

Therap Electronic Signatures in Georgia

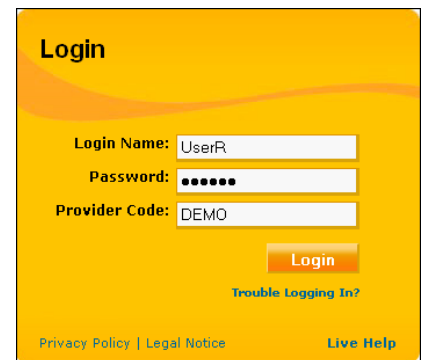
59) Secure Electronic Signature* means an electronic or digital signature or symbol, which is created, transmitted, received, or stored by electronic means which (1) *requires the application of a security procedure*; (2) capable of verification/authentication; (3) adopted by a party with the intent to be bound or to authenticate a record; (4) signed under penalty of perjury; (5) unique to the person using it; (6) under the sole control of the person using it; and (7) linked to data in such a manner that if the data is changed the electronic signature is invalidated.

* definition taken from Policies and Procedures for Medicaid – Peachcare for Kids Part I Manual

(1) requires the application of a security procedure;

Therap’s login policy requires users to enter three unique login details (Login Name, Password, and Provider Code) in order to access the system. Every transaction within Therap Applications is date and time stamped and carries the electronic signature of the user. This ensures that any sort of error can be easily traced back to the originator.

Users with administrative capabilities have access to a complete history of transactions through Therap’s Activity Tracking feature.



The screenshot shows a login form with the following fields: Login Name (UserR), Password (masked with dots), and Provider Code (DEMO). There is a Login button and a link for Trouble Logging In? At the bottom, there are links for Privacy Policy, Legal Notice, and Live Help.

Figure: Login Information

(2) capable of verification/authentication;



The screenshot shows the Activity Tracking page with a table of user activities. A message indicates that the first 1000 records are shown. The table has columns for Login Name, IP Address, Activity Type, Module Name, Action, Form ID, Date, Program, and Comments.

Login Name	IP Address	Activity Type	Module Name	Action	Form ID	Date	Program	Comments
UserR	123.49.42.65		MAR	View	MAR-DEMOC-99F3SUNBX7	Jul 17, 2011 05:56:33 AM		Mozilla/5.0 (Windows NT 6.1; rv:5.0) Gecko/20100101 Firefox/5.0
UserR	123.49.42.65	Logon				Jul 17, 2011 05:55:53 AM		Logon: UserR
UserR	123.49.42.65		Secure Communications	Move		Jul 17, 2011 05:17:56 AM		Summary: [Auto Message]Therap Notification Mail, Sent Date: 05/18/2011 12:59 PM, Browser Info: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.2.18) Gecko/20110614 Firefox/3.6.18
UserR	123.49.42.65		Secure Communications	Move		Jul 17, 2011 05:17:56 AM		Summary: [Auto Message]Therap Notification Mail, Sent Date: 05/18/2011 01:04 PM, Browser Info: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.2.18) Gecko/20110614 Firefox/3.6.18
UserR	123.49.42.65		Secure Communications	Move		Jul 17, 2011 05:17:56 AM		Summary: [Auto Message]Therap Notification Mail, Sent Date: 05/18/2011 02:05 PM, Browser Info: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.2.18) Gecko/20110614 Firefox/3.6.18
UserR	123.49.42.65		Secure Communications	Move		Jul 17, 2011 05:17:56 AM		Summary: [Auto Message]Therap Notification Mail - Notification Level :high, Sent Date: 05/19/2011 10:42 AM, Browser Info: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.2.18) Gecko/20110614 Firefox/3.6.18

Figure: Activity Tracking

Users accessing the system are required to enter their unique login name and password along with the provider code. The provider code verifies the agency the user is working with, the login name and password ensures that the user is authentic.

Users with administrative capabilities have access to a complete history of transactions through Therap's Activity Tracking feature.

(3) adopted by a party with the intent to be bound or to authenticate a record;

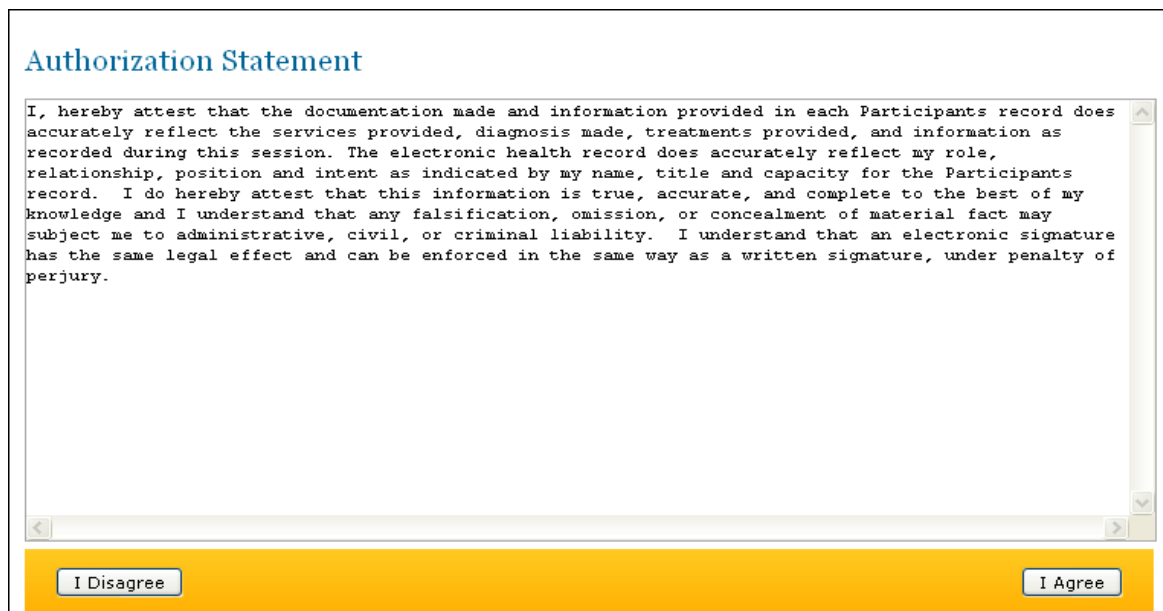
A screenshot of a web form titled 'Authorization Statement'. The form contains a text area with the following text: 'I, hereby attest that the documentation made and information provided in each Participants record does accurately reflect the services provided, diagnosis made, treatments provided, and information as recorded during this session. The electronic health record does accurately reflect my role, relationship, position and intent as indicated by my name, title and capacity for the Participants record. I do hereby attest that this information is true, accurate, and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may subject me to administrative, civil, or criminal liability. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature, under penalty of perjury.' Below the text area are two buttons: 'I Disagree' on the left and 'I Agree' on the right.

Figure: Signup Agreement

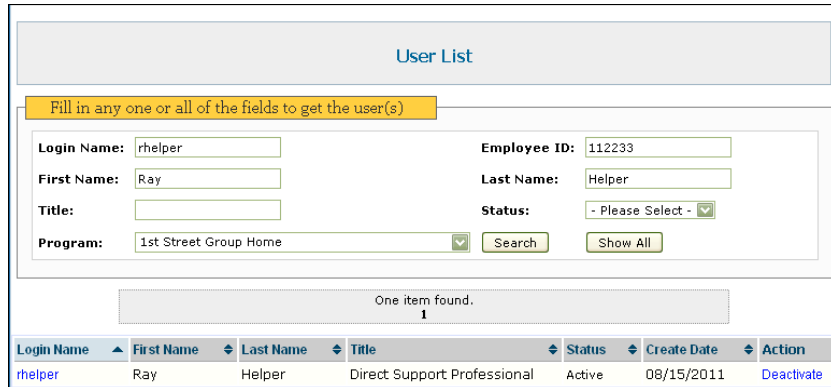
Agencies can institute their own policy to require users to agree to use Therap according to local policies, procedures and regulations. Users will not be able to enter Therap unless they agree to these terms. Their agreement is retained within the system.

(4) signed under penalty of perjury;

This same agreement used in (3) will indicate the user's understanding of using the system under penalty of perjury.

(5) unique to the person using it;

The user name and provider code combination is unique to each person accessing Therap.

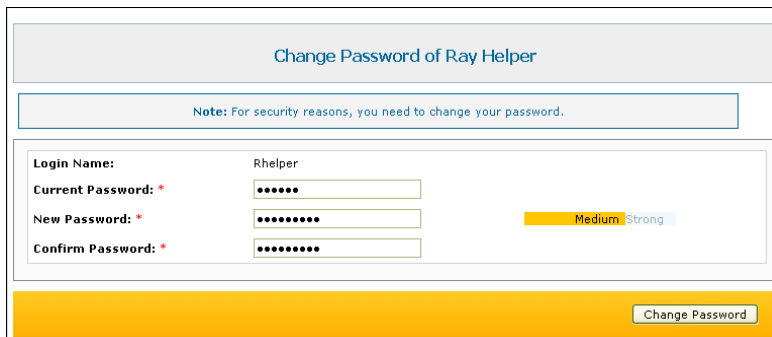


The screenshot shows a 'User List' interface with search filters and a table. The search filters include Login Name (rhelper), Employee ID (112233), First Name (Ray), Last Name (Helper), Title, Status (- Please Select -), and Program (1st Street Group Home). A 'Search' button and a 'Show All' button are also present. Below the filters, it says 'One item found.' and '1'. The table below has columns for Login Name, First Name, Last Name, Title, Status, Create Date, and Action. The entry for 'rhelper' is shown with First Name 'Ray', Last Name 'Helper', Title 'Direct Support Professional', Status 'Active', and Create Date '08/15/2011'. An 'Action' link 'Deactivate' is visible.

Figure: User List

Each entry in Therap is marked with the user’s signature in the form of their Name and Title along with the Date and Time of the entry. In certain location this is abbreviated to the Users initials (which are unique within the agency). Where initials are used they are linked to the name/title/date/time signature.

(6) under the sole control of the person using it;



The screenshot shows a 'Change Password of Ray Helper' interface. It includes a note: 'Note: For security reasons, you need to change your password.' Below the note are fields for Login Name (Rhelper), Current Password, New Password, and Confirm Password. A password strength indicator shows 'Medium Strong'. A 'Change Password' button is at the bottom.

Figure: Password Change

A password set by the user accessing the system is encrypted and available to the user only. The agency is able to set the rules for password complexity and updating. This further ensures that only the person using the system has control of his/her login credentials.

(7) linked to data in such a manner that if the data is changed the electronic signature is invalidated.

Community Living Supports (CLS) (ISP Program)

Form ID: ISP-DEMOCT-A5A3BY6T49
 Status: Approved (Static)
 Approved By: Jason Laws, Administrator on 03/08/2012 12:03 PM
 Entered By: Jason Laws, Administrator on 03/08/2012 12:03 PM
[Update History \(1\)](#)

Program Description

Provider Program : 2nd Street Home (New York)	Individual Name : Jackson Robert, 5311977
Program Name : Community Living Supports (CLS)	
Program Creation Date : 03/08/2012	Time Zone : US/Eastern

Figure: Electronic Signature

Any data entered to the system carries the electronic signature of the user. In case the data is changed/updated by the same or another user, the new data will carry the electronic signature along with date and time stamps for the additional user.

An archived version of the previous data will also be saved within the system. Validation of data is ensured in every state as data input and changes to existing data both carry the originators information.

Archived Medication History Search

One item found.

Program (Site)	Individual Name	Archived By	Form ID	Archival Date
1st Street GroupHome(1st Street GroupHome)	Mary Active	Ray Helper, Program Manager	HTMH-DEMOCT-9EG4JJ2ME8	12/14/2011 11:00 PM

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Figure: Archived Forms