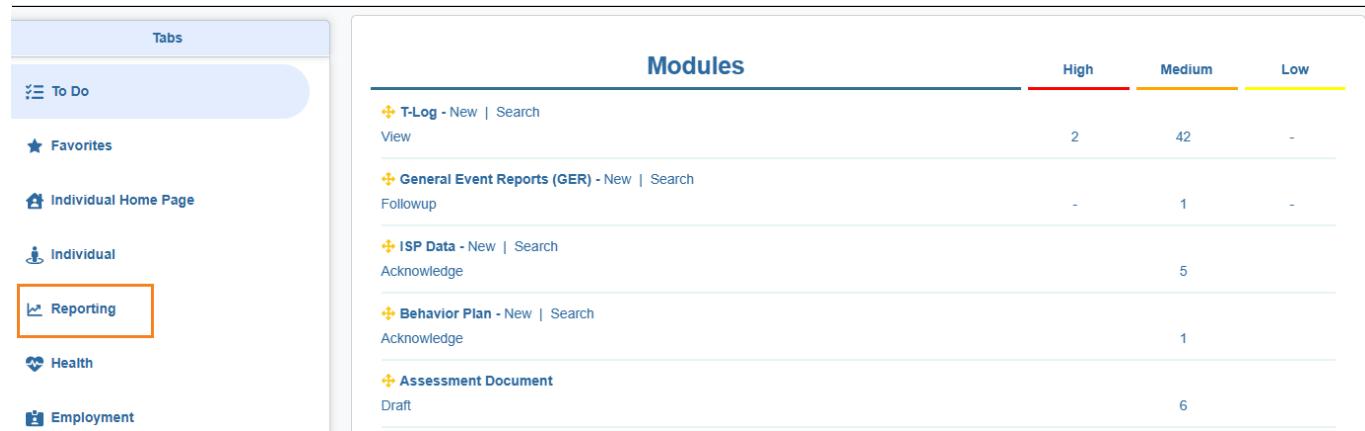


T-log Detailed Report

Therap's T-Log module offers a simple and effective way for agencies to enter and share daily shift notes, case notes, contact notes or logs efficiently. Users can generate detailed reports of the T-Log module to gather data related to an individual. The report can be searched by filtering individuals name, create date, notification level, status and type.

Users with the **Report Library** role can generate T-Log detailed reports.

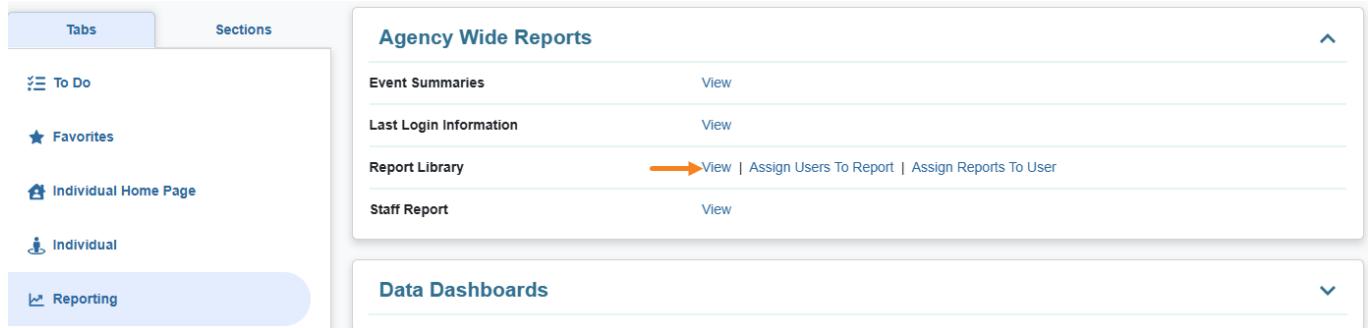
1. Click on the **Agency Reports** tab from the dashboard.



The screenshot shows the Therap dashboard with the 'Agency Reports' tab selected. The left sidebar lists various tabs: 'To Do', 'Favorites', 'Individual Home Page', 'Individual', 'Reporting' (which is highlighted with an orange border), 'Health', and 'Employment'. The main content area is titled 'Modules' and shows a list of items with a 'View' link and a status indicator (High, Medium, Low). The items are:

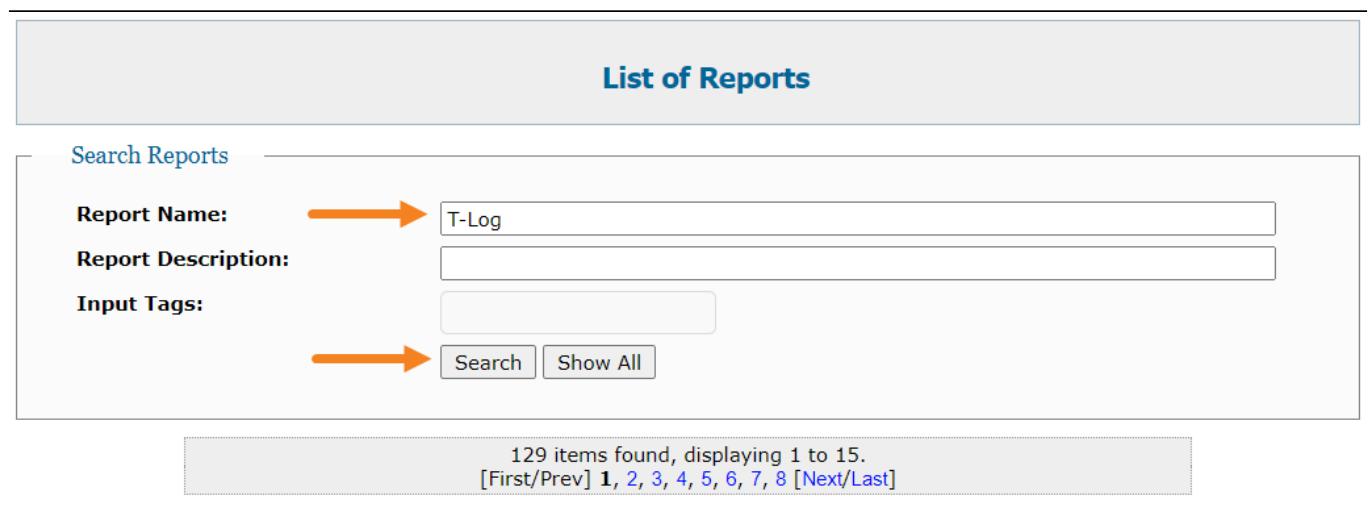
Module	High	Medium	Low
T-Log - New Search	2	42	-
General Event Reports (GER) - New Search	-	1	-
ISP Data - New Search	Acknowledge	5	-
Behavior Plan - New Search	Acknowledge	1	-
Assessment Document	Draft	6	-

2. Click on the **View** link beside **Report Library**.



The screenshot shows the Therap Global software interface. The left sidebar has tabs for 'To Do', 'Favorites', 'Individual Home Page', 'Individual', and 'Reporting'. The 'Reporting' tab is selected. The main content area has sections for 'Agency Wide Reports' and 'Data Dashboards'. Under 'Agency Wide Reports', there are links for 'Event Summaries', 'Last Login Information', 'Report Library' (with an orange arrow pointing to 'View | Assign Users To Report | Assign Reports To User'), and 'Staff Report'. Under 'Data Dashboards', there are currently no items listed.

3. It will open the **List of Reports** page. Type **T-Log** on the **Report Name** field and click on the **Search** button.



The screenshot shows the 'List of Reports' page. The search form has 'Report Name:' set to 'T-Log' and 'Search' highlighted with an orange arrow. Below the search form, a message says '129 items found, displaying 1 to 15.' with page navigation links [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last].

4. After clicking on the **Search** button, it will show the **List of Reports** related to the T-Log module.

List of Reports

Search Reports

Report Name:

Report Description:

Input Tags:

2 items found, displaying all items.
1

Report Name
T-Log Acknowledgement Report This report shows who has acknowledged T-Logs for a selected individual. Please do not search more than 6 months.
T-Log Detailed Report This report contains all details from T-Logs of all individuals. Please do not search more than 2 months.

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5. Click on **T-Log Detailed Report** and it will open the **T-Log Detailed Report** page. Provide the **From Date** and **To Date** and click on the **Continue** button.

N.B. The date range must not be more than 2 months.

Report Name: T-Log Detailed Report

From Date: 

To Date: 

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6. It will open the **T-Log Detailed Report** page.

Report :: T-Log Detailed Report																												
Export to Excel																												
Entered Date	Report Date	Notification Level	Individual First Name	Individual Middle Name	Individual Last Name	Individual ID Number	Individual Medicaid Number	Program	Summary	Begin Time	End Time	Duration (Hour)	Health Type	Notes Type	Follow-Up Type	Behavior Type	Contact Type	General Type	Submitter Employee Id	Submitted By	T-Log Content	Form ID	Status	Staff Reporter	Report Time	Has Attachment	Updated Date	Updated By
05-MAY-2019 03:51:44 pm		Low	Amit		Hossain	012345		Day Shift	Notes			00:00	Yes						Amit Ibrahim	Test	TL-DEMOTPHL-H774NFAZDMUL	Submitted			No			
09-MAY-2019 11:32:52 am		Low	Ali		Mohammad			Ma o Shishu Sreni N.B.	Drawing			00:00	Yes						Amit Ibrahim	Drew mango	TL-DEMOTPHL-H7B4NFJ28HULG	Submitted			No			
13-MAY-2019 04:03:48 pm		Low	Anwar		Rahman			Special Care For Gifted Children	Health			00:00	Yes						Ferdaus Rahman	Fever	TL-DEMOTPHL-H74NFZQHULY	Submitted			No			
13-MAY-2019 06:22:22 am		Medium	Thabang		Motseko			Day Shift (Lesotho)	Occupational Therapy Intervention			00:00	Yes						Arnob Rahman		TL-DEMOTPHL-H7F4NFNZ9MULT	Submitted			No			
13-MAY-2019 10:22:05 am		Low	Amit		Hossaain	012345		Day Shift	Occupational Therapy Intervention			00:00	Yes						Arnob Rahman		TL-DEMOTPHL-H7F4NFNZ8MULT8	Submitted			No			

Click on the **Export to Excel** link to download the report as an Excel file.

Report :: T-Log Detailed Report																											
 Export to Excel																											
Entered Date	Report Date	Notification Level	Individual First Name	Individual Middle Name	Individual Last Name	Individual ID Number	Individual Medicaid Number	Program	Site Name	Summary	Begin Time	End Time	Duration (Hour)	Health Type	Notes Type	Follow-Up Type	Behavior Type	Contact Type	General Type	Submitter Employee Id	Submitted By	T-Log Content	Form ID	Status	Staff Reporter	Report Time	Has Attachment
01-MAY-2020 02:03:35 am		Low	Angela		Mary			Morning Shift (PHL)	Demo Site (Philippines)	good day		00:00	Yes						Johanna Kroth	Angela had a good day today	TL-DEMOTPHL-H6Y4HD6ZKHLU	Submitted			No		
03-MAY-2020 03:38:24 pm		High	Taufiq		Tareq			Behavioral Therapy	DEMO SITE (BD)	High Fever		00:00	Yes						Imran Rahman	We have contacted his parents. They informed that he is recovering well.	TL-DEMOTPHL-H754ND8RLMUL4	Submitted			No		
04-MAY-2020 01:25:40 am		Low	Imran		Hossain	101		Day Shift	DEMO SITE (BD)	Therapy		00:00	Yes						Amit Ibrahim	Took occupational therapy for ten minutes.	TL-DEMOTPHL-H754ND8Y4MULX	Submitted			No		
04-MAY-2020 02:59:20 pm		Low	Arthur		Fleck			ADD DEMO Program	ADD International Bangladesh	Test		00:00	Yes						Nafisa Morsalin	test	TL-DEMOTPHL-H762KJW8VMUL8	Submitted			No		
10-MAY-2020 02:47:34 pm		Low	Niloy		Chowdhury			Day Shift	DEMO SITE (BD)	Followup		00:00	Yes						Anwar Hossain	- He is missing his school - He doesn't want to leave his academic book - He doesn't participate in any home game	TL-DEMOTPHL-H7C4NDCTTMULX	Submitted			No		
17-MAY-2020 03:02:28		Low	Vikranty		Bosnet			Day Shift	DEMO SITE (BD)	Follow up - Vikranty		00:00	Yes						Anwar Hossain	1. He is missing his school 2. Parents told me he has some behavior issue	TL-DEMOTPHL-H7K4NDLQMMUL5	Submitted			No		