

# 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**.

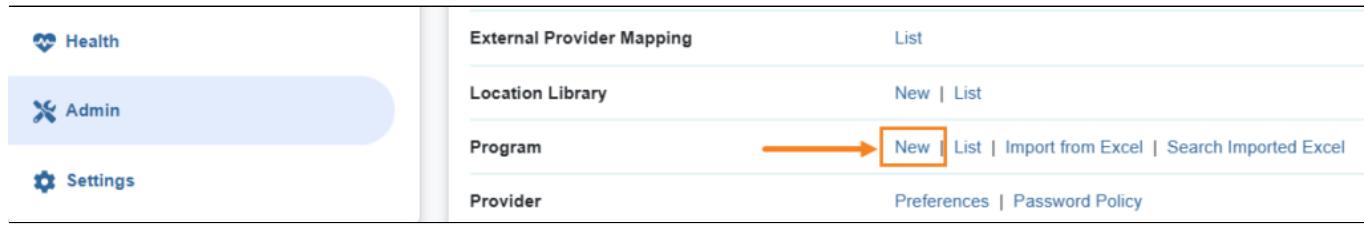
Users with the **Provider Setup** Agency Wide and Administrative Role have the privilege to create, update and delete programs.

## 1. Click on the **Admin** Tab from HomePage



Reporting		Intake/Elimination	
	<a href="#">New</a>	<a href="#">Search</a>	<a href="#">Report</a>
	<a href="#">Lab Test Result</a>	<a href="#">New</a>	<a href="#">Search</a>
	<a href="#">Menses</a>	<a href="#">New</a>	<a href="#">Search</a>
	<a href="#">Respiratory Treatment</a>	<a href="#">New</a>	<a href="#">Search</a>
	<a href="#">Seizures</a>	<a href="#">New</a>	<a href="#">Search</a>
	<a href="#">Skin/Wound</a>	<a href="#">New</a>	<a href="#">Search</a>

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



Health		External Provider Mapping	
	<a href="#">List</a>		<a href="#">New</a>
	<a href="#">Location Library</a>	<a href="#">New</a>	<a href="#">List</a>
	<a href="#">Program</a>	<a href="#">New</a>	<a href="#">List</a>
			<a href="#">Import from Excel</a>
			<a href="#">Search Imported Excel</a>
	<a href="#">Provider</a>	<a href="#">Preferences</a>	<a href="#">Password Policy</a>

## 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	<input type="text"/>
* Program Type	<input type="text" value="- Please Select -"/>
* Site Name	<input type="text" value="- Please Select -"/>
* Program ID	<input type="text"/>
Program Code	<input type="text"/>
Cost Center Number	<input type="text"/>
Capacity	<input type="text" value="0"/>

### Program Contacts

#### Primary Contact

Name	<input type="text"/>	
Phone 1	<input type="text"/>	<input type="text" value="Extension"/>
Phone 2	<input type="text"/>	<input type="text" value="Extension"/>

#### Secondary Contact

Name	<input type="text"/>	
Phone 1	<input type="text"/>	<input type="text" value="Extension"/>
Phone 2	<input type="text"/>	<input type="text" value="Extension"/>

Valid phone number format: **xxx-xxx-xxxx** or **xxxxxxxxxx**

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

**Program Details**

<b>Provider Code</b>	DEMOTG-TGD
<b>Provider Name</b>	Therap Global Demonstration Provider
<b>* Program Name</b>	Speech Therapy
<b>* Program Type</b>	- 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.

<b>* Program Type</b>	<input type="text" value="- Please Select -"/>
<b>* Site Name</b>	<input type="text" value="Spe "/> 
<b>* Program ID</b>	Day Program/Special Needs Non Specialized Program Non-Specialized Special Education Specialized Consultative Services Specialized Counseling Services Specialized Hab - Base Site Specialized Services
<b>Program Code</b>	
<b>Cost Center Number</b>	
<b>Capacity</b>	



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.

\* Site Name

Demo Site 

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.

\* Program ID

01

Program Code

Cost Center  
Number

Capacity

**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**

<span style="color: orange;">→</span> <b>Name</b>	Luis Patrick	
<b>Phone 1</b>	123456789	255
<b>Phone 2</b>		Extension

**Secondary Contact**

<b>Name</b>		
<b>Phone 1</b>		Extension
<b>Phone 2</b>		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-J8B3XJGXKMUL4	Speech Therapy	Demo Site	Preschool		Active	12/18/2022	Asia/Manila	Details		

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

Previous
1
Next

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Export to Excel