

1915(i) Training Management System (TMS) Guide

Updating Super Role

You will need to update the Super Role(s) in Therap. This will allow the TMS module to be accessible for you to use as an administrator. Click on the Admin tab. Then in the Super Role line click on Manage. Select the Super Role(s) that need to be updated by clicking on Edit. On the Super Role page, find the Training Management System section, click the Supervise Trainee box. This will allow the administrators at your agency to schedule your individual provider's classes.

Updating User Privileges

You will need to update all your users' privileges, allowing them proper access to the TMS module. Log in as your agency's administrator in Therap. Click on the Admin tab, and then on the User Privileges line click on Manage. You will need to go into each staff privilege and under TMS Roles click on the appropriate boxes. It is recommended for those staff who will be managing the TMS module at your agency to click all of the boxes in TMS Roles. For those staff who will not be managing the TMS module, it is recommended to only click on the TMS Trainee box.

Assigning a Class

Logged in as your agency's administrator, click on the Staff tab. You will now see the TMS module. On the Assign Trainee(s) line click on Class. Select the class that you need to assign to your staff. You will use the 1915(i) Training Management System (TMS) Class List to determine which classes each staff needs to be assigned. When you are on the Select Training Class page you will click on the class you need to assign.

You are now on the Select Trainee(s) to Assign Training Class page. You can select staff one at a time or select multiple individuals to assign to a class. Once you have selected the staff, click on Assign.

Creating Sessions

Go back to the Therap home page and the TMS module. On the Session line click on New. Select the class that you just assigned to your staff. On the Create Training

Session(s) page, for Session Type select Initial, and for No. of Sessions You Want to Create put the number 1. Do not fill out anything else on this page. Click on Continue.

You will now be on the New Training Session(s) page. For all classes, except Peer Support Specialist Certification, Peer Support Specialist II Certification, Mental Health First Aid Training and Annual Review, in the Date and Time it is suggested to enter the date and time for one hour before your current time. If you select the current time, you won't be able to take the next step. For Session Length put the number 5 in the Minute(s) box. Leave the Hour(s) box blank. This minute number is just a holder as something needs to be entered here and will not affect anything going forward. Review the Classes with Recertifications section for the classes that have recertifications. If you do not need to do this, click on Save on the New Training Session(s) webpage.

If you are not doing a recertification at this time, go to the Signup to Session step. If you are doing a recertification, go to the Classes with Recertifications section.

Classes with Recertifications

The Peer Support Specialist Certification, Peer Support Specialist II Certification, Mental Health First Aid Training and Annual Review classes all have redetermination dates.

Peer Support Specialist Certification, Peer Support Specialist II Certification, Mental Health First Aid Training

For these three classes you will enter in the Date and Time the date that the certificate was last issued to the staff. For example, if a staff's peer support certificate from the State of North Dakota was last issued to them on July 15, 2026, you will enter that in for the date in the Date and Time. These classes are set up to remind you two years (for peer support) and three years (for mental health first aid) from the Date and Time you enter for you to upload the staff's renewed peer support or mental health first aid certificate.

Annual Review

For the Annual Review class, enter a date of 07/01/2026. This will give you a reminder for each staff every July 1 to review their documentation to make sure everything is still valid.

Recertification Sessions Process

When it comes time to do a recertification session for the classes with recertifications, you will want to take the following steps. In the Creating a Session step, on the Create

Training Session(s) page you will want to select Recertification for the Session Type. Still put in 1 for No. of Sessions You want to Create. Then click Continue. On the New Training Session(s) page you will now enter the Date and Time the date of the new certificate the individual provider has. You will still put 5 in for the Minute(s). You will continue with the Signup to Session section.

When you are in the Signup to Session step, and you get to the Training Session Search page, you will want to look under the Session Type for the Recertification session you made for that staff member. Then when you get to the Select Trainee(s) to Signup page, you will select the staff member that needs to have their recertification documented. After this you will continue to the Publish Results section and finish that step to finalize the documentation.

Signup to Session

Go back to the Therap homepage and the TMS module. On the Supervise Trainee(s) line click on Signup to Session. From the Training Session Search page, click on the Training Class dropdown and select the class you enrolled the staff in. You do not need to select anything else on this page. Click on Search.

You will get the results of your search. If more than one session shows up, look at the Session Date and Time to see if it is the one that you just created as it will list the Date and Time you just entered. Under Signup Count it will have zero as the number, as no staff have signed up for this session. Click on the session.

On the Select Trainee(s) to Signup page, it will list the staff that you enrolled in the session. Click the box next to each staff, then click Signup.

Publish Result

Go back to the Therap home page and the TMS module. On the Conduct Session(s) line click on Publish Results. On the Training Session Search page, select the Training Class you just assigned the staff a session to. Then click on Search. You do not need to fill out anything else on this page. On the Training Session Search page, you will now see the class session. It will have a signup count for the number of staff you enrolled in it. Click on the session. Under results select Passed. Then upload the documentation needed attesting to the staff meeting the qualifications as they are laid out for each particular class. For example, for the Online Care Coordination Onboarding Training, you would upload the care coordinator's certificate of completion they received when they passed the quiz at the end of the online 1915(i) Care Coordination Training. Once you have uploaded the documentation needed for each staff, click on Publish. For the Annual Review class, read the next section.

Annual Review

When you initially Publish Results for the Annual Review class, you will still select passed for each staff, but you will not upload any documentation at this time. You will upload the annual review documentation on July 1 of each subsequent year, when it is time to review whether the staff is still qualified and you upload documentation attesting to that fact.

TMS Reports

To see what classes are assigned to each user's Therap profile, go back to the TMS module. On the Report line click on Training Profile & Requirements. On the Training Profile & Requirements page it will list all of the profiles for an agency. Click on the name to see the classes that have been assigned to that profile.

On the Training Profile page, under Assigned Training Classes you will see the classes that the staff you selected have been enrolled in and successfully had his or her passed results published, along with the documentation that was uploaded. For each 1915(i) service the staff is rendering (peer support, housing support, etc.), they must have those classes as laid out on the 1915(i) Training Management System (TMS) Class list detailed here as passed with the needed documentation. This is the report that the 1915(i) admins will look at to confirm the agency and the individuals, rendering services have the needed requirements documented.