

Therap's Employment First Documentation System

When Therap began to develop a documentation system for providers of services to people with developmental disabilities in 2003, the team made decisions to use a Commercial Off the Shelf (COTS) system, using a Software as a Service (SaaS) platform, and to develop a person-centered data storage system. Consequently, Therap's comprehensive electronic record-keeping system has been able to meet the changing needs of its customers for these past seventeen years. During those years there have been profound changes in theory and in the overall approach to providing services and support to individuals with developmental disabilities. Advocacy, court challenges, policy, legislation, and public awareness have spurred a transition from congregate to community living situations.

How people with I/DD spend their time has changed as well. Work for people with developmental disabilities is transitioning from sub-minimum wage jobs in sheltered workshop types of settings to community employment. Service record keeping expectations have become more stringent and agency records are increasingly subject to automated audits. The list goes on and on. Therap's initial decisions have allowed these fundamental changes to be integrated into Therap's documentation system as enhancements, rather than as changes that required starting over.

Employment First

"A critical priority for the U.S. Department of Labor, Office of Disability Employment Policy (ODEP), is to invest in systems change efforts that result in increased community-based, integrated employment opportunities for individuals with significant disabilities. This priority reflects growing support for a national movement called **Employment First**, a framework for systems change that is centered on the premise that **all** citizens, including individuals with significant disabilities, are capable of full participation in integrated employment and community life.

Under this approach, publicly-financed systems are urged to align policies, service delivery practices, and reimbursement structures to commit to integrated employment as the priority option with respect to the use of publicly-financed day and employment services for youth and adults with significant disabilities. ODEP defines integrated employment as work paid directly by employers at the greater of minimum or prevailing wages with commensurate benefits, occurring in a typical work setting where the employee with a disability interacts or has the opportunity to interact continuously with co-workers without disabilities, has an opportunity for advancement and job mobility, and is preferably engaged full-time. Many states have formally committed to

Last Update: 5/22/2020

the *Employment First* framework through official executive proclamation or formal legislative action.” - Department of Labor - <https://www.dol.gov/odep/topics/employmentfirst.htm>

Therap is committed to Employment First by supporting organizations such as the Association of People Supporting Employment First (APSE), a national voice that advocates for individuals with disabilities to have dignity in the workplace. Therap is a proud strategic partner with APSE and is committed to the employment first initiative.

Agencies providing employment services are there for every step of the employment process. This process has many steps from creating individualized career development plans, job discovery, applications and interviews all the way through to job placement. Even after job placement, agencies support individuals to have long term gainful employment. In Therap's documentation system, agencies have the ability to track each step of the employment process.

This starts with Therap's employer database. The agency has access to their own employer database which contains the following information:

- Employer's contact person and information
- Job's offered
- Job availability
- Any contact/interactions the agency has had with the employer

With this information, the staff tasked with finding employment will have real time access to what jobs are open or available. Staff will be up to date on any communication with the employers. Having the ability to know what jobs are available will make agencies more efficient and help with finding the best job placement for a person.

Individual Service Program (ISP) is the term Therap uses for service or care plans used to develop habilitation plans to assist individuals in acquiring, retaining, and improving the self-help, socialization, and adaptive skills necessary to gain and obtain employment. This will provide staff the ability to do their daily documentation. The agency will have the reporting necessary to determine the progress an individual is making towards their outcomes/goals.

Therap's Employment History module provides tools for agencies to track documentation; these tools are applications, interviews, milestones and job details. The application tool allows providers to track submitted applications and interviews for clients. The milestone tool allows you track, maintain and file milestones and invoices per participant. The job detail tool allows agencies to track participants' jobs including but not limited to benefits, wages, schedule, support needed and hours worked.

Therap is dedicated to ensuring all agencies are able to be committed to the American with Disabilities Act and Employment First Initiative. Therap is constantly striving to be the best for

Last Update: 5/22/2020



our agencies to support individuals. As you can see with the system that Therap has developed we are committed to continue to innovate the tools and functions needed for agencies to be successful and individuals to find employment. The tools Therap provides will help you become more efficient and provide you the documentation necessary to ensure the individuals are receiving the highest quality support.

Last Update: 5/22/2020

© Therap Services 2003 - 2020. All Rights Reserved.

U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257, #10586290, #10622103