses, Active Medications and also the Involved Staff members by clicking on the 'Profile' button at the top of the page beside the 'Home' button.

Viewing an Individual Data Form:

To view an Individual Data Form, please follow the steps below:

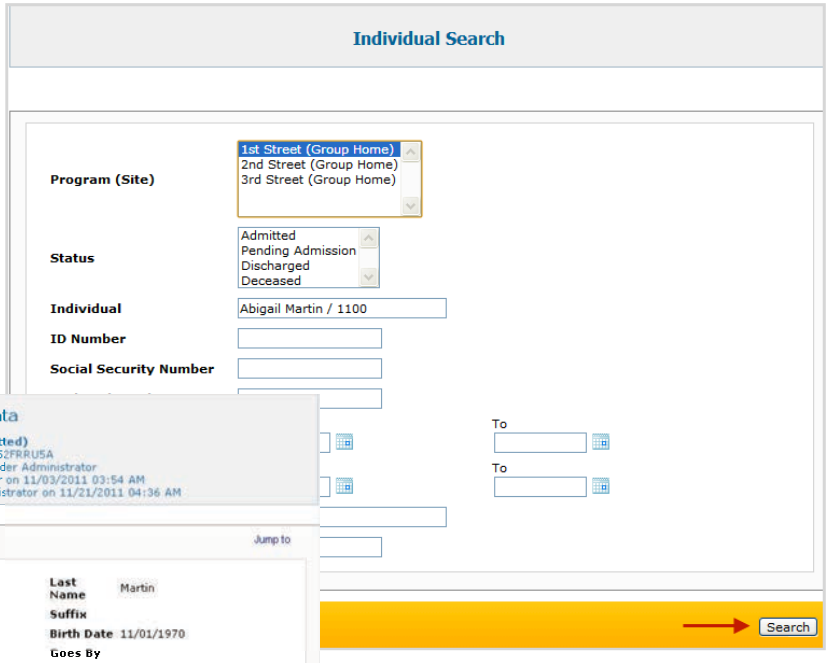
1. On the **Individual** tab of the **Dashboard** you will see a section named **Care.** Click on the **Search** link beside the Individual Data option under the Care area.



2. On the **Individual Search** page, enter your required search parameters and click on the 'Search' button.

3. The 'Individual Search' page will display a list of selected Individuals. Click on a particular row to view the **Individual Data Form**.

4. This will open the **Individual Data Form**.



Note: Click on the **Display PDF** link and you will be able to download a PDF version of the form.

Viewing Health Tracking data:

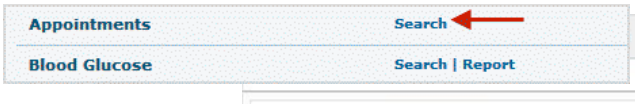
The **Health Tracking** section contains a series of applications that record various aspects of an Individual's health status. Reports can then be generated based on these data.

To view Health Tracking information, please click on the **Health** tab below the Individual tab on the left hand side of your Dashboard.

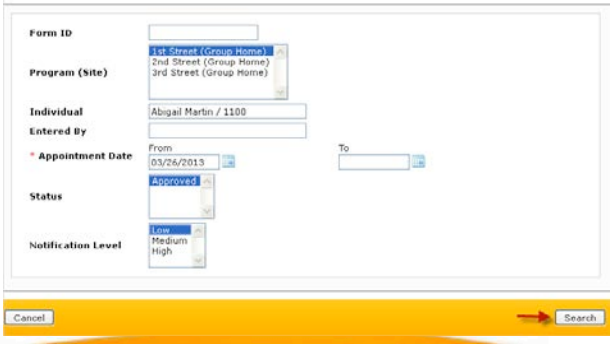
Appointments

The **Appointments** section of the **Health Tracking** application is the organizer to upcoming appointments for Individuals. It will help you to obtain the contact information of physicians/specialists and hospitals from a pre-populated list.

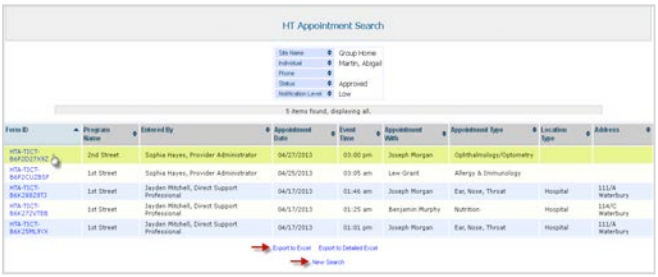
1. Click on the **Search** link beside the **Appointments** option to find Appointments forms.



2. On the 'HT Appointment Search' page, enter the required search parameters to search for Appointment forms and click on the 'Search' button.



3. You will be taken to the page containing the search results. Click on a particular row from the list to open a form.



Blood Glucose

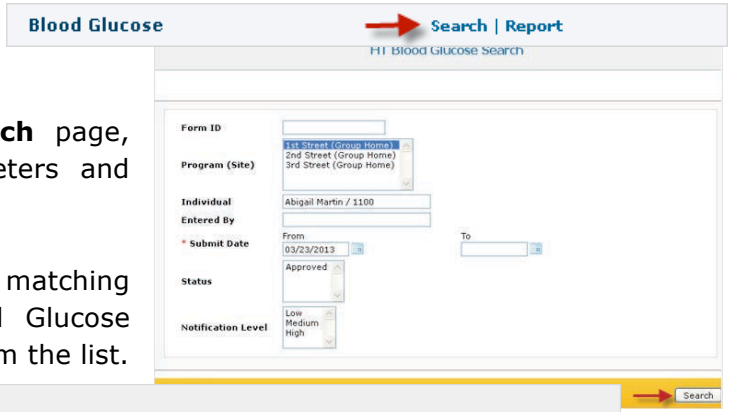
The **Blood Glucose** section helps record keeping and tracking of the blood glucose level of an Individual. The application also includes the option to summarize the records of an Individual into periodic reports, which can be easily exported to Microsoft Excel.

To View Blood Glucose form and Report, please follow the steps below:

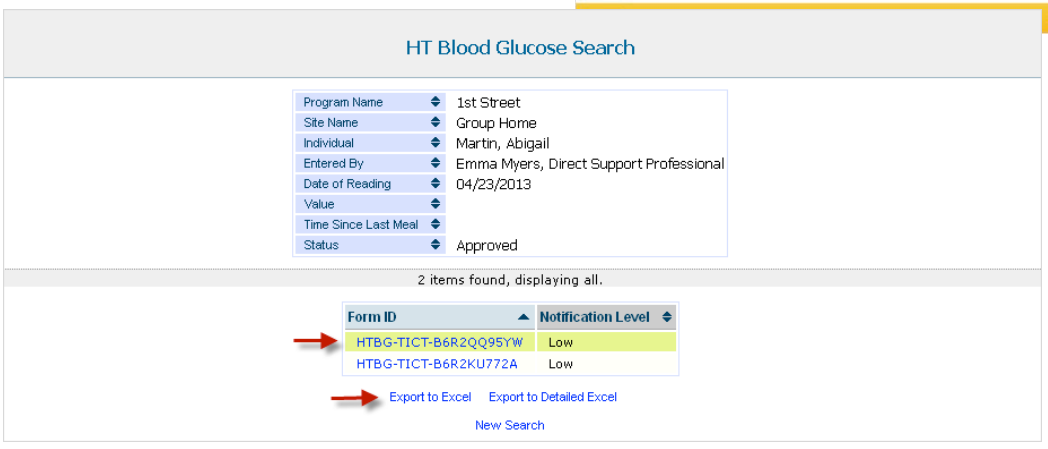
Search

To search for a blood glucose form, please follow the steps below:

1. Click on the **Search** link beside the **Blood Glucose** option to on the Health tab of the Dashboard.
2. On the **HT Blood Glucose Search** page, enter the required search parameters and click on the 'Search' button.

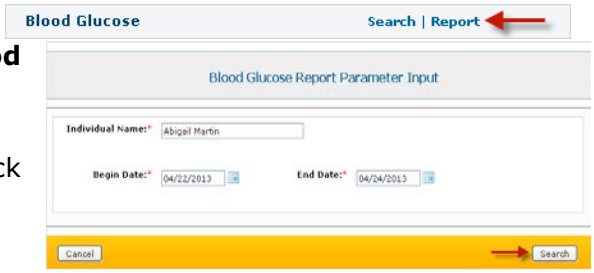


3. The next page will display all the matching results. To view a detailed Blood Glucose form, click on the respective row from the list.



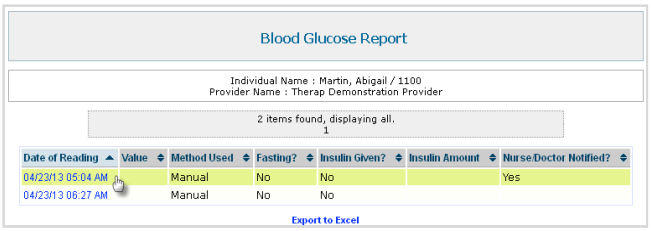
Report

1. Click on the **Report** link beside the Blood Glucose option and you will be taken to the **Blood Glucose Report Parameter Input** page.



2. Enter the necessary search parameters and click on the 'Search' button.

3. Here you will see a list of the Individual's summarized blood glucose records. To view a detailed Blood Glucose report, click on the respective row from the list.



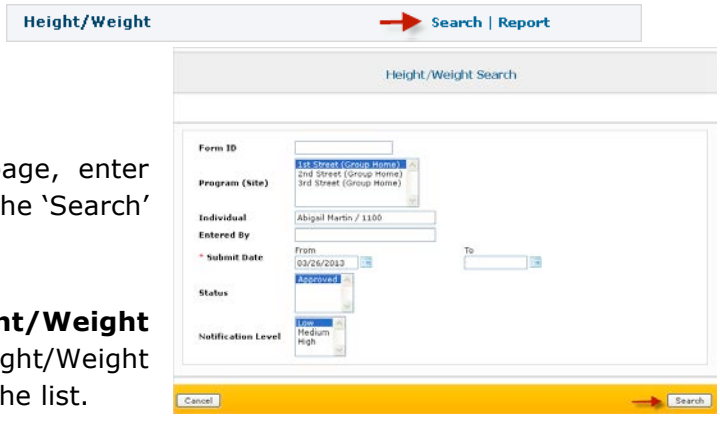
Height and Weight

The Therap Health Tracking Height/Weight form records the height and weight of Individuals. Graphs and Excel files can be generated to help with trend analysis.

To search for a Height and Weight Form, please follow the steps below:

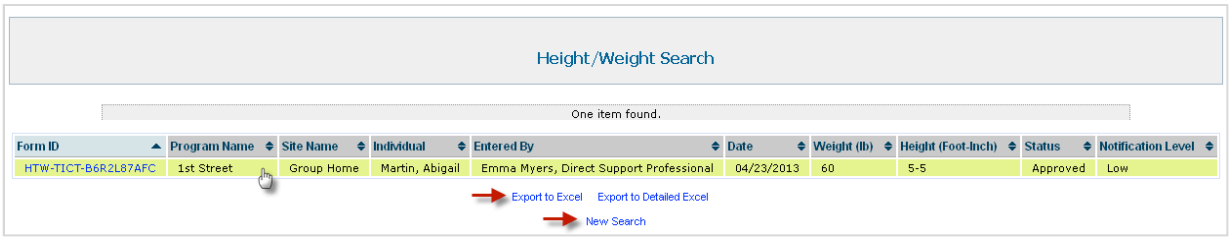
Search

1. Click on the **Search** link beside the Height/ Weight option to view a Height/Weight form.



2. On the **Health/Weight Search** page, enter the search parameters and click on the 'Search' button.

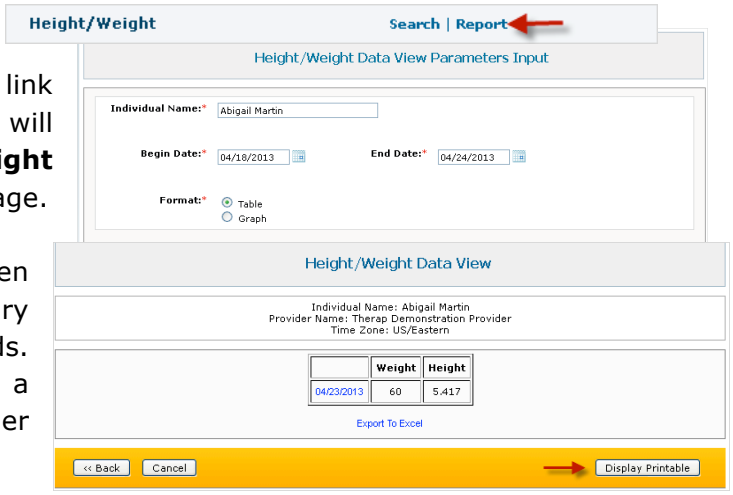
3. You will be taken to the **Height/Weight Search** page. To view a detailed Height/Weight form, click on the specific row from the list.



Report

In order to generate a Height/Weight report, you may follow the steps below:

1. To generate a Height/Weight report, click on the 'Report' link beside Height/Weight option. You will be directed to the **Height/Weight Data View Parameters Input** page.



2. Click on the 'Search' button when you have entered all the necessary information in the required fields. You will be able to generate a Height/ Weight report in either tabular or graphical format.

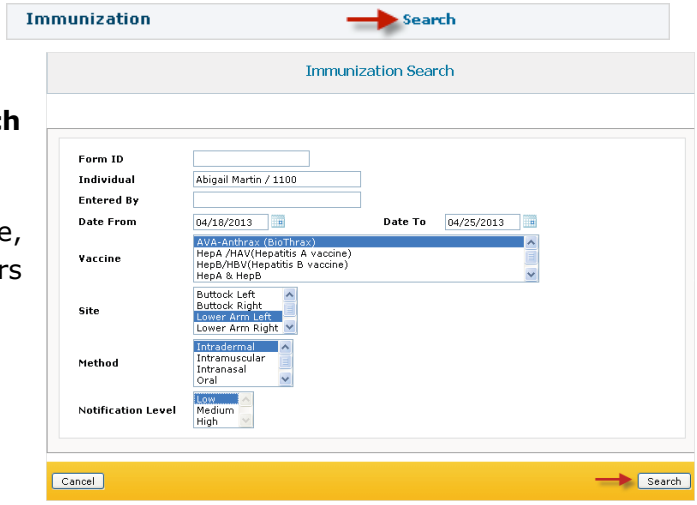
3. Click on the 'Display Printable' button to view a printable version of the Table.

Immunization

In order to search for Immunization Forms, please follow the steps below:

Search

1. Click on the **Search** link beside the **Immunization** option under the **Health Tracking** section. You will be directed to the **Immunization Search** page.



2. On the **Immunization Search** page, enter the necessary search parameters and click on the 'Search' button.

3. On the **Immunization Search** page click on the specific row from the list to open the 'Immunization' form.

Infection Tracking

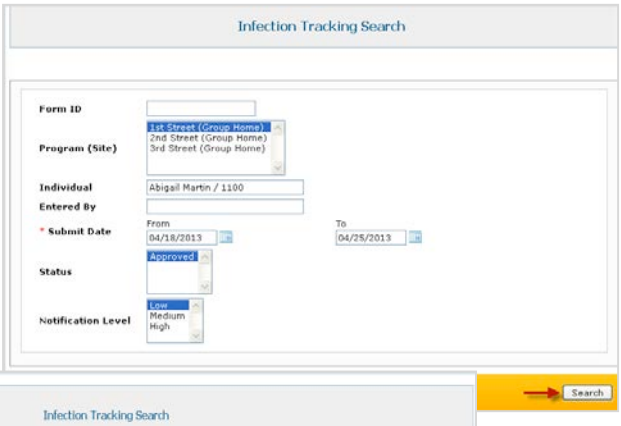
To search for Infection Tracking Forms, please follow the steps below:

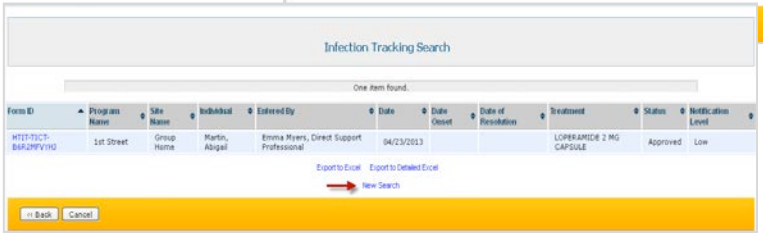
Search

1. Click on the **Search** link beside the **Infection Tracking** option under the **Health** tab of the **Dashboard**.

2. You will be taken to the **Infection Tracking Search** page. Enter your required search parameter(s) in the appropriate fields and click on the 'Search' button.

3. You will be taken to the **Infection Tracking Search** page. Click on the respective row from the list to view a detailed form.

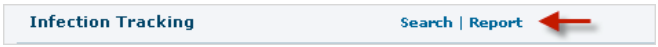




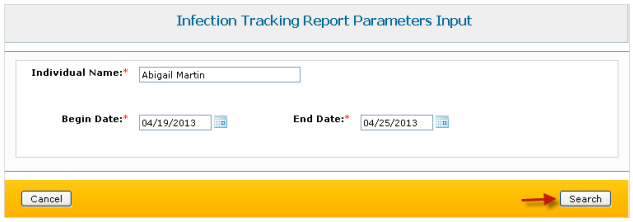
Report

In order to generate an Infection Tracking Report, you may follow the steps below:

1. Click on the **Report** link beside the **Infection Tracking** option under the **Health** tab.



2. You will be directed to the **Infection Tracking Report Parameters Input** page. Enter the necessary information in the appropriate fields and click on the 'Search' button.

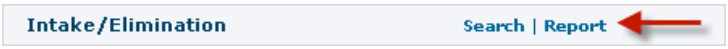


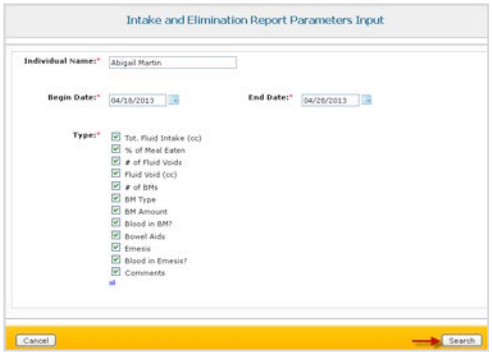
3. On the **Infection Tracking Report** page, you will see a list of the Individual's summarized infection tracking records. These records will help you to keep track of an individual's infections. Click on a specific row from the list to view an Infection Tracking form.

Intake and Elimination

Report

1. Click on the **Report** link beside the **Intake/Elimination option** under the **Health** tab.





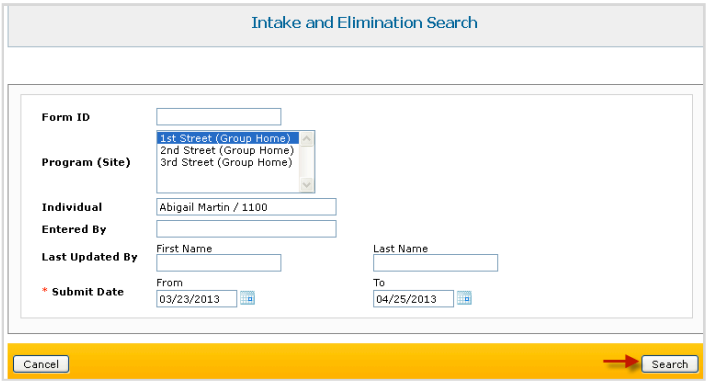
2. On the **Intake and Elimination Report Parameters Input** page, click on the 'Search' button to conduct your search once you have entered necessary information in all the required fields.

3. You will be taken to the **Intake and Elimination Report** page. Click on the specific **Date** link to open the **Intake and Elimination Daily Data Input Form**.

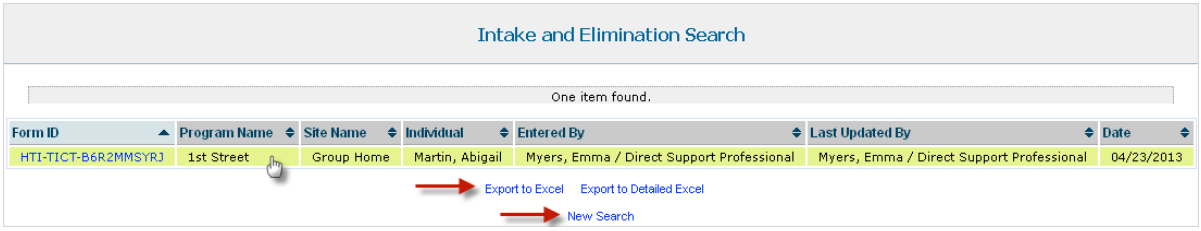
Search

1. Click on the **Search** link beside the **Intake/Elimination** option.

2. Enter the necessary search parameters in the **Intake and Elimination Search** page. Then, click on the 'Search' button.



3. You will be taken to the **Intake and Elimination Search** page where you can open the **Intake and Elimination Daily Data Input Form** by clicking on the respective row from the list.



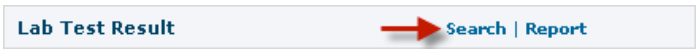
Lab Test Results and Lab Test Reports:

In this section, you will be able to use the **Search** option under **Lab Test Results** to search for particular Lab Test forms. The **Report** link can be used to produce reports on one or more Lab Tests recorded within specific time periods. Reports can also be generated for one or more test type (e.g. blood, urine, swab etc.).

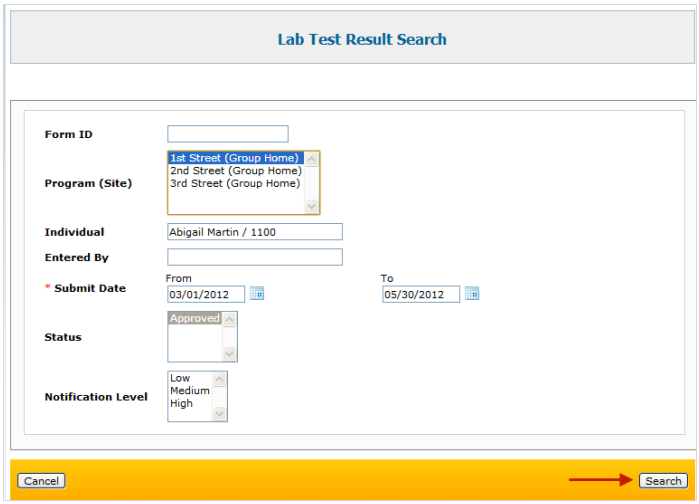
Search

To view Lab Test Results, please follow the steps below:

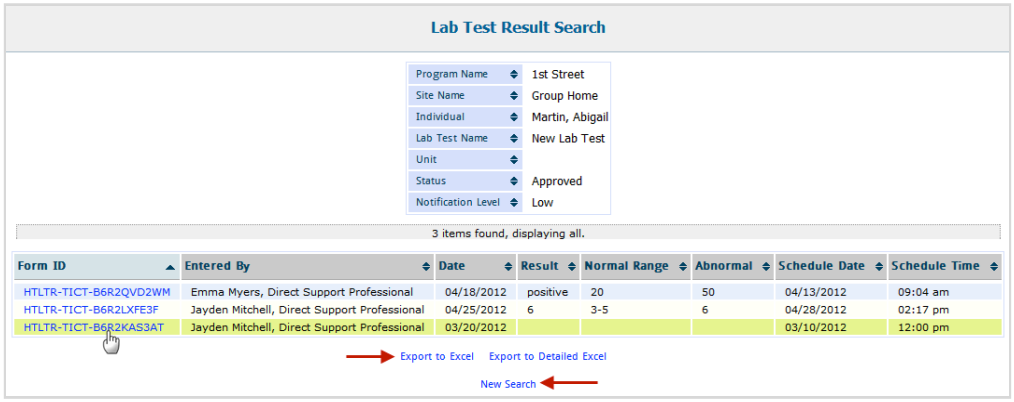
1. Click on the **Search** link beside the **Lab Test Result** option under the **Health** tab.



2. You will be taken to the **Lab Test Result Search** page. On this page, enter necessary information in the appropriate fields and then click on the 'Search' button.



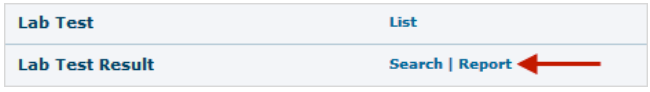
3. A list of Lab Test Results will be displayed on the **Lab Test Result Search** page. Click on the specific row from the list to open a Lab Test Result Form.



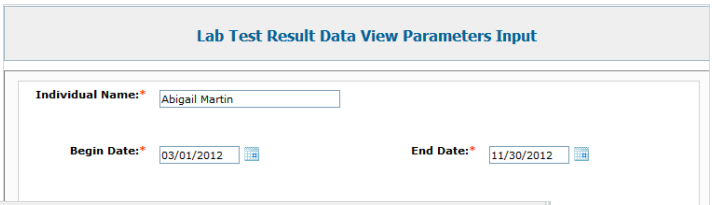
Report

To generate a Lab Test Result Report, please follow the steps below:

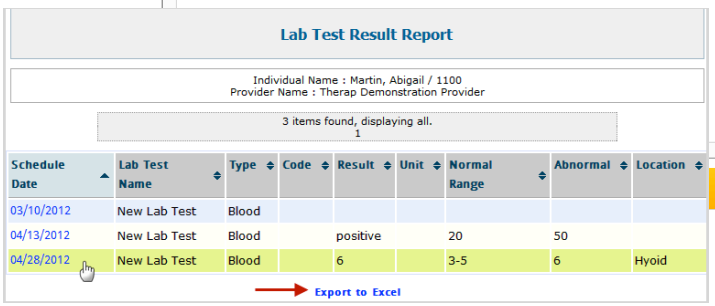
1. Click on the **Report** link beside the **Lab Test Result** option under the **Health** tab. You will be directed to the **Lab Test Result Data View Parameters Input** page.



2. On the **Lab Test Result Data View Parameters Input** page, enter necessary information in the appropriate fields. Then, click on the 'Search' button.



3. You will be directed to the **Lab Test Result Report** page. Now, click on the respective row from the list to open a Lab Test Result Report.



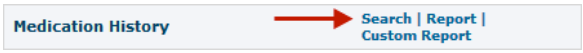
Viewing Medication History Report and Custom Report:

In the **Medication History** section under **Health Tracking,** you will find a **Search** option to search for Medication History forms. **Report** and **Custom Report** options can be used to view Medication History and customized Medication History reports respectively.

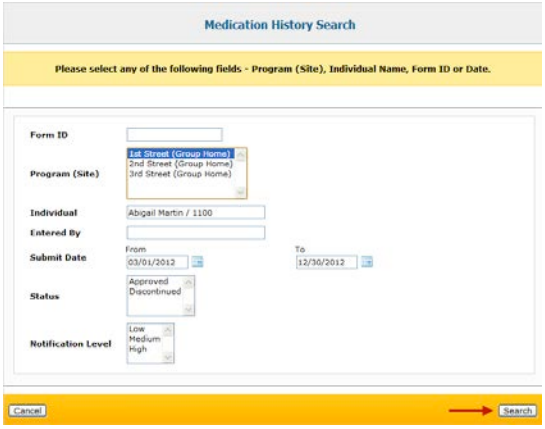
Search

To view the Medication History Form of an individual, please follow the steps below:

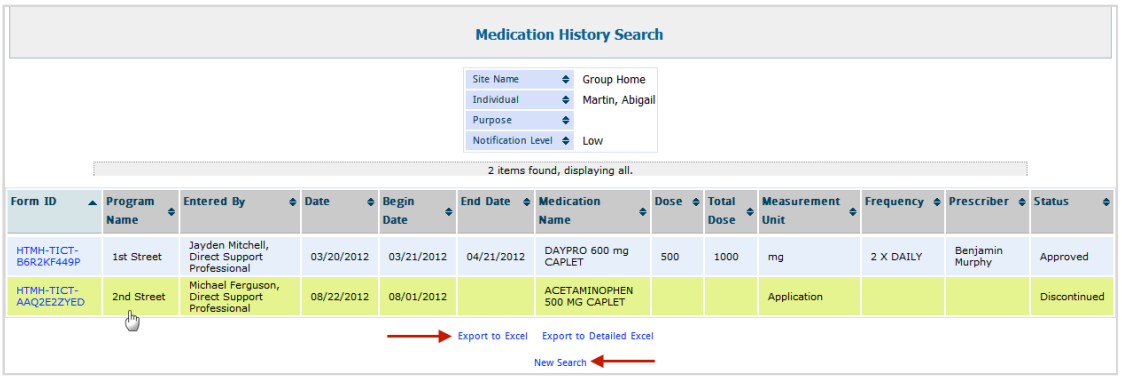
1. Click on the **Search** link beside the **Medication History** option under the **Health** tab to view the **Medication History** page.



2. On the **Medication History** page, enter necessary information in the appropriate fields and then click on the 'Search' button located at the bottom right corner of the page. You will be directed to the page containing the search results.



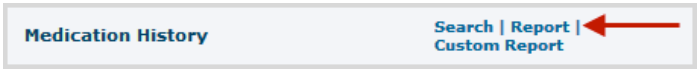
3. Click on the respective row from the list to open a Medication History form.



Report

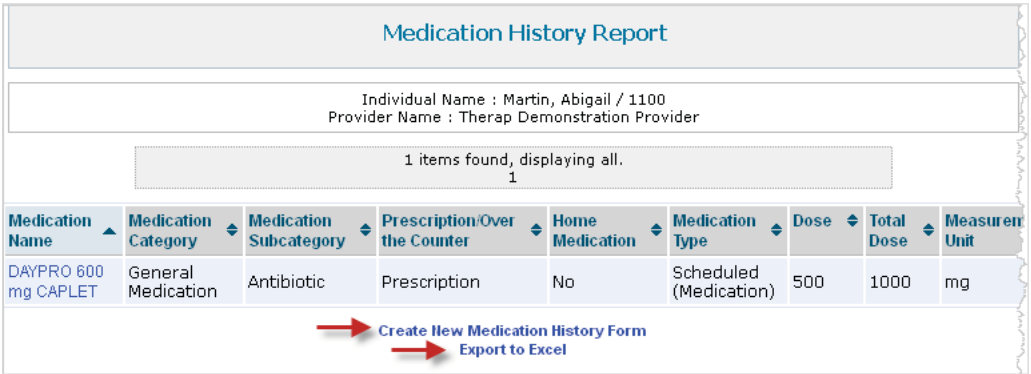
In order to generate a Medication History Report, please follow the steps below:

1. Click on the **Report** link beside the **Medication History** option under the **Health** tab. This will take you to the **Select Program** page.



2. On the **Medication History Report Parameters Input** page, enter the necessary information and click on the 'Search' button located at the bottom right corner of the page.

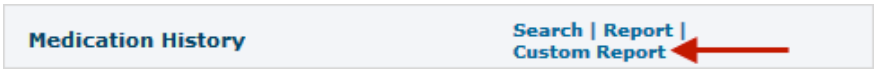
3. Click on the respective row from the list and you will be able to see a **Medication History Report**.



Custom Report

You may generate a Custom Report for the Medication History by following the steps below:

1. Click on the **Custom Report** link beside the **Medication History option** under the **Health** Tab. You will be directed to the **Medication History Report Criteria** page.



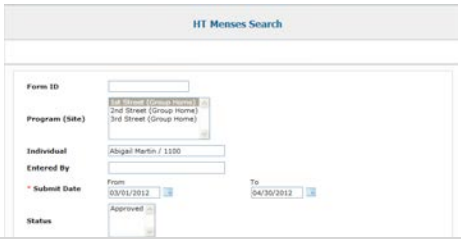
2. On the **Medication History Report Criteria** page, select the appropriate fields and click on the 'Generate Report' button to view a Custom Medication History Report.

Viewing Menses Form:

In order to search for Menses forms, please follow the steps below:

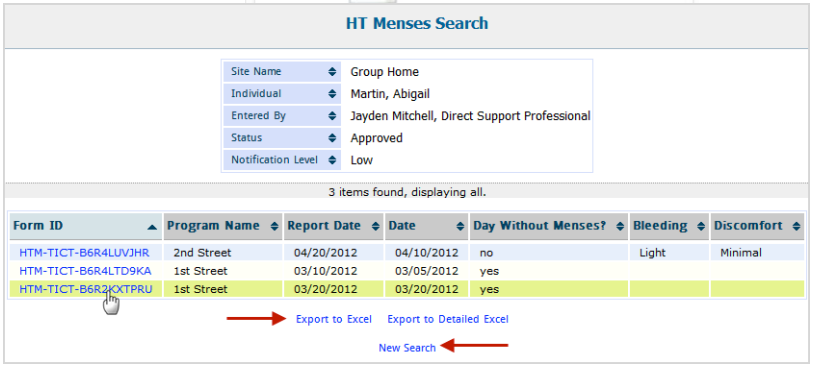
Search

1. Click on the **Search** link beside the **Menses** option under the **Health** tab of your **Dashboard.** You will be directed to the **HT Menses Search** page.



2. On the **HT Menses Search** page, enter the necessary Search criteria and click on the 'Search' button located at the bottom right corner of the page.

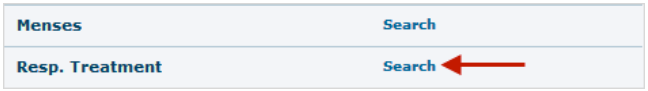
3. You can select a particular individual's menses data from the list by clicking on the row containing it.



Viewing Respiratory Treatment Form:

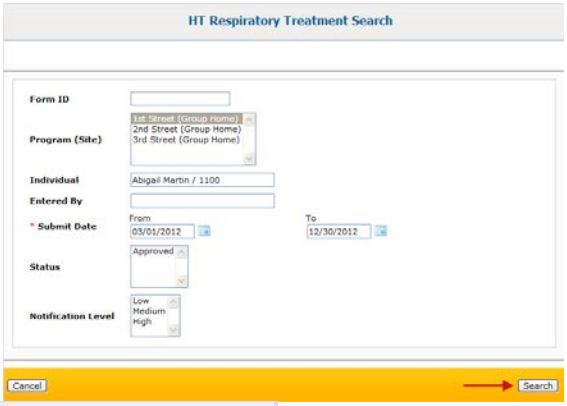
In order to search for Respiratory Treatment forms, please follow the steps below:

1. Click on the **Search** link beside the **Resp. Treatment** option under the **Health** tab.



2. You will be taken to the **HT Respiratory Treatment Search** page. Fill in the necessary information and click on the 'Search' button.

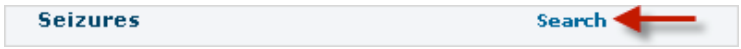
3. This will take you to the page displaying the search results. You can select a particular individual's HT Respiratory Treatment Form by clicking on the particular row.



Viewing Seizures Form:

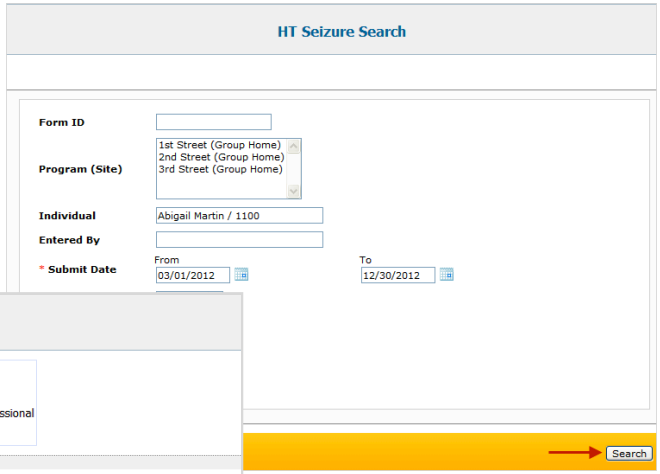
In order to search for Seizures form, please follow the steps below:

1. On the Dashboard, click on the **Search** link beside the Seizures option under the **Health** tab. You will be directed to the **HT Seizure Search** page.



2. On the **HT Seizure Search** page, fill in the relevant fields with necessary information and click on the 'Search' button located at the bottom right corner of the page.

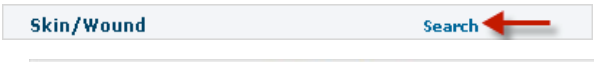
3. You can select a particular individual's HT Seizure Form by clicking on the particular row.



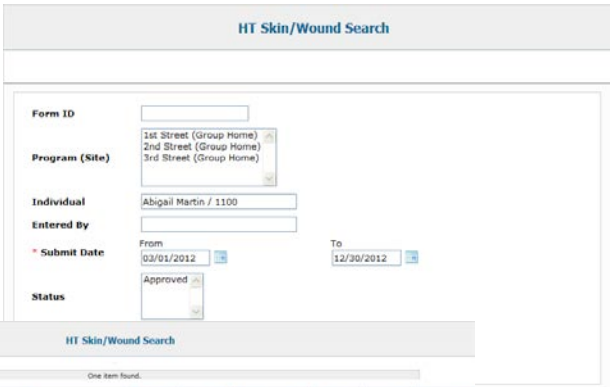
Viewing Skin and Wound Form:

In order to search for Skin/Wound forms, please follow the steps below:

1. On the Dashboard, click on the Search link beside the Skin/Wound option under the **Health** tab. You will be taken to the **HT Skin/Wound Search** page. You will be directed to the **Skin/Wound Search** page.



2. On the **HT Skin/Wound Search** page, enter necessary information in the required fields and click on the 'Search' button located at the bottom right corner of the page.

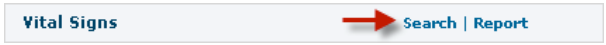


3. You can select a particular individual's HT Skin/Wound Form by clicking on the particular row.

Viewing Vital Signs Form and Report:

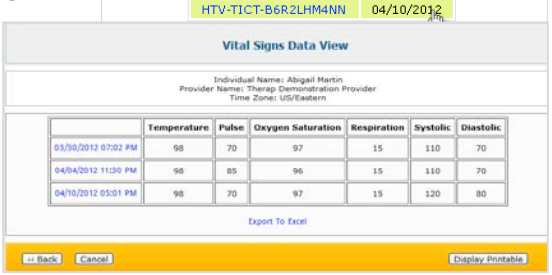
In order to search for Vital Signs forms, you may follow the steps below:

1. **On** the **Dashboard**, click on the **Search** link beside the **Vital Signs** option under the **Health** tab.



2. Enter the necessary search parameters in the relevant fields of the **Vital Signs Search** page. Then, click on the 'Search' button located at the bottom right corner of the page.

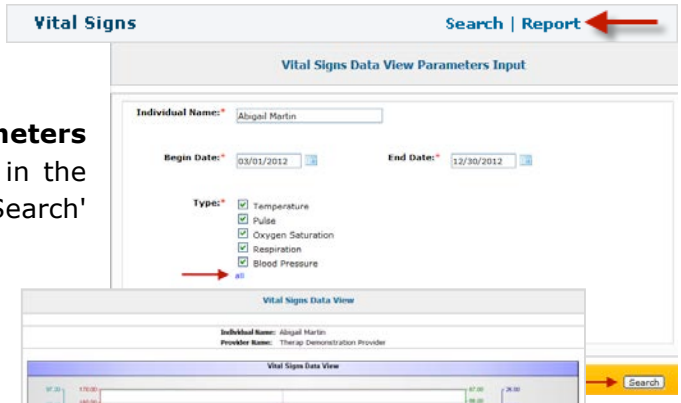
3. **This will take you** to the page containing the search results. You can select the HT Vital Signs data of the individual you wish to see from the list by clicking on it.



Report

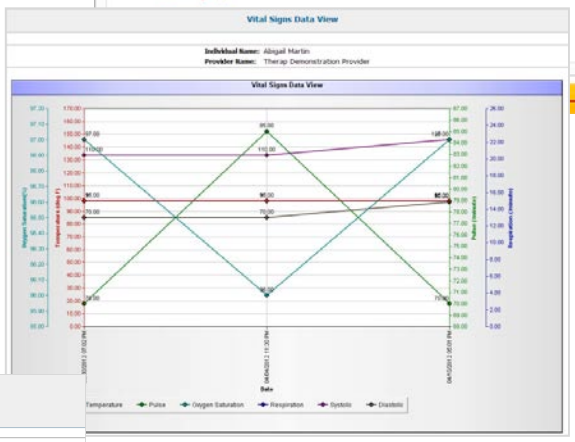
In order to generate a Vital Signs Report, you may follow the steps below:

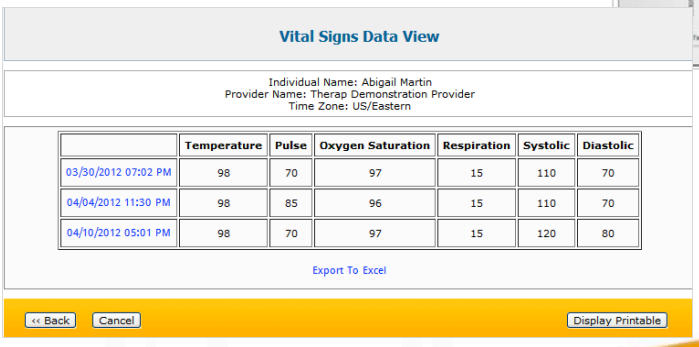
1. Click on the **Report** link beside the **Vital Signs** option under the **Health** tab.



2. On the **Vital Signs Data View Parameters Input** page, enter necessary parameters in the appropriate fields and then click on the 'Search' button to generate a Vital Signs Report.

3. If you select the **Graph** option in the **Format** field of the **Vital Signs Data View Parameters Input** page, your results will be displayed on an on-screen graph similar to the one shown below. But if you select the **Table** option instead, your results will be displayed in a tabular format similar to the one shown below.:



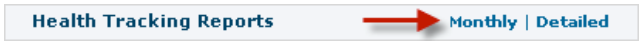


Monthly Health Tracking Report and Detailed Health Tracking Report:

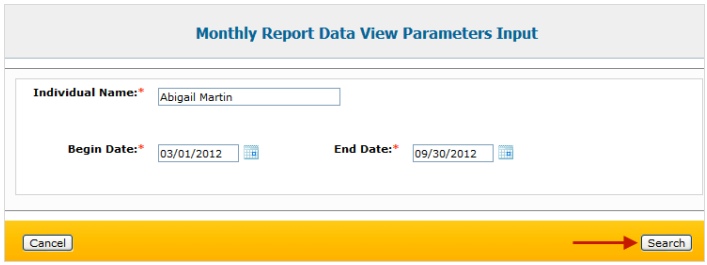
Monthly Health Tracking Report

To view the monthly Health Tracking Report, please follow the steps below:

1. From the **Dashboard**, click on the **Monthly** link beside the **Health Tracking Reports** option under the **Health** tab. You will be taken to the **Select Program** page.

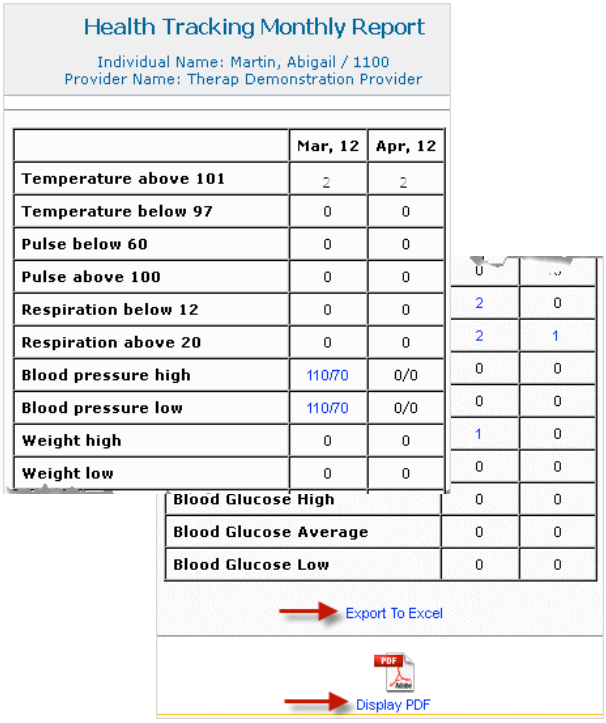


2. On the **Select Program** page, select the **Program** name. You will be directed to the **Monthly Report Data View Parameters Input** page.



3. On the **Monthly Report Data View Parameters Input** page, select the Individual name from the auto complete drop down and specify the date range. Then click on the 'Search' button located at the bottom right corner of the page.

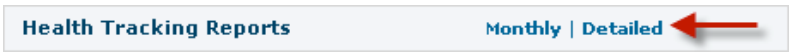
4. The **Health Tracking Monthly Report** will display the counts of each option for every month. You may click on the count to open the form.



Detailed Health Tracking Report

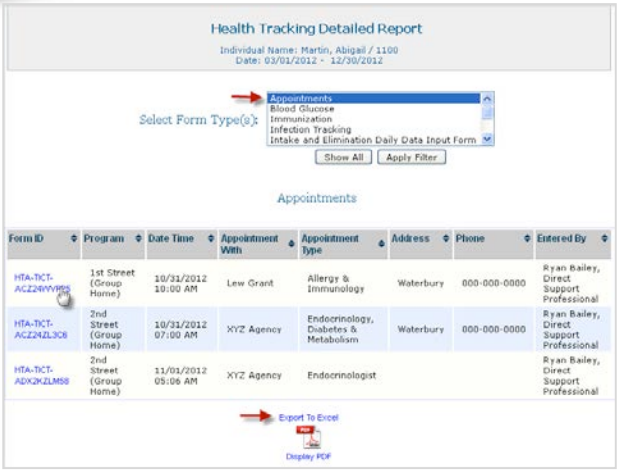
In order to generate a Detailed Health Tracking Report, you may follow the steps below:

1. Click on the **Detailed** link beside the **Health Tracking Reports** option under the **Health** tab.



2. On the **Detailed Report Parameters Input** page, enter necessary information in the appropriate fields and then click on the 'Search' button below. You will be directed to the page containing the search results.

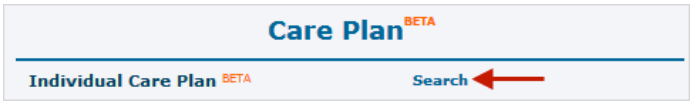
3. The **Health Tracking Detailed Report** page will display details of each form under each section. You may select a specific Form Type and Apply Filter and click on the respective row from the list to view a specific form.



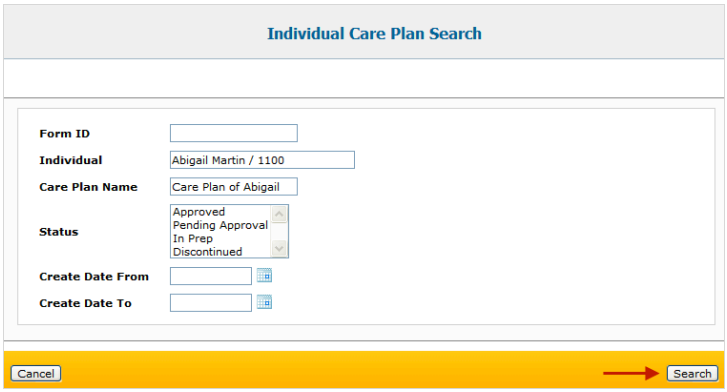
Viewing Individual Care Plan:

In order to search for Individual Care Plan templates, you may follow the steps below

1. Click on the **Search** link of the **Individual Care Plan** section under the **Care Plan** from the **Health** tab. You will be directed to the **Individual Care Plan Search** page.



2. On the **Individual Care Plan Search** page, provide necessary information in the appropriate fields. Then click on the 'Search' button located at the bottom right corner of the page.



3. After performing the search, you will be directed to the page containing the search results. You can select a particular individual's **Care Plan** by clicking on it from the row.

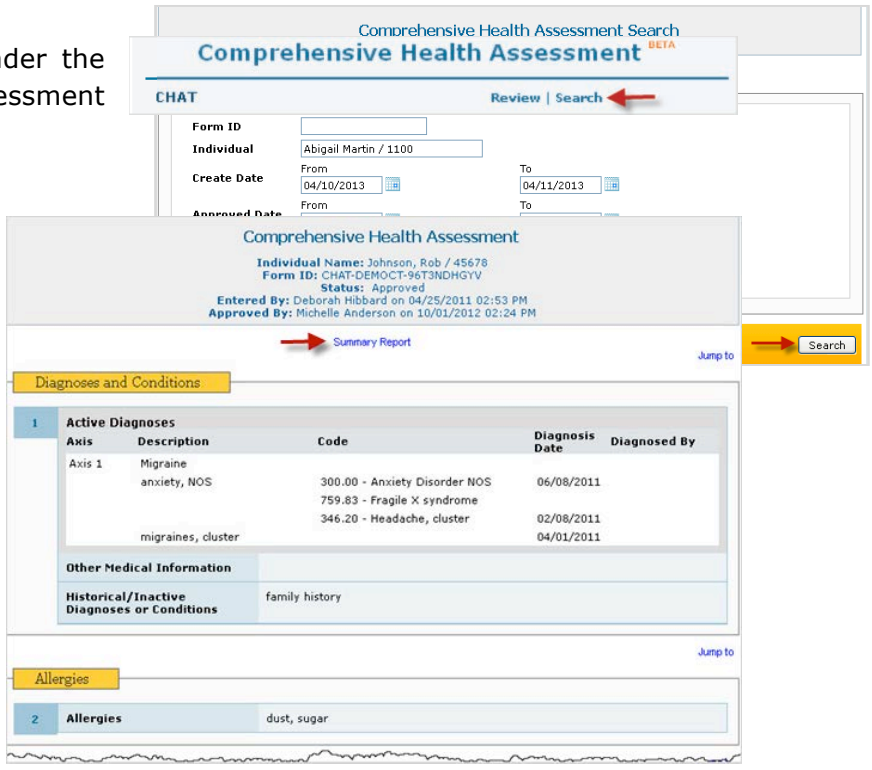
Viewing Comprehensive Health Assessment Form:

Search

1. Click on the **Search** link under the 'Comprehensive Health Assessment section' in the **CHAT** field.

2. You will be directed to the **Comprehensive Health Assessment Search** page. Enter appropriate search parameters and click on the 'Search' button located at the bottom of the page in order to view the search results.

3. The Search results will display eCHAT for the Individual. Click on the specific row from the list to view an eCHAT form.



4. Next, you will be viewing the **Comprehensive Health Assessment** form of that Individual. You may also click on the **Summary Report** link in order to view the full report of the Individual's eCHAT form.

5. Once you get in the Summary Report page you may click on the **Display PDF** link in order to view the 'Summary Report' in printable format. You may also click on the **Comprehensive Health Assessment** at the top of the form in order to return to the **Comprehensive Health Assessment** form of that Individual.

Generating the Health Passport:

You will be able to generate a complete **Health Passport** report for an Individual if you have the following information:

- An Individual Data Page (of an Individual with 'Admitted' status)
- An Electronic Comprehensive Health Assessment Tool (eCHAT) in 'Approved' status.

Please follow the steps below to generate the Health Passport report:

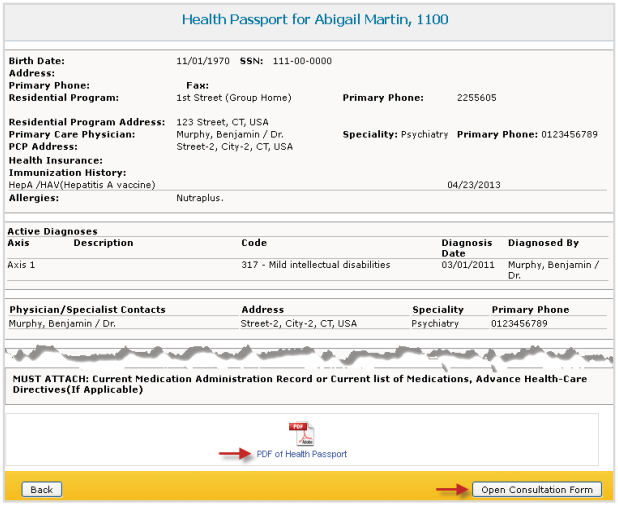
1. Click on the **Generate** link beside the Health Passport option under the

Comprehensive Health Assessment area.

2. On the **Select Program** page, select a specific program from the list.

3. Select the name of the Individual from the **Select Individual** page.

4. The next screen will display the **Health Passport** report for that particular individual.



Viewing General Event Reports

The General Event Report (GER) application allows viewers to generate printable versions of the reports and to generate PDF versions of incident reports.

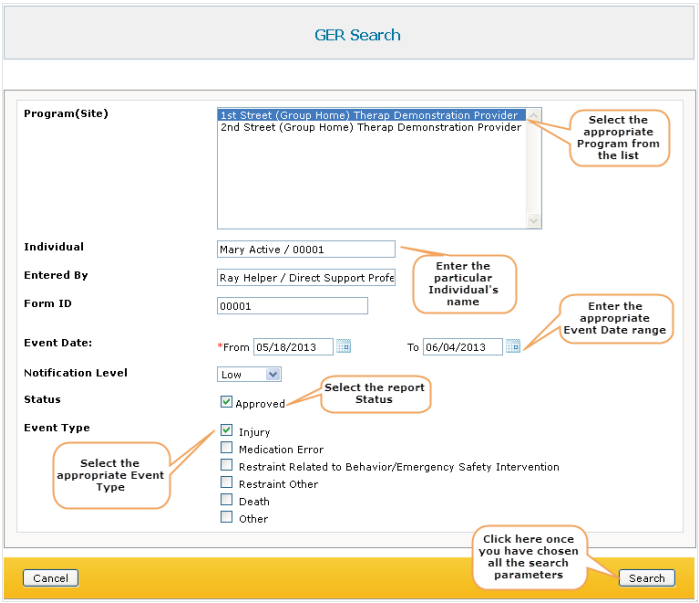
In order to Search for a GER please follow the steps below:

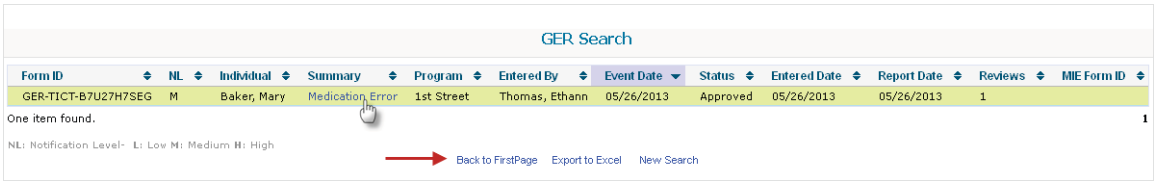
1. To search for your desired GERs, click on the **Search** link beside the General Event Report (GER) option under the **Individual** tab of your Dashboard.

2. On the **GER Search** page specify the search parameters such as **Program**, **Individual Name**, **Entered by** etc. and you will be able to get a list of specific reports based on your chosen search parameters.

3. Click on the 'Search' button once you have chosen all the search parameters.

4. On the next page you will find a list of the reports, click on the respective row from the list and you will be able to view a detailed General Event Report.





Viewing General Event Reports

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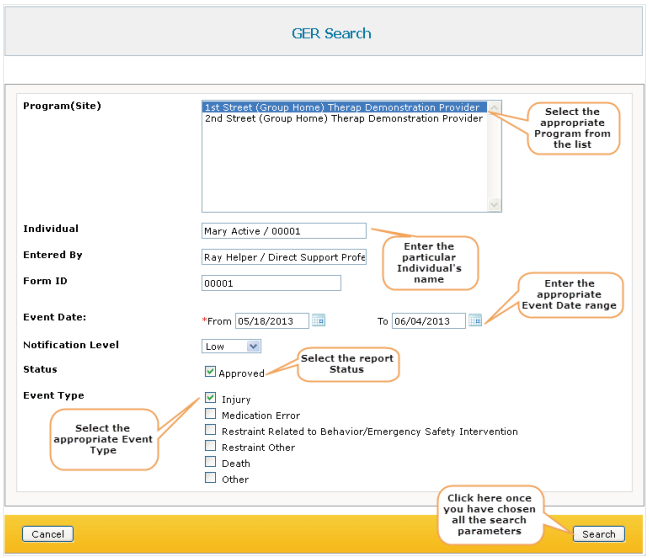
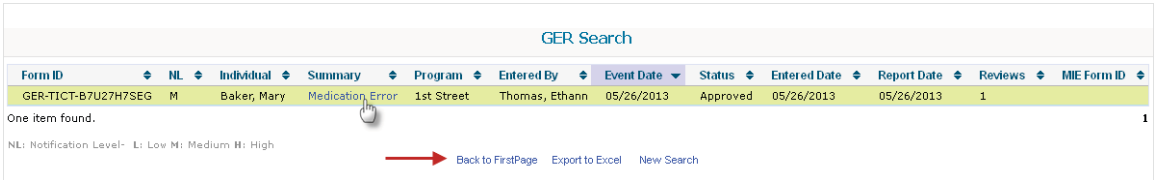
In order to Search for a GER please follow the steps below:

1. To search for your desired GERs, click on the **Search** link beside the General Event Report (GER) option under the **Individual** tab of your Dashboard.

2. On the **GER Search** page specify the search parameters such as **Program**, **Individual Name**, **Entered by** etc. and you will be able to get a list of specific reports based on your chosen search parameters.

3. Click on the 'Search' button once you have chosen all the search parameters.

4. On the next page you will find a list of the reports, click on the respective row from the list and you will be able to view a detailed General Event Report.