

# **Enrollment of Individuals in a Program**

Enrolling individuals in at least one program is necessary to perform the majority of documentation within Therap.

Users assigned with the **IDF** Admin Administrative Role will be able to enroll all the individuals for a selected Program using the **Enrollment-By Program** feature in Therap.

- Enroll Individuals
- Edit Enrollment Date
- **Discharge Individuals**

#### **Enroll Individuals**

1. On the **Admin** tab, click on the **By Program** link beside **Enrollment** under the **Care** section.

Admin	Title	New   List   Import from Excel   Search Imported Excel	Compose Drafts Custom User Group
Agency Reports	Change Password	User List	Message Audit Delete Message
Individual		Care	Content
Home Page	Individual Demographics	List   Search   Custom Fields	Tuesday
Settings	Individual Intake	New   Pending Admission Notes   Import from Excel   Search Imported Excel	13
	Enrollment	By Program   By Individual   Import from Excel   Search Imported Excel	June 2023

2. On the **Program (Site)** page, click on the preferred program in which you want to enroll the individuals.



#### Program (Site)

Filter										15 V Records
Form ID	¢	Program Name	Site Name 💠	Program Type	¢	Program Cost Center Number \$	Status Active -	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL- J8B3XJGXKMUL4		(Demo) Academic Activities	Therap Global Demonstration Provider	Preschool			Active	06/09/2020	Asia/Manila	Details
PROGRAM-DEMOTPHL- LD94NFBZZ84ZC		(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Individualized Skills Development			Active	11/07/2022	Asia/Manila	Details
PROGRAM-DEMOTPHL- JCW4NKLXQMULY		Sunflower Class	DEMO SITE TG	School			Active	10/28/2020	Asia/Dhaka	Details
PROGRAM-DEMOTPHL- J5J22Z4UKUR8Y		Behavioral Therapy	DEMO Therapy Center	Behavior Therapy			Active	08/14/2018	Asia/Dhaka	Details
PROGRAM-DEMOTPHL- K3F4NFCZGMULL		Class 1	DEMO Special School	Sports			Active	01/13/2021	Asia/Dhaka	Details
Showing 1 to 05 of 05 entries	(filtere	ed from 05 total e	ntries)							Previous 1 Next
4										•

# 3. From the **Enrollable Individual(s)** section, click on the **Enroll** link.

irst Name <i>↑</i> ₹	Middle Name	Last Name	Date of Birth	Action
Anwar		Ibrahim	03/01/2010	Enroll
Bishal		Yadav	01/01/2001	Enroll
lannatul		Ferdaus	01/01/2018	Enroll
Kevin		Henry		Enroll
Farah		Hana		Enroll
Abir		Rahman	12/16/2020	Enroll

• The **Individual Enrollment** window will be shown. Click on the calendar icon to select the date of enrollment.



Enrollable Individual(s) -											
First Name ↑₹	Middle Nar	ne			Last Na	me			Date of Birth		Action
Aaliyah					Candice				03/01/2010		Enroll
Individual Enrollment	_									~	Enroll
										^	Enroll
Enrollment Date *					_						Enroll
06/01/2023				É	₿E	Enroll					Enroll
	<	Jun		✔ 2	2023	•	- >				Enroll
Abdullan	s	М	т	W	т	F	s		01/01/2010		Enroll
Abdullah	28	29	30	31		2	3		01/01/2010		Enroll
Abdur		5	c	7	°	0	10		01/01/2010		Enroll
Abdur	4	5	0	1	0	9	10		01/01/2011		Enroll
Abdur	11	12	13	14	15	16	17		02/15/2009		Enroll
Abir	18	19	20	21	22	23	24		01/05/2016		Enroll
Abir	25	26	27	28	29	30	1		01/01/2015		Enroll
Abir	20	20	21	20	20	00			12/16/2020		Enroll

### • Click on the **Enroll** button to enroll the individual.

Individual Enrollment		×
Enrollment Date *	06/01/2023	

**Note:** To enroll all the individuals of a selected program, users can follow the above steps.

4. Users can see the enrolled individuals name under the **Enrolled Individual(s)** section. Click on the **Save** button to save the enrollments.

irst Name 1े≢	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
nwar		Ibrahim	03/01/2010	06/14/2023		Discharge / Edit
ngela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
saac		Abraham	02/01/2011	01/01/2022		Discharge/Edit
iloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge/Edit
utri		Maria	01/01/2010	01/01/2022		Discharge / Edit
ima		Basnet	01/01/2014	01/01/2022		Discharge / Edit
Showing 1 to 06 of 0	6 entries					< 1

**Nerap** Global

Person-Centered. Data-Driven.

#### **Edit/Discharge Individuals from the Program**

Users can **Edit** the **Enrollment Date** and also **Discharge** the individuals if needed from the **Individual Enrollments** page.

# **Edit Enrollment Date**

Enrolled Individual(s	)					-
First Name ↑₹	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
Anwar		Ibrahim	03/01/2010	06/14/2023		Discharge <mark>' Edit</mark>
Angela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
Isaac		Abraham	02/01/2011	01/01/2022		Discharge / Edit
Niloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
Putri		Maria	01/01/2010	01/01/2022		Discharge / Edit
Sima		Basnet	01/01/2014	01/01/2022		Discharge / Edit
Showing 1 to 06 of 0	6 entries					< 1 >
Cancel						Save

• To edit the **Enrollment Date** click on the **Edit** button.



• From the **Enrollment Date** window select the preferred date and click on **Continue**.

Ind	lividual Enrollment			×
P F	Enrollment Date *	01/01/2023	Continue	
9				

# **Discharge Individuals**

• To discharge the individual click on the **Discharge** button under the **Enrolled Individual(s)** section.

irst Name <i>↑</i> ₹	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
nwar		Ibrahim	03/01/2010	06/14/2023		Discharge, Edit
ngela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
aac		Abraham	02/01/2011	01/01/2022		Discharge/Edit
iloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
utri		Maria	01/01/2010	01/01/2022		Discharge/Edit
ma		Basnet	01/01/2014	01/01/2022		Discharge / Edit
Showing 1 to 06 of 0	06 entries					< 1

• On the **Discharge Date** window, enter the **Discharge Date** and click on the **Discharge** button.

first Name ↑ <del></del> ₹	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
nwar		Ibrahim	03/01/2010	06/14/2023		Discharge, Edit
ngela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
saac		Abraham	02/01/2011	01/01/2022		Discharge / Edit
liloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
Putri		Maria	01/01/2010	01/01/2022		Discharge/Edit
Sima		Basnet	01/01/2014	01/01/2022		Discharge / Edit
Showing 1 to 06 of 0	6 entries					< 1

**Person-Centered.** Data-Driven.

• On the **Discharge Date** window, enter the **Discharge Date** and click on the **Discharge** button.

In	dividual Enrollment	Ahraham	02/01/2014	04/04/2022	×
	Discharge Date *	06/18/2023	Discharge		

• Users must click on the **Save** button to save the enrollment related information.

