

# Compose SComm Message - Individual Care

The Secure Communications (SComm) module has been designed to facilitate the exchange of information among users in a secure way. Users can use the Individual Care type Secure Communications (SComm) to communicate with a user or group of colleagues when they want to share information on individual care related issues.

Users with the SComm Roles enabled from User Privilege will be able to compose specific individual related messages, for individuals on their caseload, from within their account.

## SComm Roles

- ☒ Enable Full SComm
- ☐ Individual Care SComm  
Send Only
- ☐ Enable Limited SComm

1. Click on the **Compose** link under the **SComm** section on the right side of the Dashboard.

<b>To Do</b>	<b>General</b>		<b>Issue Tracking</b>
<b>Individual</b>	<b>Provider</b>	Preferences   Password Policy	New My Issues
<b>Health</b>	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Assign External System ID   Self Password Reset	<b>SComm</b>
<b>Agency</b>	<b>Title</b>	New   List   Import from Excel   Search Imported Excel	Inbox Sent Items <b>Compose</b> Drafts Custom User Group Message Audit Delete Message Content
<b>Billing</b>	<b>Change Password</b>	User List	
<b>Admin</b>	<b>User Privileges</b>	Manage   Archive   Legacy Archive Upto Jul 2011	
<b>Agency Reports</b>			

2. From the 'Message Type(s)' window, click on the **Individual Care** option if the message is specific to an individual.

**Message Type(s)**

- General**  
Message **NOT** specific to an individual
- Individual Care**  
Message containing individual specific information

If user wants to send message specific to their Colleagues or Administrators click on the **General** option

3. Select an individual by typing in the first few letters of the individual's name in the text area or by clicking on the magnifying glass icon for an advanced Individual Search functionality.

**Message Type(s)** ×

**General**  
Message **NOT** specific to an individual

**Individual Care**  
Message containing individual specific information

**Individual**

nil Q

**Niloy Chowdhury**

Niloy Islam / 012345

Nilima Khan

Niloy Rahman

**Message Type(s)** ×

**General**  
Message **NOT** specific to an individual

**Individual Care**  
Message containing individual specific information

**Individual**

Niloy Chowdhury Q >

After selecting the individual, click on the blue arrow.

Message Type(s) ×



General

Message **NOT** specific to an individual



Individual Care

Message containing individual specific information

Individual

Niloy Chowdhury



4. On the Compose page, **Recipient(s)**, **H/M/L**, **Subject** and the **Message** fields are mandatory and must be completed.

Compose

Inbox  
Sent Items  
Drafts  
Trash  
My Folder(s)  
Settings



This message contains information specific to **Niloy Chowdhury**

\* Recipient(s)

Search



\* H/M/L

- Please Select -



\* Subject

**B** *I* U 11pt

Therap Form Attachment(s)

- Select Form Type -



File Attachment(s)

The total size of all attachments cannot exceed 10 MB

Add File


Scan File

Cancel

Save

Send

5. Users may choose the recipient(s) of the message by typing in the first few letters of the recipient's name in the text area. This will display an auto complete list of recipients matching the letters entered. Click on a name to add to the recipient list.


\* Recipient(s)  

Henry, **Kevin** / Day Shift Teacher (Therap Global Demonstration Provider)  
**Kevin**, Jessica / Special Educator (Therap Global Demonstration Provider)

\* H/M/L

\* Subject

Users may also click on the **Advanced Recipient** Selection icon. It will automatically give a list of Therap users at your agency. To add users to the recipient list, click on their names or the check box, and then click on the **Add Recipient(s)** button.

\* Recipient(s)  

\* H/M/L

\* Subject

Select Recipient(s)

Common Program Custom User Group Limited Access User

Filter  [To Select All Recipients Click Here](#) 10 Records

<input type="checkbox"/>	Last Name	First Name	Title	Provider Name
<input type="checkbox"/>	Allen	Charles	Provider Administrator	Therap Demo Provider
<input type="checkbox"/>	Sanders	John	Direct Care Staff	Therap Demo Provider
<input type="checkbox"/>	Barnes	Tracy	Direct Care Staff	Therap Demo Provider
<input type="checkbox"/>	Cole	Mia	Therap Administrator	Therap Demo Provider
<input type="checkbox"/>	Hall	Steven	Billing Specialist	Therap Demo Provider
<input type="checkbox"/>	Anderson	Jacob	System Administrator	Therap Demo Provider
<input type="checkbox"/>	Jenkins	Charles	Program Manager	Therap Demo Provider
<input type="checkbox"/>	Henderson	Karen	Auditor	Therap Demo Provider
<input type="checkbox"/>	Gibson	Megan	Supervisor	Therap Demo Provider
<input type="checkbox"/>	Harris	Brian	Supervisor	Therap Demo Provider

Showing 1 to 10 of 50 entries

Previous 1 2 3 4 5 Next


[Add Recipient\(s\)](#)

Users may also search for users by writing their name in the **Filter** box or from the **Title** section.


\*Users may also choose multiple users from the list to send a SComm message to.

6. After selecting the recipient(s), select the Notification Level of High, Medium, or Low for

the message from the **H/M/L** field, enter a Subject for the message, and enter your Message



 This message contains information specific to **Niloy Chowdhury**

**\* Recipient(s)**


+ 

Kevin, Jessica / Special Educator (Therap Global Demonstration Provider)
✕

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 **\* H/M/L**

Medium
▼

 **\* Subject**

Personal Focus

**B**
***I***
**U**






11pt
▼

Hi,

Please check the attached ISP Program and T-Log of Niloy. We will need to change some of the Individual Education Plan for him for the upcoming month.

Thanks.

7. The Therap Form Attachment(s) section allows the optional feature to select a specific form that has been completed in other modules to the Scomm. If desired, select the module you want to attach the form from, click search and select the form(s) you want to attach.

The screenshot displays the 'Therap Form Attachment' interface. On the left, a dropdown menu is open, showing a list of form types: Appointments, Behavior Event record, Behavior Plan, Blood Glucose, Case Note, Clinician Report for ISP Program, GER Resolution, General Event Reports (GER), Health Care Report, and Height/Weight. The dropdown is titled 'T-Log' and has a search icon (magnifying glass) next to it. Below the list is a button labeled '- Select Form Type -' with an upward arrow and a search icon. An orange arrow points from the search icon in the dropdown to the search form on the right. The search form is titled 'Therap Form Attachment' and contains the following fields: Individual (Chowdhury, Niloy / 21911), Program (Site) (Search), Entered By (Search), Form ID (Search), Create Date From (05/25/2020), Create Date To (MM/DD/YYYY), Notification Level (- Please Select -), Status (Submitted), Acknowledge Status (- Please Select -), and Summary (Search). Below the search form is a 'Clear Selection' button. At the bottom right, there is a 'Search' button, which is highlighted with an orange box and an orange arrow pointing to it from the 'Clear Selection' button.

For example, you may select the T-Log forms you want to attach in your SComm message and then click the Attached Form(s) button



Therap Form Attachment

### T-Log Search

You have selected 2 items.

15
Records

	NL	Individual	Summary	Photo	Attachment	Program Name	Entered By	Create Date	Status
<input type="checkbox"/>	Low	Chowdhury, Niloy	Speech Test			Day Shift	Hossain, Anwar	06/09/2020	Submitted
<input checked="" type="checkbox"/>	Medium	Chowdhury, Niloy	Drawing			Day Shift	Hossain, Anwar	06/09/2020	Submitted
<input checked="" type="checkbox"/>	Medium	Chowdhury, Niloy	Academy			Day Shift	Hossain, Anwar	06/09/2020	Submitted
<input type="checkbox"/>	Medium	Chowdhury, Niloy	Academic Progress			Day Shift	Rahman, Imran	06/07/2020	Submitted

Showing 1 to 4 of 4 entries

Previous
1
Next

Back

Attach Form(s)

8. You also have the option to attach files stored on your computer. To do so, under the 'File Attachment(s)' section, click on the **Add File** button. Next, click on the **Browse** button to select a file from your computer to upload. Once done, click on the **Upload** button.

#### Therap Form Attachment(s)

Module Name	Form ID	Action
T-Log	TL-DEMOTPHL-J8B3XJGN4MUL3	<a href="#">Open</a>   <a href="#">Remove</a>
T-Log	TL-DEMOTPHL-J8B3XJGN3MULG	<a href="#">Open</a>   <a href="#">Remove</a>

T-Log ▼ 🔍

#### File Attachment(s)

The total size of all attachments cannot exceed 10 MB

File Name	Size	Date	Action
Medicine list.txt	38 Bytes	06/09/2020	<a href="#">Download</a>   <a href="#">Remove</a>

Total uploaded **38 Bytes** and remaining **10.00 MB**

[Add File](#)

[Scan File](#)

[Cancel](#)

[Save](#)

[Send](#)

After you have included the desired information in your Scomm, click on the **Send** button to send the message. You should see the following success message:



**SComm sent successfully**

SComm has been sent successfully to **Jason, Abraham / Academic Supervisor**. [Click here](#) to view sent message.

Click on the **Save** button if you want to save your message to send it later and this message will be displayed:



Message saved as draft

You will be able to find the message in the **Drafts** folder to complete it later.