

Individual Intake

In Therap, it takes less than a minute to Intake in individual. Users assigned with the **Individual Administrative Role** will be able to enter Individuals into the Therap system.

In order to Intake an Individual, please follow the steps mentioned below:

1. In the Admin tab of the Dashboard, click on the **New** link beside the Individual Intake under the Care section.



2. In the Individual Entry page, enter the Individual's First Name and Last name and other necessary information

3. Click on the **Save** button to save the Individual into the system

Individuals within the Agency

1. On clicking the **Save** button; if the Individual's details, the First Name, Last Name, Date of Birth and the ID Type match with Individuals already existing in the Provider Agency, the system will display a list of the existing Individuals

Individual Intake

Individual Entry

i Individuals with similar names already exist in this agency. Click on the "Save anyway" button to add the new individual.

Individual's Name	Birth Date	Medicaid Number	Entered Date
Arnob Das	05/01/2000		05/08/2017
Arnob Das	06/01/2000		06/05/2016

Back
Save Anyway

You may click on the **Save Anyway** button to enter the Individual into the system, or you may click on the **Back** button to change or modify the Individual's details.

- On clicking the **Save Anyway** button, you will receive a success message. You may then click on the **Open Individual Data Page** link to view the Individual Data page, the **Edit Individual Data** link to edit the Individual Data page, or the **Edit Program Enrollment** link to enroll the Individual into Programs.

i **Successfully Saved.**

Open Individual Data Page

Edit Individual Data

Edit Program Enrollment

Admit an Individual

After you intake an Individual, you need to admit the Individual. On clicking the Open Individual Data page you will see that beside the name of the Individual, there exists Pending admission status.

Individual Data

Arnob Das (Pending Admission) ←

Form ID: IDF-DEMOBBGD-F7J4MSFZCDF6Q

Entered By: Sunita Ghosh, Trainee on 05/08/2017 03:13 PM

In order to admit an Individual, please follow the mentioned steps:

Individual Intake

1. Click on the **'Admit'** button to admit the Individual into the system.

Pending Admission Notes Jump to

Pending Admission Notes

Display PDF

Back Delete Edit Individual Data **Admit** Send via SComm

2. In the following Admit Individual page, you will need to enter the Admission Date and click on the **Done** button located at the bottom of the page.

Admit Individual

Admission Date: 05/08/2017

Back Done

3. A success message will appear to confirm the admission of the Individual. If you want to go back to the Individual Data Form, click on back.

Successfully Admitted.

If you want to go to Individual Data Form, click here. Back

4. If you go to the Individual Data Form, you will see that the status has been changed from Pending Admission to Admitted.

Individual Intake

Individual Data

Arnob Das (Admitted) ←

Form ID: IDF-DEMOBBGD-F7G4MGAV5ED7G

Admitted By: Sunita Ghosh, Trainee

Entered By: Sunita Ghosh, Trainee on 05/08/2017 04:51 PM

Last Updated By: Sunita Ghosh, Trainee on 05/08/2017 04:54 PM

Enroll Individual into Program

1. Open the Individual Data page. Now, click on the **Edit Program Enrollment** link in the Active Program and Site Information section.

Individual Data

Arnob Das (Admitted)

Form ID: IDF-DEMOBBGD-F7J4MSFZCDF6Q

Admitted By: Sunita Ghosh, Trainee

Entered By: Sunita Ghosh, Trainee on 05/08/2017 03:13 PM

Identification Data

Jump to

First Name	Arnob	Last Name	Das
Middle Name		Suffix	
SSN		Birth Date	05/01/2000

Active Program & Site Information

Program Name	Enrollment Date	Site Name	Address	Primary Contact	Secondary Contact
Edit Program Enrollment ←					

Individual Intake

2. You will be directed to the **Program Enrollment** page. Click on the **Enroll** link in the same row as the Program name to which you would like to enroll the Individual.

Program Enrollment

Individual Details

Individual Name Arnob Das
 Individual Date of Birth 05/01/2000
 Individual Status Admitted
 Enrollment Date 05/14/2017

Enrollable Program(s)

(1 of 1) << 1 >>

Program Name	Site Name	Action
Day Shift	Demo Site	Enroll
Morning Shift	Demo Site	Enroll

(1 of 1) << 1 >>

Enrolled Program(s)

(1 of 1) << >>

Program Name	Site Name	Enrollment Date	Discharge Date	Action
No records found.				

(1 of 1) << >>

3. The Enrollment Date window will then pop up where you will need to enter the date of admission in the Enrollment Date field. Next, click on the **Enroll** button.

Enrollment Date ✕

Enrollment Date *

Individual Intake

- This will enroll the Individual to the Program and the Program Enrollment page will display the Enrollment date that you just entered.

Individual Details				
Individual Name	Arnob Das			
Individual Date of Birth	05/01/2000			
Individual Status	Admitted			
Enrollment Date	05/14/2017			

Enrollable Program(s)		
(1 of 1) < << 1 >> >		
Program Name	Site Name	Action
Morning Shift	Demo Site	Enroll
(1 of 1) < << 1 >> >		

Enrolled Program(s)				
(1 of 1) < << 1 >> >				
Program Name	Site Name	Enrollment Date	Discharge Date	Action
Day Shift	Demo Site	05/14/2017		Discharge / Edit
(1 of 1) < << 1 >> >				

Cancel		Save
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- Click on the **Save** button at the bottom of the page to save this enrollment information and after that you will be directed to the **Individual Data** page.

Individual Intake

Filling up the Individual Data Form

Once the Individual gets admitted, the User can edit the Individual's name and other necessary information in the Individual Data if the User has the **Individual Data Edit** role.

1. Click on the **Edit Individual Data** link at the bottom of the page if you want edit the Individual Data Form (IDF).

2. The Individual Data Form (IDF) consists of many sections. Kindly note the fields marked with Red Asterisk (*) needs to be filled up, otherwise you will not be able to save the Individual Data Form. At first under the identification section, fill up Gender, Height, Weight Range, Hair Color, Eye Color, Characteristics, Address, and Birth Place etc. You can also add the photo of the individual if you want to.

Please note postal code needs to be a 5 digit number and all phone numbers will need to be a 10 digit number.

Individual Intake

First Name:*	<input type="text" value="Arnob"/>	Last Name:*	<input type="text" value="Das"/>																																
Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>																																
SSN:	<input type="text"/>	Birth Date:	<input type="text" value="05/01/2000"/>																																
	Format: xxx-xx-xxxx or xxxxxxxxx																																		
Photo 1	<input type="text" value="NONE"/>	Photo 1 Date:	<input type="text"/> Remove Add																																
Photo 2	<input type="text" value="NONE"/>	Photo 2 Date:	<input type="text"/> Remove Add																																
Gender:	<input type="text" value="Please Select"/>	Goes By:	<input type="text"/>																																
Medicaid Number:	<input type="text"/>																																		
ID Type:	<input type="text" value="- Please Select -"/>	ID Number:	<input type="text"/>																																
Additional ID Type:	<input type="text" value="- Please Select -"/>	Additional ID Number:	<input type="text"/>																																
Race:	<table border="1"> <thead> <tr> <th>Available Items</th> <th>Add all</th> <th>Selected Items</th> <th>Remove all</th> </tr> </thead> <tbody> <tr> <td>American Indian/Alaskan Native</td> <td>+ ^</td> <td>Asian</td> <td>-</td> </tr> <tr> <td>Asian Indian</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td>Black/African American</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td>Chinese</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td>Declined</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td>Filipino</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td>Guamanian or chamorro</td> <td>+ v</td> <td></td> <td></td> </tr> </tbody> </table>			Available Items	Add all	Selected Items	Remove all	American Indian/Alaskan Native	+ ^	Asian	-	Asian Indian	+			Black/African American	+			Chinese	+			Declined	+			Filipino	+			Guamanian or chamorro	+ v		
Available Items	Add all	Selected Items	Remove all																																
American Indian/Alaskan Native	+ ^	Asian	-																																
Asian Indian	+																																		
Black/African American	+																																		
Chinese	+																																		
Declined	+																																		
Filipino	+																																		
Guamanian or chamorro	+ v																																		
Ethnicity/Hispanic Origin:	<input type="text" value="Bengali"/>																																		
Height:	<input type="text" value="5"/> Feet	<input type="text" value="8"/> Inch																																	
Weight Range:	From <input type="text" value="150"/> lbs	To <input type="text" value="150"/> lbs																																	
Hair Color:	<input type="text" value="Black"/>	Other:	<input type="text"/>																																
Eye Color:	<input type="text" value="Black"/>	Other:	<input type="text"/>																																
Characteristics:	<p>About 2918 characters left</p> <p>Usually he is very polite and quiet and maintains good relationship with everyone.</p>																																		
Primary Oral Language:	<input type="text" value="Bengali"/>	Other:	<input type="text"/>																																
Primary Written Language:	<input type="text" value="Bengali"/>	Other:	<input type="text"/>																																
Interpreter Needed	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown																																		
Religion:	<input type="text" value="Hindu"/>	Other:	<input type="text"/>																																
Citizenship:	<input type="text" value="Bangladeshi"/>	Other:	<input type="text"/>																																

Individual Intake

3. Medical information section contains the emergency orders for the Individual's, adaptive equipments, blood group, Types and level of disabilities etc.

Medical Information
Jump to

Emergency Orders: About 2943 characters left
 In case of mental break-down, use Music to calm him down.

Adaptive Equipment: About 2977 characters left
 No equipment is needed.

Blood Type: B+

Developmental Disability: Cerebral Palsy Epilepsy Autism Neurological Impairment Other

Intellectual Disability: Mild Moderate Severe Profound Unspecified

Primary Care Physician: Add Primary Care Physician Clear

Other Medical Information: About 2947 characters left
 Need to check his Blood Pressure at least once a day.

4. In the Guidelines section, information like Guidelines, Eating Guidelines, Communications Modality, Toileting Status etc can be entered.

Guidelines
Jump to

Dietary Guidelines: About 2978 characters left
 Can't take spicy foods

Eating Guidelines: About 2944 characters left
 Need to give verbal instructions throughout the Process.

Communication Modality: Partially Verbal

Other: About 3000 characters left

Communication Comments: About 2940 characters left
 Sometimes, need to seek attention using verbal instructions.

Mobility: Walks on own **Other:**

Mobility Comments: 3000 characters left

Individual Intake

5. The insurance section is not relevant in context of Asia. So you can keep the section blank.
6. In Behavior Management part under **Behavior** section, you can also note down the behavioural aspects of the Individual.

Behavior

Behavior Management: About 2937 characters left

He likes music very much. Music helps to control his behavior.