

## Create New Program

**Programs** are divided in an organization based on different activities or categories. Programs can be set up based on activities (**Speech Therapy, Vocational Training** etc.), according to shifts (**Morning Shift, Day Shift**) or classes (**Class One, Class Two** etc.). Each site needs to have at least one Program. Multiple Programs can be under one Site. An **Individual** (or **Student**) can be enrolled in one program or multiple **Programs**.

Users with the **Provider Setup** Agency Wide and Administrative Role have the privilege to create, update and delete programs.

1. Click on the **Admin** tab from Dashboard.

<b>To Do</b>	<b>General</b>		<b>Issue Tracking</b>
<b>Individual</b>			My Issues
<b>Health</b>			<b>SComm</b>
<b>Admin</b>			Inbox
<b>Agency Reports</b>			Sent Items
<b>Individual Home Page</b>			Compose
			Drafts
			Custom User Group
			Message Audit
			Delete Message Content
			<b>Classes</b>

General	
Provider	Preferences   Password Policy   Archive Preference
User	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset
Physician Information	List   Physician List
Change Password	User List
User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011

2. From the **Admin** tab, click on the **New** link beside Program.

To Do

Individual

Health

Billing

Admin

Agency Reports

Individual Home Page

General

Provider

Preferences | Password Policy

User

New | List | Import from Excel | Search Imported Excel | Titles | New Title | Assign External System ID | Self Password Reset

Change Password

User List

Super Role

Manage | Archive | Legacy Archive

Program

New | List | Import from Excel | Search Imported Excel

Issue Tracking

New

My Issues

SComm

Inbox (1)

Sent Items

Compose

Drafts

Custom User Group

Message Audit

Delete Message Content

Appointments

3. Fill out the fields on the **Create New Program** page as necessary.

N:B: Fields with the red asterisks (\*) are mandatory.

## Create New Program [New](#)

### Program Details

**Provider Code** DEMOTG-TGD

**Provider Name** Therap Global Demonstration Provider

\* **Program Name**

\* **Program Type**

\* **Site Name**

\* **Program ID**

**Program Code**

**Cost Center Number**

**Capacity**

### Program Contacts

#### Primary Contact

**Name**

**Phone 1**

**Phone 2**

#### Secondary Contact

**Name**

**Phone 1**

**Phone 2**

Valid phone number format: xxx-xxx-xxxx or xxxxxxxxxxxx

Cancel

Save

Save And Create New

Save And Add Individual(s)

4. Enter the name of the Program in the **Program Name** field.

Program Details

Provider Code

DEMOTG-TGD

Provider Name

Therap Global Demonstration Provider

\* Program Name

Speech Therapy

\* Program Type

- Please Select -

5. When filling out the **Program Type** field, you will find a large drop-down menu. Scroll through or search and find the program type that is closest to the work that you perform. There is also an “other” option you can use if you don’t find one that suits your needs.

\* Program Type

- Please Select -

\* Site Name

Spe

\* Program ID

Day Program/Special Needs

Program Code

Non Specialized Program

Cost Center Number

Non-Specialized

Capacity

Special Education

Specialized Consultative Services


Specialized Counseling Services

Specialized Hab - Base Site

Specialized Services

Speech Therapy

6. Select the appropriate **Site** (which is already created) from the drop down menu to link the program to that site within your Therap account.

<b>* Site Name</b>	Demo Site 
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7. The system requires a **Program ID**. This can be the same name as your program, an abbreviated name of your program, or another combination of letters and numbers if you prefer.

<b>* Program ID</b>	01
Program Code	
Cost Center Number	
Capacity	0

**Note: Program Code, Cost Center Number, and Capacity** are optional and you do not need to fill them out.

8. **Primary Contact** and **Secondary Contact** are both optional fields. If you complete these sections, the contact information for the persons entered will be displayed on the individual data form after an individual is enrolled into the program. This information will also appear

in other places and on various reports within the system.

Program Contacts

Primary Contact

→ Name

Luis Patrick

Phone 1

123456789

255

Phone 2

Extension

Secondary Contact

Name

Phone 1

Extension

Phone 2

Extension

**Note:** For **Phone**, you should enter in your country code without the plus sign (**For example:** 255 in Tanzania) in the box on the right that says “Ext” and enter the rest of your phone number in the box on the left.

Cancel

Save

Save And Create New

Save And Add Individual(s)

- Clicking on the **Save** button at the bottom of the page, will save the Program and take you to the ‘Program List’ page.
- Clicking on the **Save And Create New** button on this page, will take you to the page to create another Program.

- Clicking on the **Cancel** button cancels the operation.
- Clicking on the **Save and Add Individual(s)** button will take you to where you can enroll individuals into this program (as long as you have already entered your individuals (or students) into the system).

9. After clicking on **Save** button, a success message will be displayed.

#### Program (Site)

The form PROGRAM-DEMOTPHL-LEL4NDSZ4842W has been successfully saved

Filter	15 Records							
Form ID	Program Name	Site Name	Program Type	Program Cost Center Number	Status	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL-J8B3XJGXXKMUL4	Speech Therapy	Demo Site	Preschool		Active	12/18/2022	Asia/Manila	<a href="#">Details</a>

Showing 1 to 1 of 1 entries (filtered from 123 total entries)

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 Export to Excel