

At first go to Therap Global’s website www.therapglobal.net and then click ‘Login to Therap Global’ link. In the login page, enter your Login Name, Password & Provider Code and then click the ‘Login’ button.

Step 1:

Click on the **View** link beside the **Report Library** option on the **Agency Reports** tab.

Program:	No Program Selected	Choose Program
Profile:	Initial	
Module:	<input type="text" value="Search"/>	

Agency Wide Reports	
Staff Report	View
Demographic Report	View
Last Login Information	View
Event Summaries	View
Report Library ←	View
Individual Contact Report	View

Step 2:

On the **List of Reports** page, filter the list by **Report Name**, **Report Description** and click on the **Search** button to generate the report.

List of Reports

Search Reports

Report Name:	<input type="text" value="ISP Data Detailed Report"/>
Report Description:	<input type="text"/>
Input Tags:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Show All"/>

119 items found, displaying 1 to 15.
[\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

Report Name ▲

- Appointment Report - All Appointments Results for Individuals**
 This report includes Health Tracking Appointments for a given Event Date From/To. The report contains many details of the appointment form including results, therefore, if multiple results are included there will be multiple rows for the same Appointment form.
- Appointment Report with Followup and Previous**
 This report includes Health Tracking Appointments for a given Event Date From/To. The report contains basic details of the appointment (i.e. Type, Event Date/Time) and lists basic details of any FollowUp Appointment and Previous Appointment.
- Attendance Billing Summary Report**
 1. This report calculates the unit from duration for the entire day and not for each session. 2. Please do not search with more than one month date range.
- Attendance Record Statistics Report by Program**
 Please run this report with maximum 12 months date range.
- Attendance Report :: Time Range Overlapping Check Across Multiple Service Per Program**
 This report will show a listing of individuals who have overlapping attendance entries under the same program. Please do not search with more than 7 days date range.
- Attendance Summary Report with Expanded Details**
 This report will show attendance and generated billing information, as well as details regarding when an entry was updated. Please do not search more than one month date range.
- Behavior Detailed Report**
 Details of each Behavior. Please do not search more than two months.
- Business Intelligence User Dashboard Assignment for Provider**
 This report shows the user information for whom at least one BI dashboard has been assigned, i.e Login name , First Name, Last Name and the corresponding assigned BI dashboard Name and Type along with the Latest Assignment date. Note: The latest assignment date is the latest date of saving the "Assign User Dashboards" page for the user.
- Caseload Report :: User Access on all Individuals**
 This report lists which individuals a user has on their caseloads and includes the caseload assignment that allows them access to that individual's records.
- Case Note Detailed Report**
 This report would show case note details similar to regular case note search with two additional columns for Activity type and Location. The note will be displayed once the report is exported to excel. The maximum allowed date range is 13 months.
- Case Note Report :: Case Note with Questionnaire info**
 This report includes all case notes that have questionnaires included. Questions and answers from the questionnaire will be displayed. Prior to running the report, a user can enter service dates (up to one year date range) and filter results by the questionnaire name or the template name. The questionnaire or template name can be a partial match, meaning it contains a keyword from the title but does not need to include the whole title. They can also be left blank, which would return questionnaire details from all templates/questionnaires.
- Demographic Report :: Top 10 Diagnosis**
- Diagnosis Code Report**
- Diagnosis Report :: all Individuals with the Program Enrollment and Discharge Date**
 This report includes diagnosis details such as ICD 10 Diagnosis Code, ICD 10 Description, and Primary Diagnosis (Yes/No) along with basic details from the IDF such as Program Enrollment and Discharge Date.
- Diagnosis Report - All Active Individual (Without Program)**

Step 3:

A list of ISP Data related reports will appear, user may click on the **ISP Data Detailed Report – by Individual** or **ISP Data Detailed Report – by ISP Program**.

List of Reports

Search Reports

Report Name:
Report Description:
Input Tags:

6 items found, displaying all items.
1

Report Name

ISP Data Detailed Report

Please do not search with more than one month date range.

ISP Data Detailed Report (with geo location, signature, and photo information from ISP Mobile)

This is an ISP data detailed report with additional columns showing if the data was entered using mobile device or not along with Geo Location and also indicates if there is a signature or photo included in the ISP data . The maximum allowed date range for this report is 1 month.

ISP Data Detailed Report - by Individual ←

ISP Data Detailed Report for the selected individual. Please select a maximum "SIX MONTH" date range at a time.

ISP Data Detailed Report - by ISP Program ←

Please do not search with more than 6 months date range.

ISP Data Detailed Report - by ISP Program (partial match)

ISP Data Detailed Report for the entered ISP Program. If the ISP Program name is a part of other ISP Programs (partially matched), those will also appear. Please select a maximum "SIX MONTH" date range at a time.

ISP Data Detailed Report - by Program

Please do not search with more than 6 months date range.

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Step 3.1: ISP Data Detailed Report – by Individual

Fill up the Data Collection Date- From , Data Collection Date- To, Individual name and click on the Continue button.

Report Name: ISP Data Detailed Report - by Individual

Data Collection Date - From:

Data Collection Date - To:

Individual:

Tareq,Taufiq / ▼

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Continue

Step 3.2:

To export the report to Excel, click on the **Export to Excel** link on top or at the bottom of the page. To export the report to Excel, click on the Export to Excel link on top or at the bottom of the page.

Report :: ISP Data Detailed Report - by Individual

[Export to Excel](#)

Form ID	Program	Site	Individual	ISP Program	Max Number of Times a Day	Target Completion Date	Schedule/Frequency	Frequency of Documentation	Service Provider	Entered by	Entered Date/Time	Data Collection Date	Status	Begin Time	End Time	Duration Hour	Duration Min	Billable	Location	Comments	Scoring Comments	Task Name	Task Description	Score	Group Count
SD-DEMOTPHL-77H4NFUZZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			1.	He will grab toothbrush and toothpaste.	Full Physical Prompt	
SD-DEMOTPHL-77H4NFUZZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			2.	He will apply small amount of toothpaste to toothbrush.	Declined	
SD-DEMOTPHL-77H4NFUZZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			3.	Brushing teeth in circles for 30 seconds	Full Physical Prompt	
SD-DEMOTPHL-77H4NFUZZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			4.	He will wash his mouth with water.	Full Physical Prompt	

[Export to Excel](#)

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Cancel

Step 3.3: ISP Data Detailed Report – by ISP Program

Fill up the Data Collection Date- From , Data Collection Date- To, ISP Program name and click on the Continue button.

Report Name: ISP Data Detailed Report - by ISP Program

Data Collection Date - From:

05/01/2019

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Data Collection Date - To:

05/20/2019

📅

ISP Program Name:

Self-Help Skill

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Continue

Step 3.4:

To export the report to Excel, click on the **Export to Excel** link on top or at the bottom of the page.

Report :: ISP Data Detailed Report - by ISP Program

[Export to Excel](#)

Form ID	Program	Site	Individual	ISP Program	Max Number of Times a Day	Target Completion Date	Schedule/Frequency	Frequency of Documentation	Service Provider	Entered by	Entered Date/Time	Data Collection Date	Status	Begin Time	End Time	Duration Hour	Duration Min	Billable	Location	Comments	Scoring Comments	Task Name	Task Description	Score	Group Count
ISD-DEMOTPHL-H7H4NFUZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			1.	He will grab toothbrush and toothpaste. He will apply small amount of toothpaste to toothbrush.	Full Physical Prompt	
ISD-DEMOTPHL-H7H4NFUZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			2.	Brushing teeth in circles for 30 seconds	Declined	
ISD-DEMOTPHL-H7H4NFUZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			3.	He will wash his mouth with water.	Full Physical Prompt	
ISD-DEMOTPHL-H7H4NFUZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			4.	test	Full Physical Prompt	
ISD-DEMOTPHL-H7H4NFUZ2MULM	Day Shift	DEMO SITE (BD)	Chowdhury, Niloy	Self-Help Skill	10		Every Morning	Two times a day	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	15-MAY-2019 12:50:03 pm	05/15/2019	Submitted			00:00	0		rdey			5.		Full Physical Prompt	

[Export to Excel](#)

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Cancel