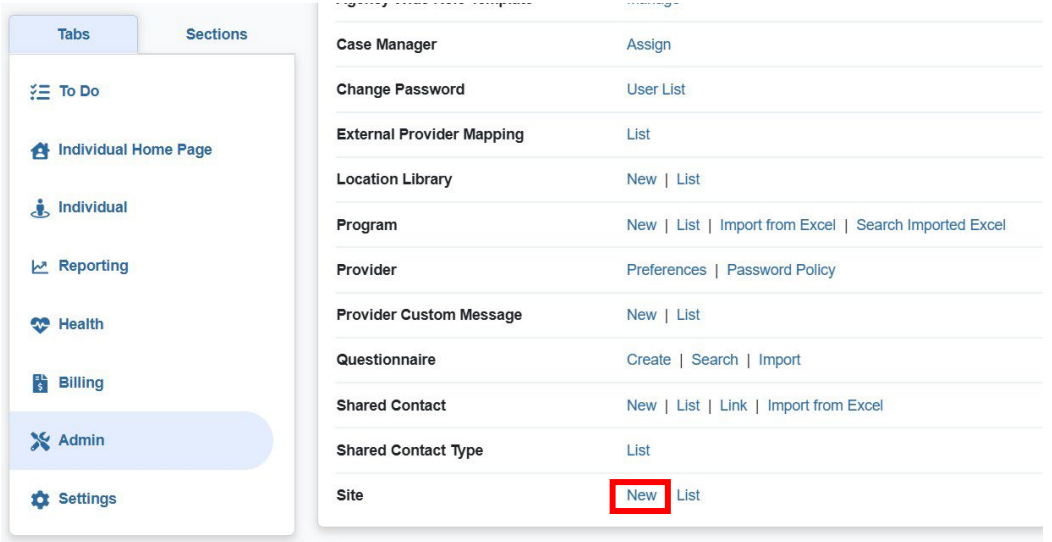
Creating Sites and Programs in Therap for 1915(i) & Enrolling Member's in a Program in Therap

NORTH Dakota
Be Legendary. | Health & Human Services

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



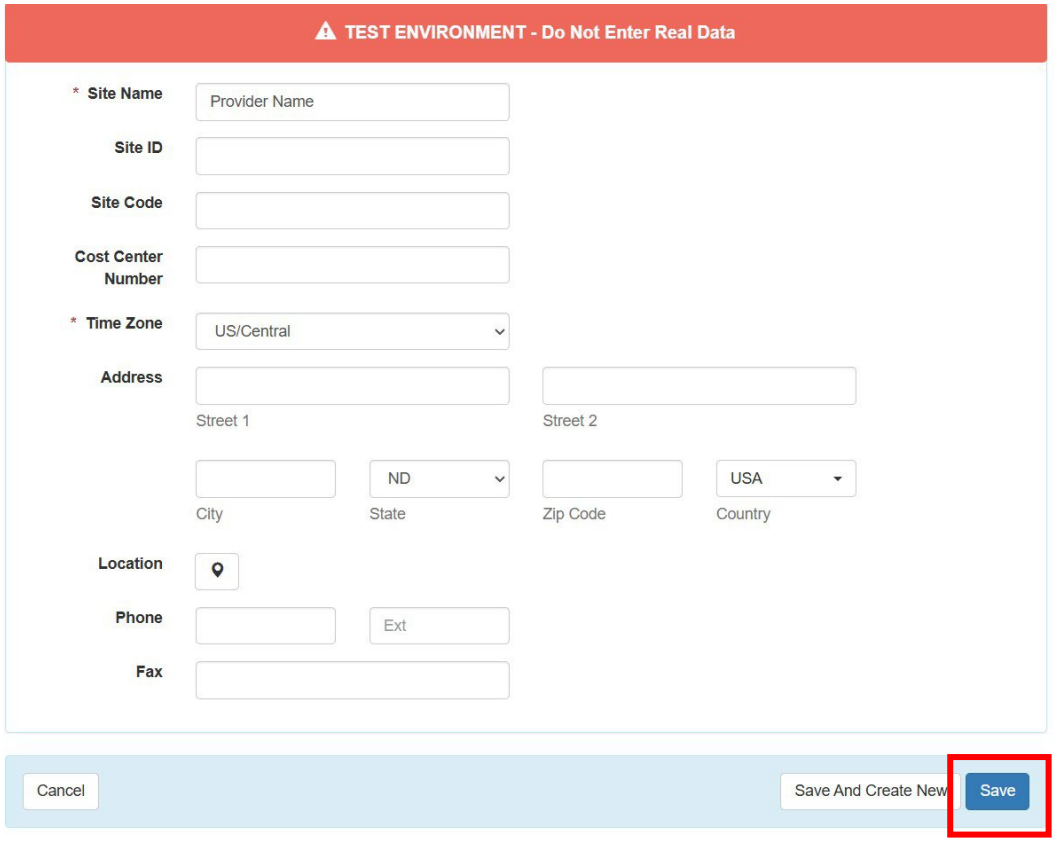
Site Name: Is the name of your Agency

Time Zone: Select the time zone you are in

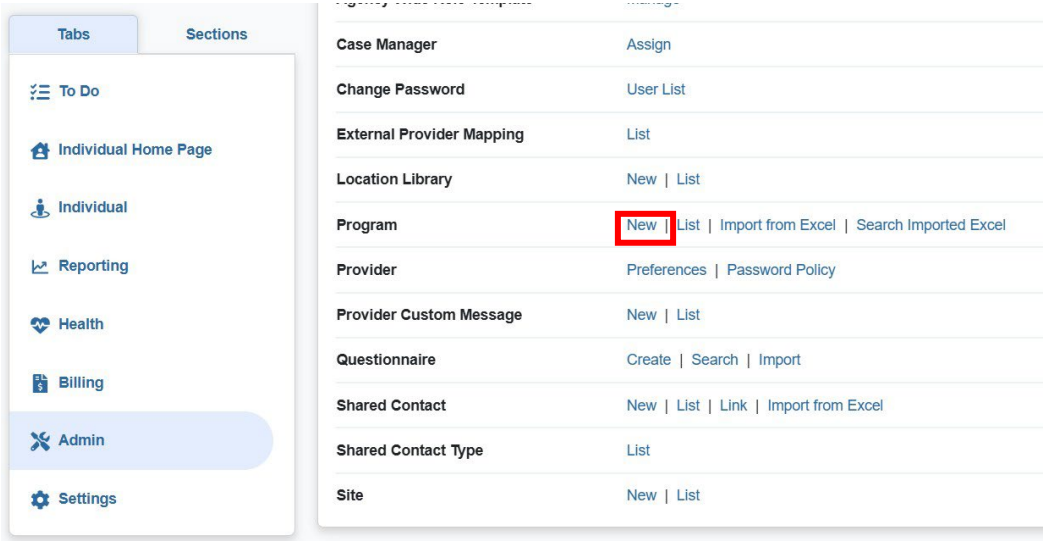
State: Therap will make you select ND for the state

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.



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**.

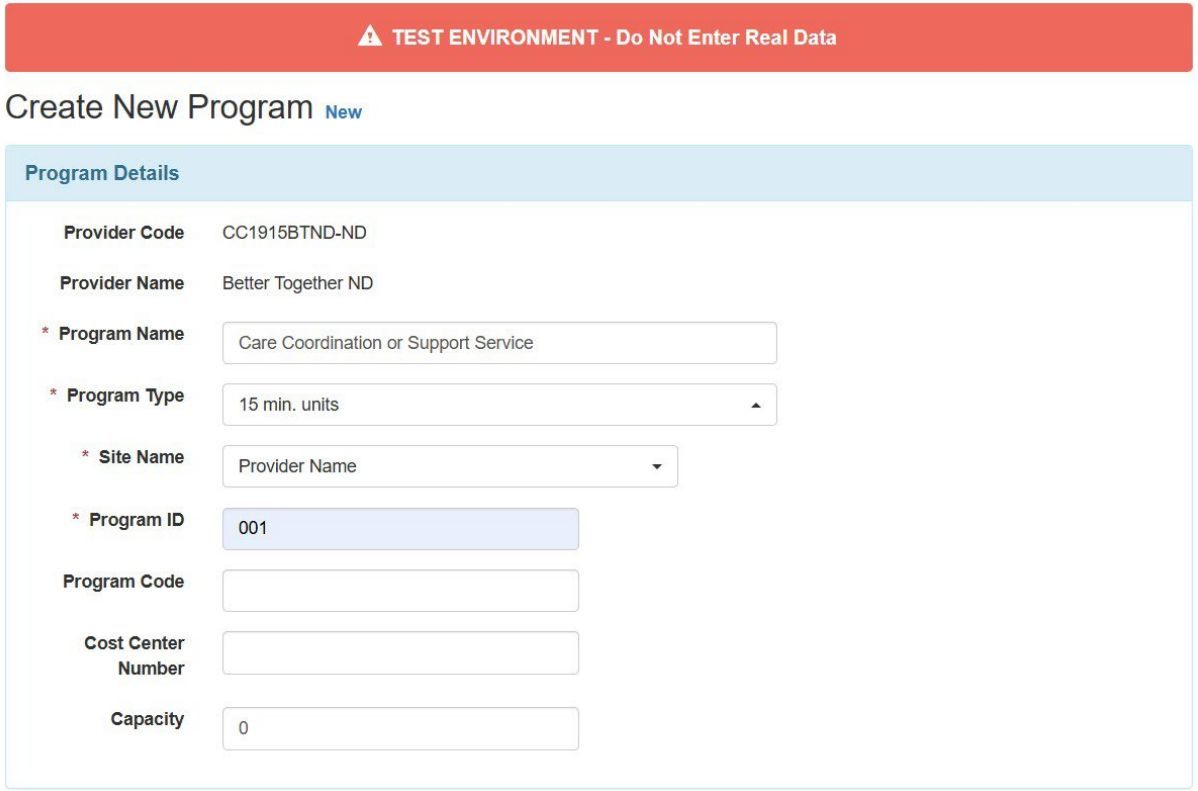
Program Type: Select 15 min. units

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

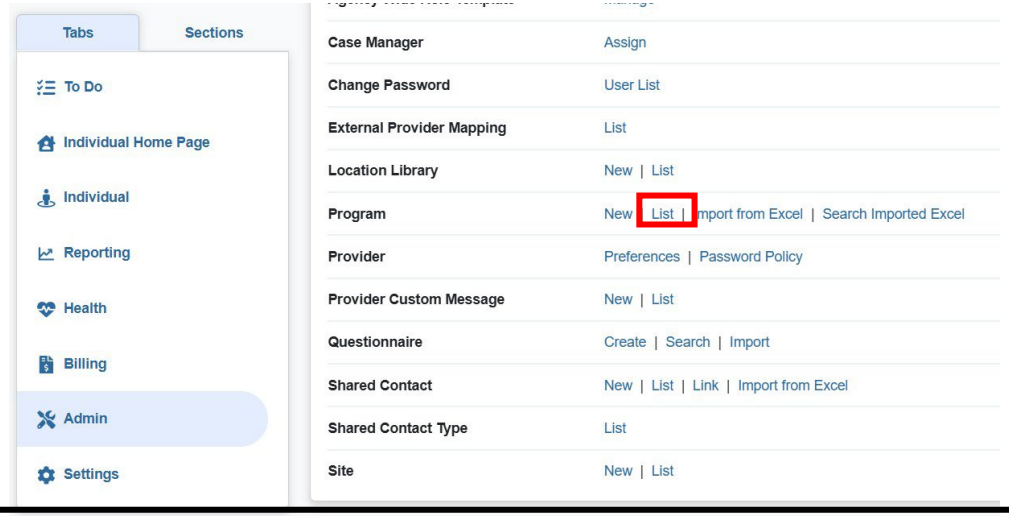
Program ID: Put in 001. Therap requires that something go in there.

You do not have to put anything in Program Contacts.

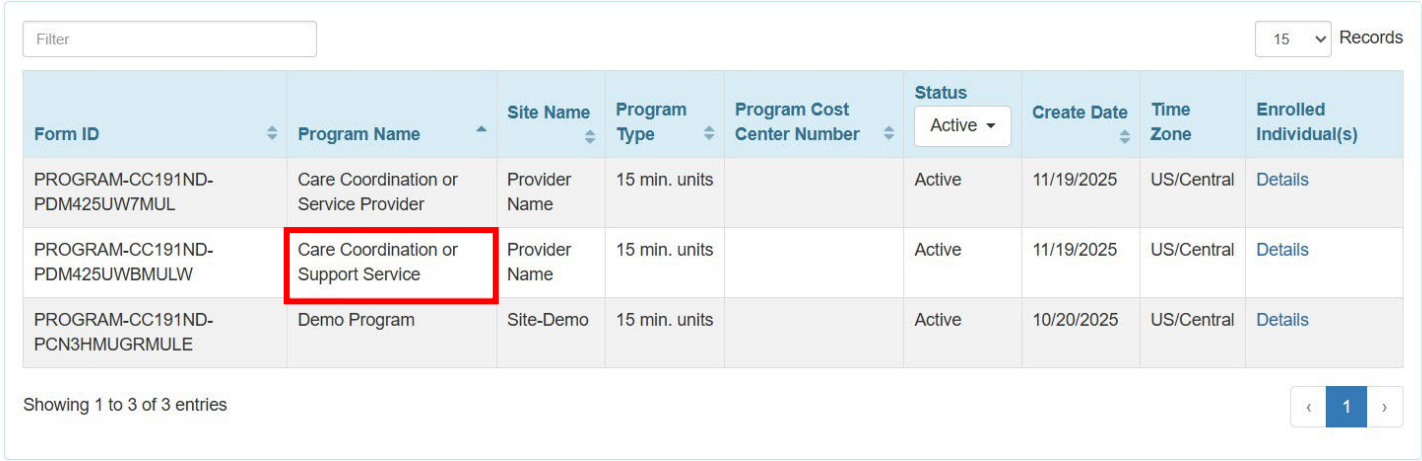
You can either click on **Save** to save the program, or if you want to jump right into assigning people, click on **Save and Add Individual(s)**



If you clicked on Save in the previous step, and you need to get back to the Program you created, click on **List** in the Program line of the Admin tab



You will be taken to a page that lists all your agency's Programs. You should only have one listed (the demo account I took the screenshots from had three in it). It will either have a Program Name of **Care Coordination** or **Support Service**



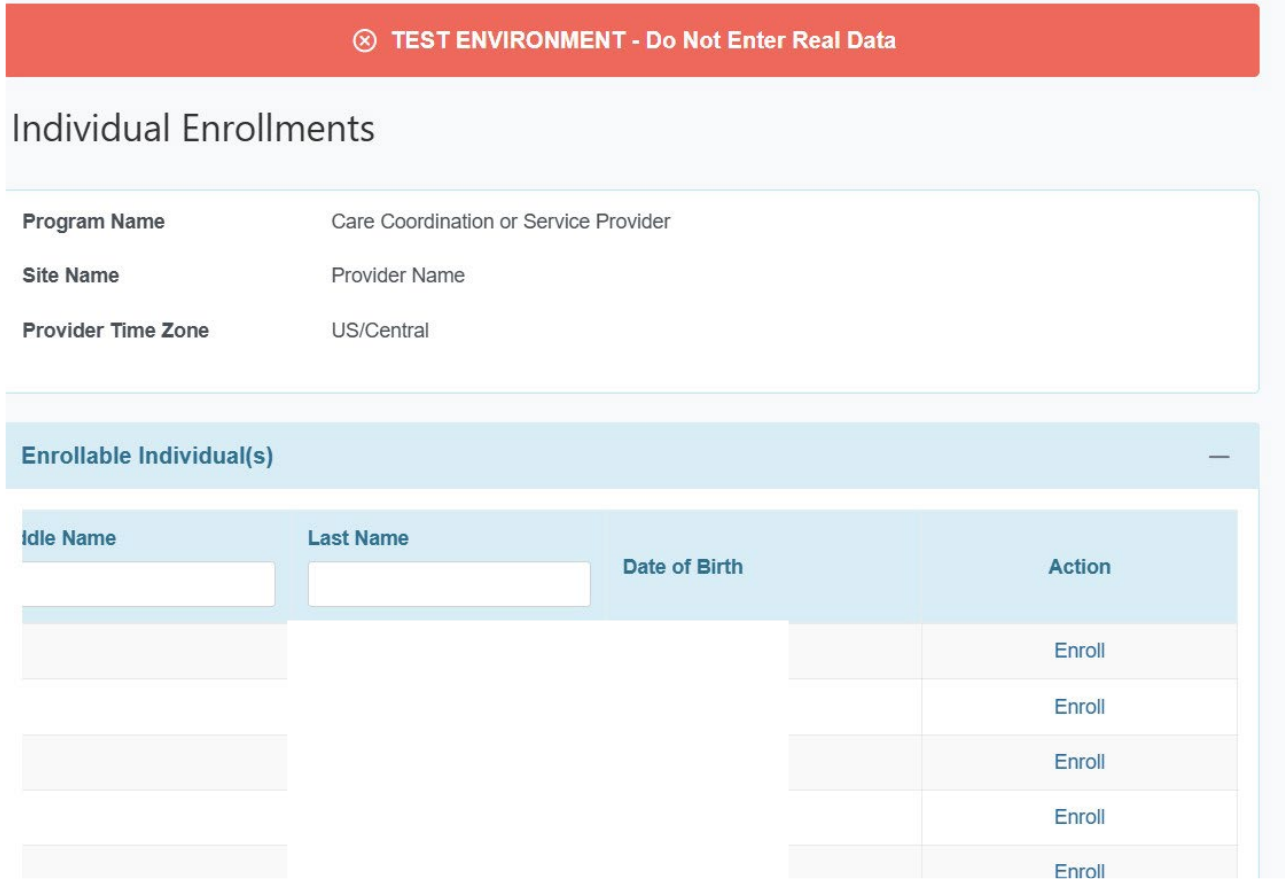
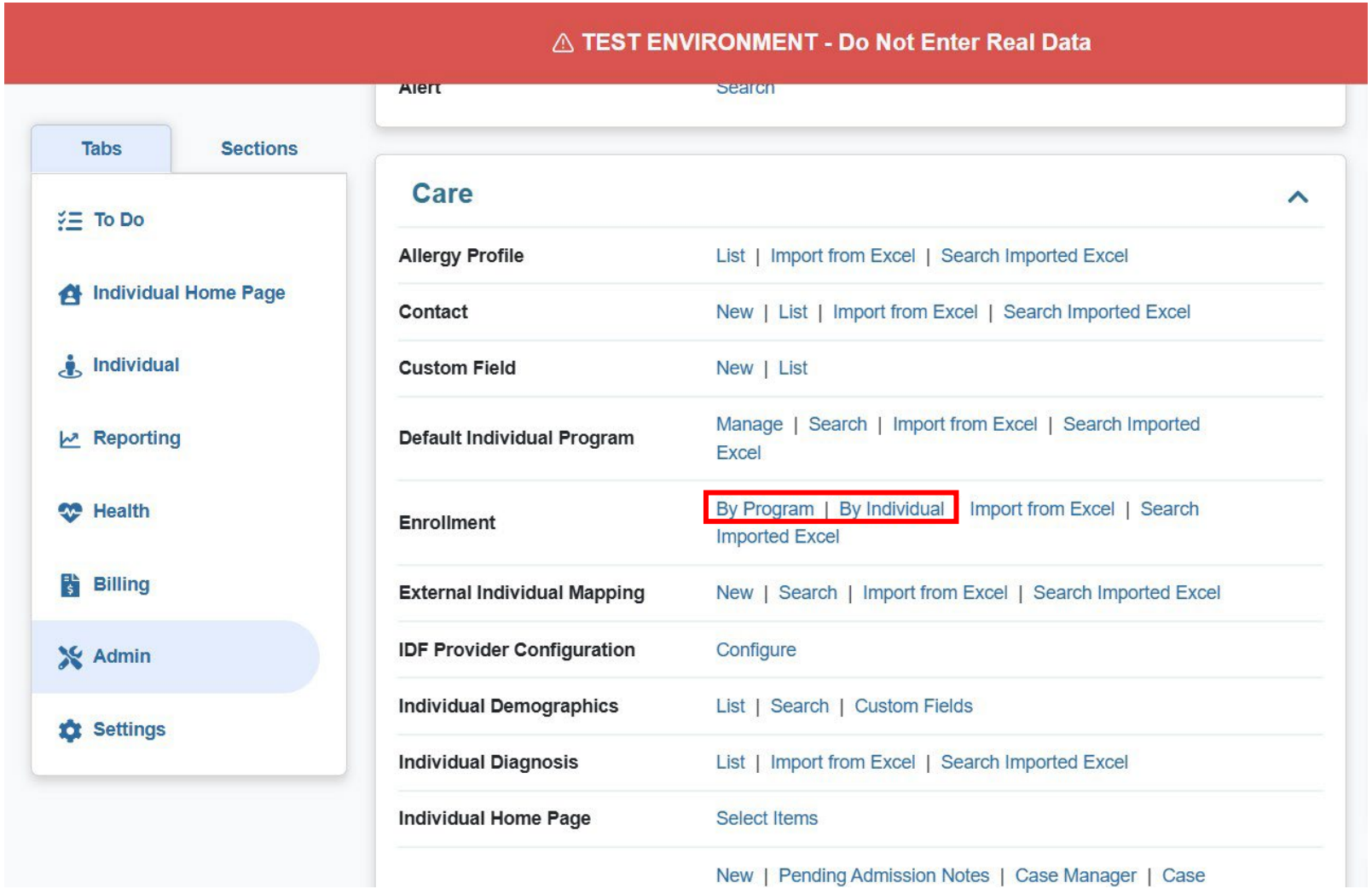
Once you click into a Program scroll down and click on **Save and Add Individual(s)**.

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)**.

<u>You must now click on **Save**</u>. 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.



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.