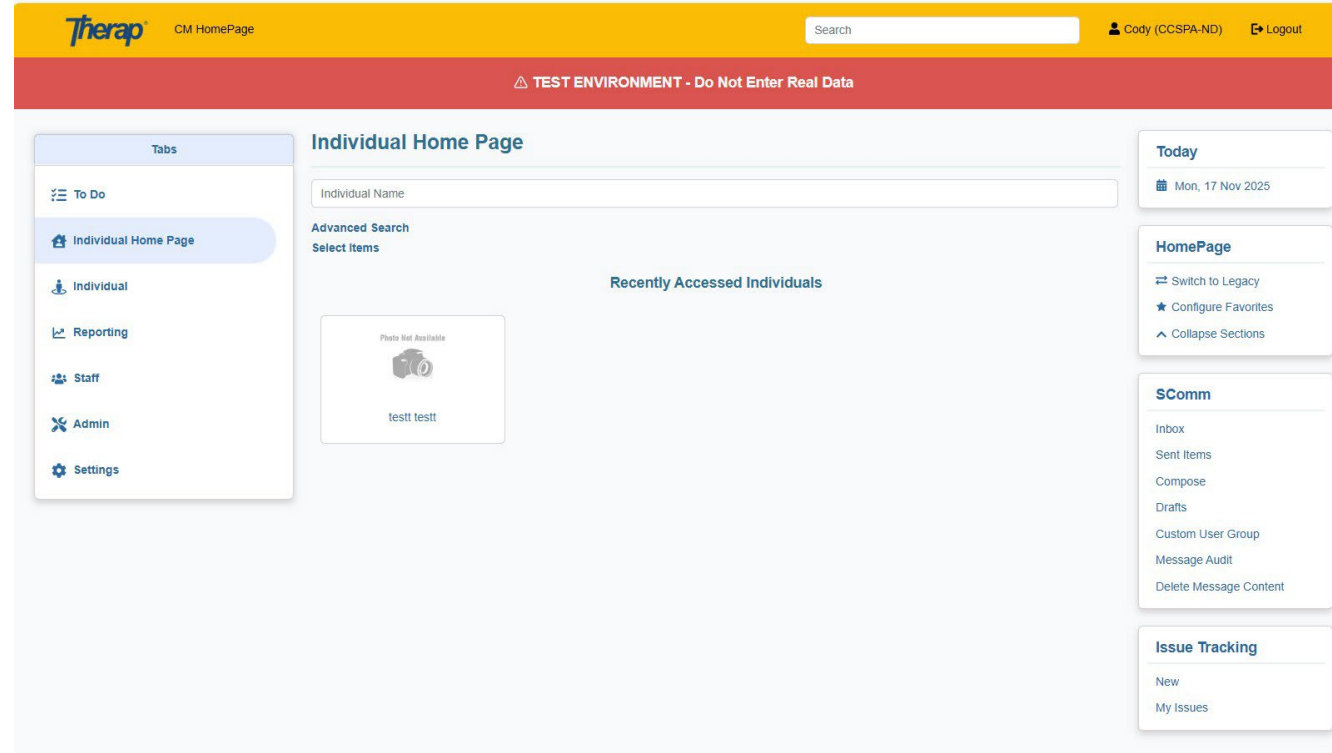


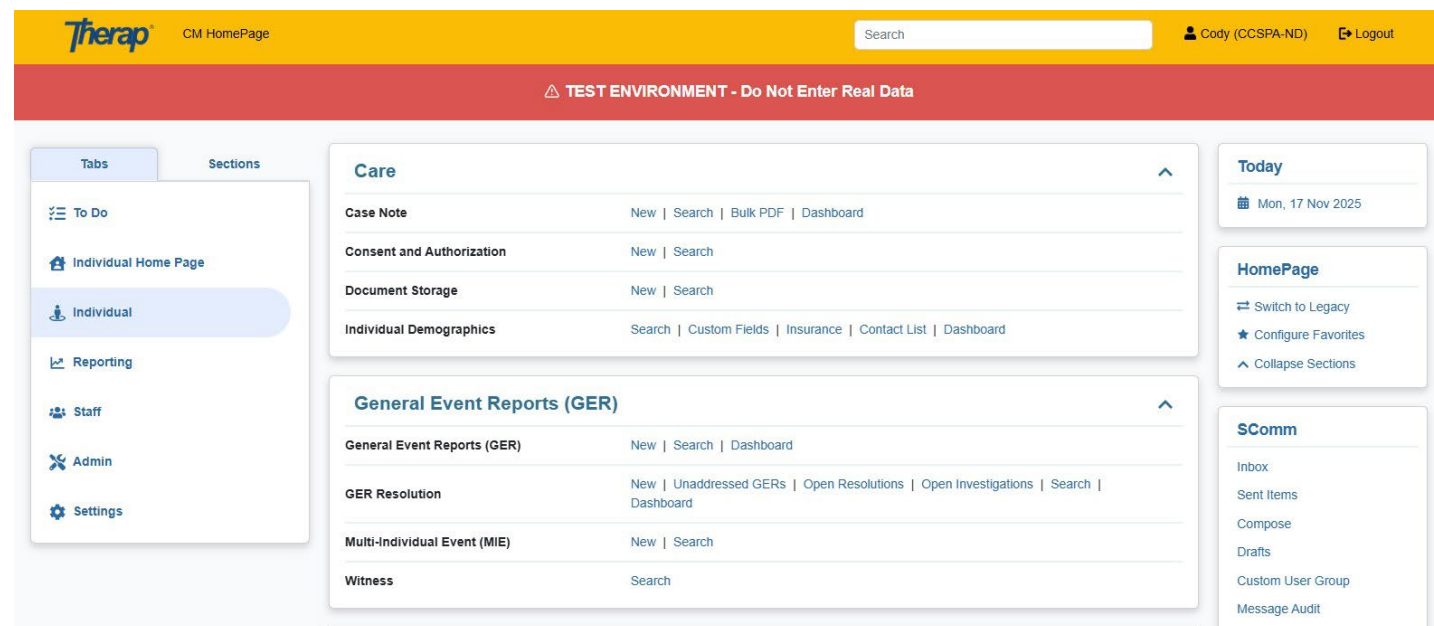
# How to create case notes in Therap for 1915(i)

If you are logged in as a care coordinator, you need to make sure that you are in your Internal Profile. If you are in a service provider account, you only have access to the Internal Profile. All case notes are to be done in the Internal Profile. Do not enter case notes in the Oversight profile.

Click on Individual Home Page. This will show a search bar you can type the member's name into to get to their Individual Home Page. If you have already searched for the member, they will be listed under Recently Accessed Individuals.



You can also access case notes by clicking on Individual and then clicking on New in the Case notes line.



Once you are in the member's individual home page, click on Case Note on the left side. From here you can enter in new case notes by selecting New.

You can also search for previous case notes by clicking on Last Month, Last Three Months, or Search.

The screenshot shows the Therap CM HomePage interface. At the top, there is a yellow header with the Therap logo and 'CM HomePage' text. On the right, there is a user profile for 'Cody (CCSPA-ND)' and a 'Logout' button. Below the header is a red banner with a warning icon and the text 'TEST ENVIRONMENT - Do Not Enter Real Data'. The main content area is divided into several sections. On the left, there is a 'Modules' sidebar with a 'Case Note' section expanded, showing options like 'New', 'Last Month', 'Last Three Months', 'Search', and 'Bulk PDF'. Below this is a 'Go To' dropdown menu. The main content area has a header for 'testt testt Admitted' and a 'Switch Individual' button. Below this is a navigation menu with 'Home', 'Profile', 'Plans', 'Case Status', and 'About Me'. The main content area is divided into two columns. The left column has a section for 'ISP Programs' with the text 'No isp programs found to display'. The right column has three sections: 'Counts', 'Overdue', and 'Upcoming', each with a table structure.

If you accessed the case notes by clicking on Individual, you would next have a list of members you can choose from to enter in case notes for. Whomever is listed here, will depend on the case load you are assigned in Therap

The screenshot shows the Therap CM HomePage interface. At the top, there is a yellow header with the Therap logo and 'CM HomePage' text. On the right, there is a user profile for 'Cody (CCSPA-ND)' and a 'Logout' button. Below the header is a red banner with a warning icon and the text 'TEST ENVIRONMENT - Do Not Enter Real Data'. The main content area is titled 'Individual List'. Below the title is a navigation menu with 'All' and letters A through Z. Below this is a 'Filter' input field and a 'Records' dropdown menu set to '15'. Below the filter is a table with the following columns: 'Last Name', 'First Name', 'Individual ID', 'Birth Date', and 'Oversight ID'. The table contains two rows of data: one for 'Bobby' with first name 'Ricky', birth date '01/01/1969', and oversight ID 'ND1111111 (SPA-ND)'; and one for 'testt' with first name 'testt', birth date '01/02/1976', and oversight ID '123456 (SPA-ND)'. Below the table is the text 'Showing 1 to 2 of 2 entries'.

The Service Date is date that you rendered the services for the member. You will then select the template you need to use from the Select Template dropdown.

**Therap** Oversight HomePage Cody (SPA-ND / SPA-ND) Logout

⚠ TEST ENVIRONMENT - Do Not Enter Real Data

### New Case Note

You don't have any default Case Note Template selected currently.

#### Select Date and Template

\* Service Date

\* Select Template

#### Existing Case Note(s)

**Individual** Test Test ⓘ

No existing Case Note(s) available under this individual 10 Records

These are the case note templates available to use. Remember, that all case notes must be documented in Therap.

**Care Coordination 3.12.26**

**Non-Medical Transportation 3.9.26**

**Supportive Services 3.9.2026:** You will use this case note template for all 1915i supportive services, except Respite.

**Care Coordination Case Note for Initial 30 Days:** You will use this case note for new members, and for the time-period from date of initial contact and the 30-day calendar mark that the plan of care needs to be submitted by to bill retroactively. See the [Claims policy](#) for retroactive billing for care coordination. You will answer all questions, except Service Code and Billable. You will then save this case note, you will not submit it, yet. Once the plan of care, and the pre-auth are approved, you will then go back to the saved case notes, add in the Service Code and Select Yes for billable, and then submit the case note.

**Non-Billable Case Note 1.1.2026** can be used for anything that you think should be case noted in the member's record but is not billable.

For each case note, answer all required questions. Once you are finished with a case note you will Submit it. If you Save a case note, it will not be submitted, and therefore it will be unable to be used for billing, until you have Submitted it.