

HELPFUL  
TIPS



# How to Edit Therap Case Notes



Health & Human Services



# Editing Case Notes in Therap

Click on Individual

Click on Search

This is one way to access the case notes. You can also get to the case notes by clicking on Individual Home Page, and then looking up the member, and going to their Individual Home Page.

Therap

Dashboard | Quick Links | Individual Home Page

SPA Support Services  
Cody Stanley, Peer Support

Logout

⚠ TEST ENVIRONMENT - Do Not Enter Real Data

Program:No Program Selected

Profile:Initial

Module:

Choose Program

To Do

Individual

Admin

Individual Home Page

Settings

Care

Case Note	New <b>Search</b> Bulk PDF   Dashboard
General Event Reports (GER)	New   Search
Witness	Search
Event Summaries	View
Individual Demographics	Search   Custom Fields   Insurance   Contact List

Individual Plans

Personal Focus Worksheet	Search   Unified Search
Individual Plan Agenda	Search   Unified Search
1915(i) Plan of Care 1.7.2025	Search
Individual Plan	Acknowledge   Search   Unified Search

Staff Action Plan

ISP	Search
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Issue Tracking

New

My Issues

SComm

Inbox

Sent Items

Compose

Drafts

Custom User Group

Monday

18

August 2025

# Editing Case Notes in Therap

Type the Member's Name in  
the Individual Box  
Click on Search

Therap<sup>®</sup> Dashboard

Menu Cody (SPASS-ND) Logout

⚠ TEST ENVIRONMENT - Do Not Enter Real Data

Case Note Search

Please select either an Individual or a Form ID or a Medicaid Number or a valid Service Date range

Individual

testt testt

Q

Service Provider

Search

Form ID

Medicaid Number

Service Date From

MM/DD/YYYY

To

MM/DD/YYYY

Status

- Please Select -

Template Name

- Please Select -

Clear Selection

Cancel

Search

# Editing Case Notes in Therap

Click on the case note you wish to edit.

Therap<sup>®</sup>

Dashboard

Menu

Cody (SPASS-ND)

Logout

⚠ TEST ENVIRONMENT - Do Not Enter Real Data

Case Note Search

Filter

15 Records

Form ID	Template Name	Individual	Medicaid Number	Oversight ID	Service Date	Submit Date	Note	Entered By	Service Provider	Billing Description Code	Location	Activity Type	Billable	Time From
CN-SPASSND-P934KSTZ8MULN	Supportive Services 2.6.2025	testt, testt	ND123456	123456 (SPA-ND)	07/01/2025	07/01/2025		Stanley, Cody / Peer Support	Stanley, Cody / Peer Support		99 - Other	H0038 - Peer Support	Yes	

Showing 1 to 1 of 1 entry

New Search

Excel Exports

Cancel

Back

# Editing Case Notes in Therap

Once the case note is open, click on Edit. This will take you to the page where you can edit the case note.

When you are done editing the case note, click on Update.

plan of care goals

Attachment(s)

Nothing Attached

Note

Display PDF

PreviousNext

CancelBack

SCommEdit

Display PDF

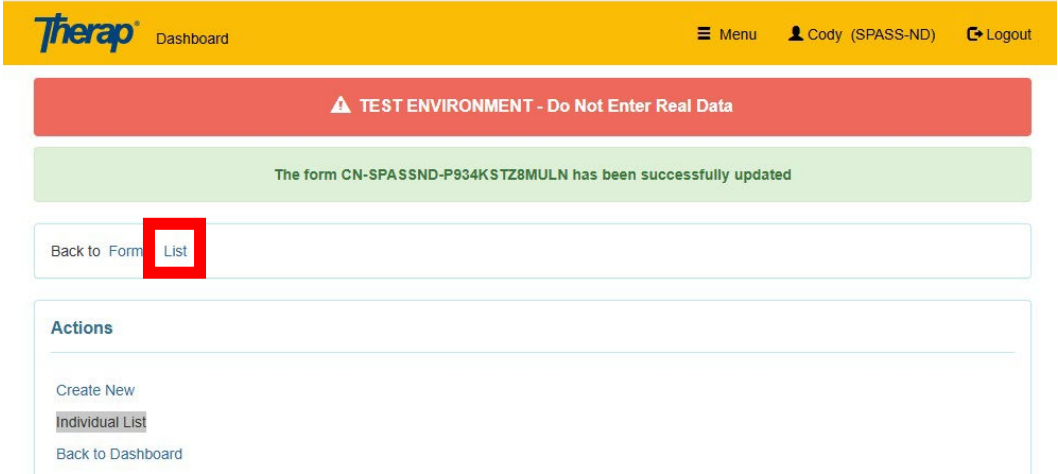
PreviousNext

CancelBack

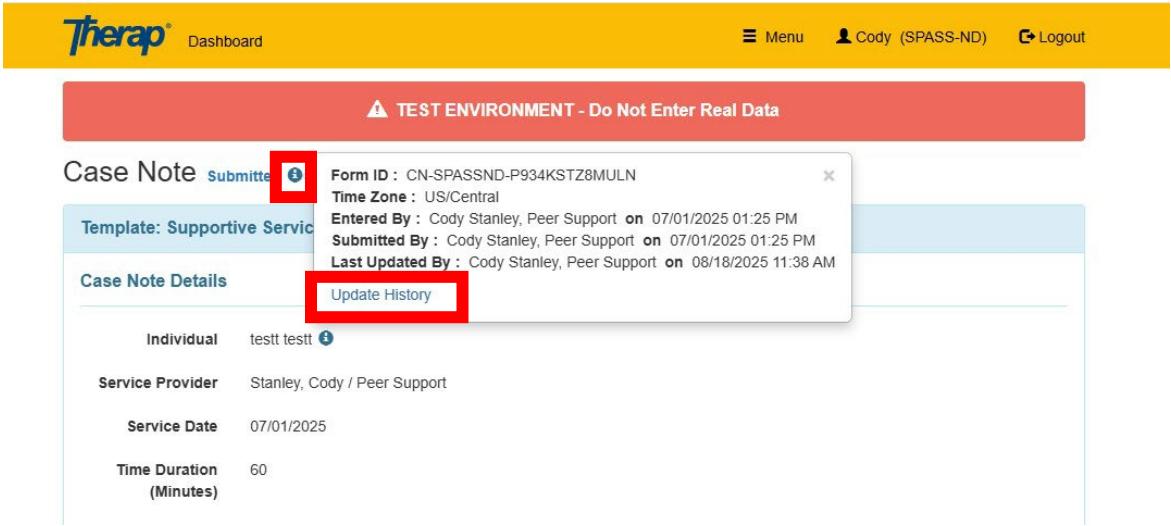
Update

# Editing Case Notes in Therap: Viewing the Case Note's Update History

Once you update the case note, you will get this type of message telling you it has been successfully updated. If you click on List, it will bring you back to the lists of case notes. Click the case note whose update history you want to view.



When you are back in the case note, if you click on the little “i” next to Submitted, a history of the case note’s Updated History will appear. Click on Update History



# Editing Case Notes in Therap

Once you click on Update History, a box like this will appear. Click on which versions you wish to compare. You will need to select an Old Version and a New Version that you wish to see what changes were made. Then, click on Show Difference.

Update History

Individual Name : testt testt

Filter

All Records

Archival Date	Archived By	Old Version	New Version
07/01/2025 01:25 PM	Stanley, Cody / Peer Support	<input checked="" type="radio"/>	
08/18/2025 11:29 AM	Stanley, Cody / Peer Support	<input type="radio"/>	<input checked="" type="radio"/>
08/18/2025 11:38 AM	Stanley, Cody / Peer Support	<input type="radio"/>	<input type="radio"/>

Showing 1 to 3 of 3 entries

Show Difference

# Editing Case Notes in Therap

Once you have clicked on Show Difference, a view of the case note will be shown. In this view, it will show you what parts of the case note were deleted (in red with a line through it) and the parts that were added will be in green.

Form ID

CN-SPASSND-P934KSTZ8MULN

Status

Submitted

Time Zone

US/Central

Individual Name

testt testt

Provider

SPA Support Services, SPASS-ND

Entered By

Cody Stanley, Peer Support on 07/01/2025 01:25 PM

Submitted By

Cody Stanley, Peer Support on 07/01/2025 01:25 PM

Last Updated By

Cody Stanley, Peer Support on 07/01/2025 01:25 PM 11:29 AM

Case Note Details

Template Name

Supportive Services 2.6.2025

Service Provider

Stanley, Cody / Peer Support

Service Date

07/01/2025

Time Duration (Minutes)

~~45~~60

Billing Unit(s)

~~34~~.00

Activity Type

H0038 - Peer Support

Location

99 - Other

Billable

Yes

Face to Face

Yes

Supportive Service Case Note Questionnaire 2.6.25

Question	Answer
1. Billable Units	<del>34</del>
2. Provider NPI	654321
3. Medicaid Provider ID	6543210
4. Member diagnosis	F30.1
5. What plan of care goal is this service related to?	Testing out the case notes to see if they work
6. What services did you provide to help the member achieve their plan of care goal?	testing out the case notes.
7. How does this service relate to the member's plan of care goal?	<del>testing out the case notes</del> <u>Testing this out to see what editing case notes looks like.</u>