

Pagdagdag ng Individual- Pag-Admit at Pag-Enroll sa Program

Ang mga users na may **IDF Admin** Administrative Role ang makaka pagdagdag ng mga individual sa Therap system. Ang mga users na may **IDF Admin** Administrative Role o **Individual Admit/Discharge** caseload-based role ang makakapag-admit ng mga individual sa system.

Pagdagdag ng Individual sa Therap System

Para makapagdagdag ng individual/students sa Therap system, ang user ay dapat pumunta sa **Admin** tab (nasa Dashboard) pagkatapos ay pumunta sa **Care** section.

1. Sa Admin tab, i-click ang **New** link sa hilera ng **Individual Intake** sa ilalim ng **Care** section.



To Do		General
Individual	Provider	Preferences Password Policy
Health		Archive Preterence
Agency	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Two Factor Authentication Self Password Reset
Billing	Physician Information	List Physician List
Admin	User Privileges	Manage Archive Legacy Archive Upto Jul 2011
Agency Reports	Aslada Roha	Care
Individual	Individual Demographics	List Search Custom Fields
Home Page	Individual Intake	New Pending Admission Notes Import from Excel
Settings	Enrollment	By Program By Individual Import from Excel
	Contact	New List Import from Excel

Bubukas ang **Individual Demographic Form (IDF)**. Isang paalala na ang **Individual Data form (IDF)** ay nabago at naging **Individual Demographic Form (IDF)** nabago din patin ang interface nito.

Ang **Individual Demographic Form (IDF)** ay may mga iba't-ibang fields na kinabibilangan ng mga sumusunod: individual's basic demographic information, individual's Photo, oversight information, residential address at mailing address. Ang bawat section ng IDF ay may sariling page. Maaaring magnavigate ang mga Users sa bawat IDF section sa pamamagitan ng pag-click sa mga link na makikita sa ibaba ng form. Maaaring i-update ang mga information sa IDF depende sa pangangailangan ng inyong ahensya.

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Individual Demographic Form (IDF) New 6

Photo 1	Add Image			Photo 1 Date	MM/DD/YYYY	
Title	- Please Select -	•		Gender	- Please Select -	-
* First Name				* Last Name		
Middle Name				Suffix		
Birth Date	MM/DD/YYYY			Goes By		
SSN				Medicaid Number		
	xxx-xx-xxxx / xxxxxxxx					
E-mail				Phone Number		
Race	- Please Select -	•		Ethnicity / Hispanic Origin	- Please Select -	-
Class Membership	- Please Select -	•				
Residential Address						
Residential Program /	- Please Select -	•				
Attention or in care of						
Address						
	Street 1			Street 2		
		State	~		Country -	
	City	State		Zip Code	Country	
Location	•					
Primary Phone				Secondary Phone		
Additional Phone						
Mailing Address						
Attention or in care of			□ Same as	s Residence Address		
Address						
	Street 1			Street 2		
		State	~		Country -	
	City	State		Zip Code	Country	
Primary Phone				Secondary Phone		
Additional Phone						



2. I-type ang First Name at Last Name ng individual.

Individual Demog	raphic Form (IDF) New 3)		
Photo 1	Add Image	Photo 1 Date	MM/DD/YYYY	
Title	- Please Select -	Gender	- Please Select -	
* First Name	Isaac	* Last Name	Patrick	
Middle Name		Suffix		
Birth Date	MM/DD/YYYY	Goes By		

Paalala:

- Photo 1 & Photo 1 Date fields are optional. If you want to add a photo, click on the 'Add Image' to add the photo of the individual. You may also add the date that you uploaded the photo if you would like to.
- Ang Title at Gender ay mga opsyonal na fields; para makapili i-click ang 'Please Select' sa bawat field. Sapagpili ng gender o kasarian ng individual ito ay lalabas na sa mga susunod na reports.
- Ang Middle name at Suffix ay opsyonal lamang at hindi kinakailangan.

3. Piliin ang **Birth Date** ng individual. Ang Birth Date ay opsyonal lamang, ngunit minumungkahi na ito ay lagyan upang mas mapabuti ang kalidad ng impormasyon ng individual, ito ay lalabas sa anumang report na nais iprint.

Individual Demo	araphic Form (IDF) ad	mitted f		T-Notes
Photo 1		Photo 1 Date	07/01/2020	
Title	Mr	Gender	Male -	
* First Name	Isaac	* Last Name	Patrick	
Middle Name		Suffix		
Birth Date	02/07/2010	Goes By		
SSN		Medicaid Number		
	xxx-xx-xxxxx / xxxxxxxxx			

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Paalala: Ang format ng calendar ay Month/Date/Year (Buwan/Araw/Taon). Maraming bansa ang hindi ganito ang format. Ang mga users ay maaaring i-type ang Month/Date/Year para sa araw ng kapanganakan o maaari din i-click ang calendar icon at hanapin ang tamang petsa (katulad ng makikita sa larawan sa ibaba).



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Paalala:

- Ang "Goes By" ay opsyonal lamang, maaari itong lagyan kung nais. Maaari din ilagay dito ang nickname o anumang nais itawag sa individual.
- Hindi na kailangan punan ang **SSN** at **Medicaid Number** ito ay para sa US lamang.
- Email and Phone Numbers ay mga opsyanal na fields lamang; maaari rin ilagay kung nais.
- Ang Race, Ethnicity/Hispanic Origin at Class Memberships ay mga opsyonal na fields lamang.

			Th Person-	Centered. Data-Driven.
Birth Date	02/07/2010	Ħ	Goes By	Mugisa
SSN			Medicaid Number	
	xxx-xx-xxxx / xxxxxxxx			
E-mail	patrick@demomail.com		Phone Number	001122001122
Race	- Please Select -	•	Ethnicity / Hispanic Origin	- Please Select -
Class Membership	- Please Select -	•	origin	

• Ang mga fields na **Residential Address** at **Mailing Address** sections ay opsyonal lamang. Maaari rin na ito ay ilagay kung ito ay nais ng inyong ahensya.

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Residential Program / Site Address	- Please Select -				
Residential Program / Site Address	- Please Select -				
Attention or in care of		•			
Auchuon of in cure of	Simon Solomon				
Address	Plot XYZ, Muwafu Curve,				
	Street 1			Street 2	
	Kampla	State	~		Uganda
	City	State		Zip Code	Country
Location	•				
Primary Phone				Secondary Phone	
Additional Phone					
Additional Thomas					
ailing Address					
Address	Simon Solomon		✓ Same as	Residence Address	
Address Attention or in care of Address	Simon Solomon Plot XYZ, Muwafu Curve,		✓ Same as	Residence Address	
Attention or in care of Address	Simon Solomon Plot XYZ, Muwafu Curve, Street 1		Same as	Residence Address	
Attention or in care of Address	Simon Solomon Plot XYZ, Muwafu Curve, Street 1 Kampla	State	Same as	Residence Address	Uganda
Attention or in care of Address	Simon Solomon Plot XYZ, Muwafu Curve, Street 1 Kampla City	State	Same as	Residence Address	Uganda • Country
ailing Address Attention or in care of Address Primary Phone	Simon Solomon Plot XYZ, Muwafu Curve, Street 1 Kampla City	State	V Same as	Residence Address Street 2 Jip Code Secondary Phone	Uganda - Country

4. Matapos ilagay ang mga nais na impormasyon, i-click ang **Save** na button sa ibaba ng page.





Matapos masave, may makikitang mensahe na patunay na na-isave na. Sa ilalim ng mensaheng ito makikita ang link na magbubukas sa IDF at links upang buksan ang form sa PDF format.

	The form IDF-SQANY-J994N9ZK27GAY has been successfully saved
Back to Form	
PDF & Printable	
Display PDF	
Emergency Data Form	

5. I-click ang link ng **Form** upang buksan ang Individual Demographic Form.



Ang Individual Demographic Form (IDF) ay nasa Pending Admission status.

Individual Demographic Form (IDF) Pending Admission 🖲				
Individual	Isaac Patrick			

Pag-admit sa Individual sa Therap System



1. Pumunta sa pinakababa ng **IDF** form at i-click ang **Admit** button.

Cancel Back		De	elete Mark as Deceased Withdraw Admit Edit
Advance Directives	Allergy Profile	Assessment List	Attached Files
Case Status	Consent List	Contact List	Custom Fields
Diagnosis List	Individual Details	Insurance	Pending Admission Notes
Program Enrollments	Shared Contact List	Team Members	

2. Sa susunod na page, piliin ang **Admission Date** kung kailan natanggap o tinanggap ang individual.

Admit Individual Pending Admission 🖲				
Individual Isaac Patrick				
* Admission Date	01/01/2019			
Cancel Back			Done	

3. Matapos piliin ang petsa, i-click and **Done** button.

Admit Individual Pending Admiss	ion 🚯	T-Notes
Individual Isaac Patrick		
* Admission Date	01/01/2019	
Cancel Back		Done



Pag naclick na, may makikitang mensahe.

The form IDF-SQANY-J994N9ZK27GAY has been successfully 'Admitted'

Back to Form | List

4. Sa pag-click ng link ng **Form** bubukas ang **Individual Demographic Form** makikitang **Admitted** na ang status na nakasulat.

	The form IDF-SQANY-J994N9ZK27GAY has been successfully 'Admitted'	
Back to Form List		
Individual Demo	graphic Form (IDF) Admitted 3	T-Notes
Individual	Isaac Patrick	

Pag-Enrol ng mga Individuals sa Program

Mahalaga na ma-enroll ang individual na hindi bababa sa isang program upang makapag dokumento sa Therap.

1. Magpunta sa ibabang bahagi ng IDF page at i-click ang Program Enrollments link.

			Pe	fier rson-Center	Global ed. Data-Driven.	
Cancel Back			Mark as Deceased	Discharge	Mark as Pending Admission	Edit
Advance Directives Case Status Diagnosis List Program Enrollments	Allergy Profile Consent List Individual Details Shared Contact List	Assessm Contact L Insurance Team Me	ent List .ist e mbers	Atta Cu Per	ached Files stom Fields nding Admission Notes	

2. Sa page ng Program Enrollment makikita ang listahan ng mga **Enrollable Program(s)** para sa Individual. I-click ang **Enroll** sa nais na program.



Program Enrollments

Individual Name	Isaac Patrick
Date of Birth	02/07/2010
Individual Status	Admitted
Admission Date	01/01/2019
Provider Time Zone	Asia/Manila

Enrollable Program(s)

Program Name ↑₹		Site Name		Action		
(Demo) Academic Activities		Therap Global Demonstration	Provider	Enroll		
(Demo) Education and Developm	nent	(Demo) TG Center for Children	n With Special Needs	Enroll		
Day Shift		DEMO SITE BD		Enroll		
 Showing 1 to 03 of 03 entries 				< 1 >		
Enrolled Program(s)				-		
Program Name † <i>⊭</i>	Site Name	Enrollment Date	Discharge Da	ate Action		
No Program found with given crit	eria					
Showing 0 to 0 of 0 entries				< >		
Cancel				Save		

May pop-up bow na lalabas at ang **Enrollment Date** ay bubukas. Ang kasalukuyang petsa ang makikitang unang nakalagay.

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ABC ADD DEN	Program Enrollment				×	
Attendance ATTENDA	Enrollment Date *	07/10/2019	Enroll			
Beginners		(B) M		Facel		

Thorses

3. Piliin ang aktwal na **Enrollment Date** mula sa calendar app sa pamamagitan ng pag click sa calendar icon at pumili ng tamang petsa. Kung hindi sigurado sa date kung kailan naenroll ang isang individual, maaaring gamitin ang today's date. Maaari itong balikan at iupdate kung nais palitan.

Program Enrollme	nt								
Enrollment Date *	ſ	01/01/20	019		É	•	Enroll		
t		<	Jan		~ 2	019		~ >	
		S	м	т	W	т	F	s	
ne Zone	Asia/Manila	30	31	1	2	3	4	5	
Program(s)		6	7	8	9	10	11	12	
3 ()		13	14	15	16	17	18	19	
ame † <i>≓</i>		20	21	22	23	24	25	26	ctior
ademic Activities		27	28	29	30	31	1	2	Enroll
ucation and Development		(D	emo) TG	Center	for Child	dren Wit	h Specia	al Needs	Enroll

4. I-click ang **Enroll** button.

Program Enrollment Enrollment Date * 01/01/2019

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Ang napiling program ay makikita sa **Enrolled Program(s)** na bahagi sa ilalim ng page.

Enrolled Program(s)				_
Program Name ↑ ₹	Site Name	Enroliment Date	Discharge Date	Action
Day Shift	DEMO Site BD	01/01/2019		Discharge / Edit
Showing 1 to 1 of 1 entries	S			< 1 >

Paalala: Maaaring ienroll ang individual sa maraming programs. Kapag i-eenroll ang individual sa karagdagang programs ulitin lamang ang mga hakbang na ginawa mula 2 hanggang 4 sa bawat program na nais.

5. I-click ang **Save** button sa ibabang bahagi ng page upang i-save ang mga program enrollment related information.

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Enrolled Program(s)				-
Program Name ↑ ₹	Site Name	Enrollment Date	Discharge Date	Action
Day Shift	DEMO Site BD	01/01/2019		Discharge / Edit
Showing 1 to 1 of 1 entrie	25			< 1 >
Cancel				Save

Ang Individual Demographic Form (IDF) ng individual ay bubukas. Maaaring iupdate ang mga impormasyon depende sa pangangailangan ng inyong ahensya.

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Individual Demo	graphic Form (IDF) Admitted 9			T-Notes	
Individual	Isaac Patrick				
Photo 1		Photo 1 Date	07/01/2020		
Title	Mr	Gender	Male		
First Name	Isaac	Last Name	Patrick		
Middle Name		Suffix			
Birth Date	02/07/2010	Goes By			
SSN		Medicaid Number			
E-mail		Phone Number			
Race		Ethnicity / Hispanic Origin			
Class Membership					
Residential Address					
Attention or in care of	Simon Solomon				
Address	Plot XYZ, Muwafu Curve, Kampla, Uganda				
Location					
Primary Phone		Secondary Phone			
Additional Phone					
Residential County State		Residential County			
Service County State		Service County			
Mailing Address					
Attention or in care of	Simon Solomon				
Address	Plot XYZ, Muwafu Curve, Kampla, Uganda				
Primary Phone		Secondary Phone			
Additional Phone					
PDF & Printable					
Cancel Back		SComm Mark as Deceased	Discharge Mark as Pending Admission	Edit	
Advance Directives	Album	Allergy Profile	Assessment List		
Attached Files	Case Status	Consent List	Contact List		
Custom Fields	Diagnosis List	Diagnosis List Individual Details Individual Home Page			
Team Members	Fending Admission Notes	Frogram Enfolments	onareu Contact List		

