

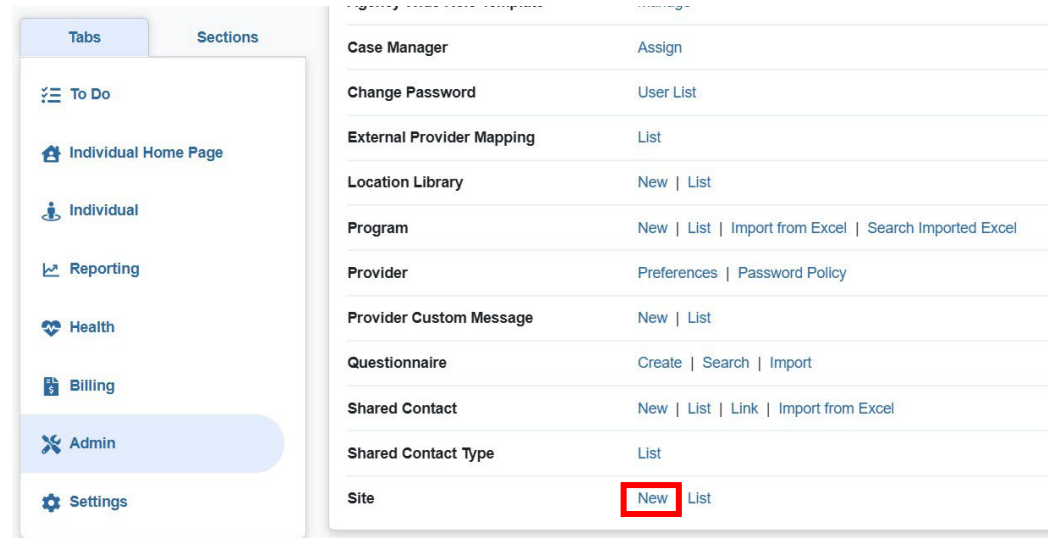


Creating Sites and Programs in Therap for 1915(i) &
Enrolling Member's in a Program in Therap



Health & Human Services

To create a Site go to the Admin tab and click on **New** in the Site line.



Site Name: Is the name of your Agency

Time Zone: Select the time zone you are in

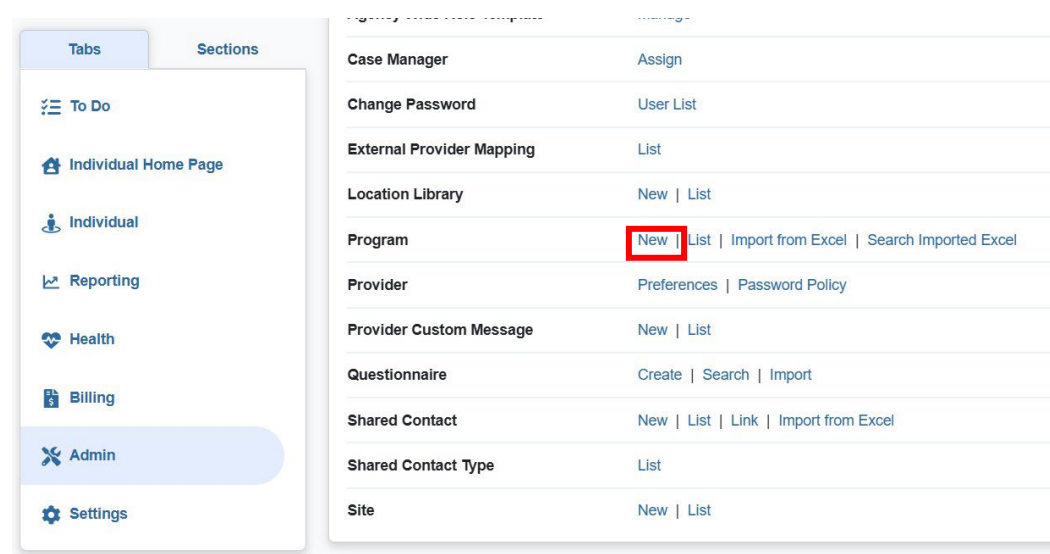
State: Therap will make you select ND for the state

Nothing else is required on this page. Once you have these entered, click on **Save**.

Your site has been created. Now you need to create a Program and assign it to this Site.

A screenshot of a 'TEST ENVIRONMENT - Do Not Enter Real Data' form for creating a new site. The form contains several input fields: 'Site Name' (with placeholder 'Provider Name'), 'Site ID', 'Site Code', 'Cost Center Number', 'Time Zone' (dropdown menu showing 'US/Central'), 'Address' (split into 'Street 1' and 'Street 2'), 'City' (with a dropdown showing 'ND'), 'State' (dropdown showing 'USA'), 'Zip Code', 'Country' (dropdown showing 'USA'), 'Location' (with a location pin icon), 'Phone' (with an 'Ext' field), and 'Fax'. At the bottom, there are three buttons: 'Cancel', 'Save And Create New', and 'Save' (highlighted with a red box).

To create a Program go to the Admin tab and click on **New** in the Program line.



Program Code and Provider Name will automatically populate with your agency's provider code and name.

Program Name: Depending on if you are in your care coordination account or service provider account you would put in either **Care Coordination** or **Support Service**.

Program Type: Select 15 min. units

Site Name: You will select the one site that you created.

Program ID: Put in 001. Therap requires that something go in there.

You do not have to put anything in Program Contacts.

You can either click on **Save** to save the program, or if you want to jump right into assigning people, click on **Save and Add Individual(s)**

⚠ TEST ENVIRONMENT - Do Not Enter Real Data

Create New Program [New](#)

Program Details

Provider Code

CC1915BTND-ND

Provider Name

Better Together ND

* Program Name

Care Coordination or Support Service

* Program Type

15 min. units

* Site Name

Provider Name

* Program ID

001

Program Code

Cost Center Number

Capacity

0

Sections	
Tabs	
To Do	
Individual Home Page	
Individual	
Reporting	
Health	
Billing	
Admin	
Settings	

Case Manager	Assign
Change Password	User List
External Provider Mapping	List
Location Library	New List
Program	New List Import from Excel Search Imported Excel
Provider	Preferences Password Policy
Provider Custom Message	New List
Questionnaire	Create Search Import
Shared Contact	New List Link Import from Excel
Shared Contact Type	List
Site	New List

15 Records

Form ID	Program Name	Site Name	Program Type	Program Cost Center Number	Status Active	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-CC191ND-PDM425UW7MUL	Care Coordination or Service Provider	Provider Name	15 min. units		Active	11/19/2025	US/Central	Details
PROGRAM-CC191ND-PDM425UWBMULW	Care Coordination or Support Service	Provider Name	15 min. units		Active	11/19/2025	US/Central	Details
PROGRAM-CC191ND-PCN3HMUGRMULE	Demo Program	Site-Demo	15 min. units		Active	10/20/2025	US/Central	Details

Showing 1 to 3 of 3 entries

1

Once you click into a Program scroll down and click on **Save and Add Individual(s)**.

CancelBack

Save And Add Individual(s)UpdateDelete

You will be taken to a page that will show all Enrollable Individual(s) on the top. You will need to scroll the tab over to the right to see the Enroll column. Clicking on **Enroll** for a member will bring up a pop-up that is asking for an Enrollment Date, you can pick the current date.

Once you have gone through and Enrolled all the member’s you need to enroll, they will now be listed in the bottom section of this page, **entitled Enrolled Individual(s)**.

You must now click on **Save**. If you do not, and leave this page, none of the member’s enrollment will be saved, and you will have to enroll them again.

Once you click on Save, you will be taken back to the Update/Delete Program page. You can just click on CM HomePage to go back to the Therap Home Page.

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Individual Enrollments

Program Name

Care Coordination or Service Provider

Site Name

Provider Name

Provider Time Zone

US/Central

Enrollable Individual(s)

Idie Name	Last Name	Date of Birth	Action
			Enroll
			Enroll
			Enroll
			Enroll
			Enroll

Another way to get to get to where you enroll members in a Program, is to click on **By Program** or **By Individual** in the Enrollment line in the Admin tab.

⚠️ TEST ENVIRONMENT - Do Not Enter Real Data

Alert
Search

Tabs

- To Do
- Individual Home Page
- Individual
- Reporting
- Health
- Billing
- Admin
- Settings

Sections

Care ^

Allergy Profile	List Import from Excel Search Imported Excel
Contact	New List Import from Excel Search Imported Excel
Custom Field	New List
Default Individual Program	Manage Search Import from Excel Search Imported Excel
Enrollment	By Program By Individual Import from Excel Search Imported Excel
External Individual Mapping	New Search Import from Excel Search Imported Excel
IDF Provider Configuration	Configure
Individual Demographics	List Search Custom Fields
Individual Diagnosis	List Import from Excel Search Imported Excel
Individual Home Page	Select Items