

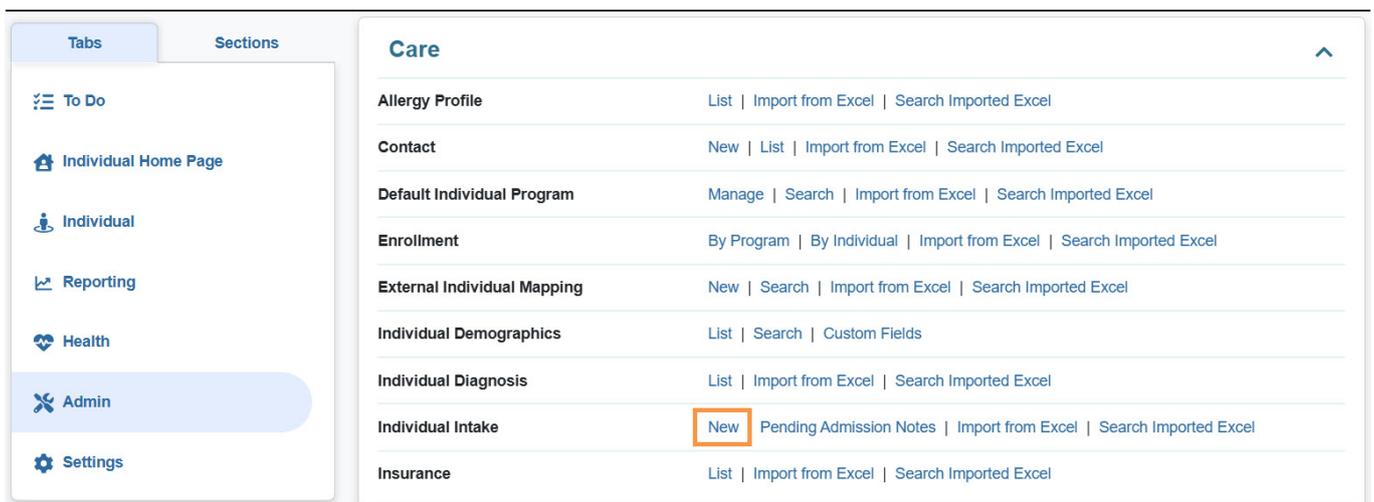
Pagdagdag ng Individual- Pag-Admit at Pag-Enroll sa Program

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.



The screenshot displays the Therap system interface. On the left, there is a sidebar with 'Tabs' and 'Sections'. The 'Admin' tab is selected. The main content area shows the 'Care' section with a list of items. The 'Individual Intake' row is highlighted, and the 'New' link is circled in orange.

Section	Actions
Allergy Profile	List Import from Excel Search Imported Excel
Contact	New List Import from Excel Search Imported Excel
Default Individual Program	Manage Search Import from Excel Search Imported Excel
Enrollment	By Program By Individual Import from Excel Search Imported Excel
External Individual Mapping	New Search Import from Excel Search Imported Excel
Individual Demographics	List Search Custom Fields
Individual Diagnosis	List Import from Excel Search Imported Excel
Individual Intake	New Pending Admission Notes Import from Excel Search Imported Excel
Insurance	List Import from Excel Search Imported 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.

Individual Demographic Form (IDF) New

Photo 1	<input type="button" value="Add Image"/>	Photo 1 Date	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>
Title	<input type="text" value="- Please Select -"/>	Gender	<input type="text" value="- Please Select -"/>
* First Name	<input type="text"/>	* Last Name	<input type="text"/>
Middle Name	<input type="text"/>	Suffix	<input type="text"/>
Birth Date	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>	Goes By	<input type="text"/>
SSN	<input type="text"/> <small>xxx-xx-xxxx / xxxxxxxx</small>	Medicaid Number	<input type="text"/>
E-mail	<input type="text"/>	Phone Number	<input type="text"/>
Race	<input type="text" value="- Please Select -"/>	Ethnicity / Hispanic Origin	<input type="text" value="- Please Select -"/>
Class Membership	<input type="text" value="- Please Select -"/>		

Residential Address

Residential Program / Site Address	<input type="text" value="- Please Select -"/>		
Attention or in care of	<input type="text"/>		
Address	<input type="text"/>	<input type="text"/>	
	<small>Street 1</small>	<small>Street 2</small>	
	<input type="text"/>	<input type="text"/>	<input type="text" value="Country"/>
	<small>City</small>	<small>State</small>	<small>Country</small>
Location	<input type="button" value="Location"/>		
Primary Phone	<input type="text"/>	Secondary Phone	<input type="text"/>
Additional Phone	<input type="text"/>		

Mailing Address

Attention or in care of	<input type="text"/>	<input type="checkbox"/> Same as Residence Address	
Address	<input type="text"/>	<input type="text"/>	
	<small>Street 1</small>	<small>Street 2</small>	
	<input type="text"/>	<input type="text"/>	<input type="text" value="Country"/>
	<small>City</small>	<small>State</small>	<small>Country</small>
Primary Phone	<input type="text"/>	Secondary Phone	<input type="text"/>
Additional Phone	<input type="text"/>		

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

Individual Demographic Form (IDF) New ⓘ

Photo 1	<input type="button" value="Add Image"/>	Photo 1 Date	<input type="text" value="MM/DD/YYYY"/> 
Title	<input type="text" value="- Please Select -"/>	Gender	<input type="text" value="- Please Select -"/>
* First Name	<input type="text" value="Isaac"/>	* Last Name	<input type="text" value="Patrick"/>
Middle Name	<input type="text"/>	Suffix	<input type="text"/>
Birth Date	<input type="text" value="MM/DD/YYYY"/> 	Goes By	<input type="text"/>

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 Demographic Form (IDF) Admitted ⓘ

T-Notes

Photo 1		Photo 1 Date	<input type="text" value="07/01/2020"/> 
Title	<input type="text" value="Mr"/>	Gender	<input type="text" value="Male"/>
* First Name	<input type="text" value="Isaac"/>	* Last Name	<input type="text" value="Patrick"/>
Middle Name	<input type="text"/>	Suffix	<input type="text"/>
Birth Date	<input type="text" value="02/07/2010"/> 	Goes By	<input type="text"/>
SSN	<input type="text"/>	Medicaid Number	<input type="text"/>

xxx-xx-xxxx / xxxxxxxx

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).

		July 2020					
	Su	Mo	Tu	We	Th	Fr	Sa
	28	29	30	1	2	3	4
	5	6	7	8	9	10	11
Title	12	13	14	15	16	17	18
* First Name	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Middle Name	2	3	4	5	6	7	8
							
Birth Date	<input type="text" value="MM/DD/YYYY"/>						

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 opsyonal na fields lamang; maaari rin ilagay kung nais.
- Ang Race, Ethnicity/Hispanic Origin at Class Memberships ay mga opsyonal na fields lamang.

Birth Date	<input type="text" value="02/07/2010"/>		Goes By	<input type="text" value="Mugisa"/>
SSN	<input type="text"/>		Medicaid Number	<input type="text"/>
	<small>xxx-xx-xxxx / xxxxxxxx</small>		Phone Number	<input type="text" value="001122001122"/>
E-mail	<input type="text" value="patrick@demomail.com"/>		Ethnicity / Hispanic Origin	<input type="text" value="- Please Select -"/>
Race	<input type="text" value="- Please Select -"/>	▲		
Class Membership	<input type="text" value="- Please Select -"/>	▼		

- 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.

Residential Address

Residential Program / Site Address

Attention or in care of

Address
Street 1

Street 2

City

State

Zip Code

Country

Location

Primary Phone

Secondary Phone

Additional Phone

Mailing Address

Attention or in care of

Same as Residence Address

Address
Street 1

Street 2

City

State

Zip Code

Country

Primary Phone

Secondary Phone

Additional Phone

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.

The form IDF-SQANY-J994N9ZK27GAY has been successfully saved

Back to [Form](#)

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

Individual Demographic Form (IDF) [Pending Admission](#) 

T-Notes

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 Delete 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 ⓘ T-Notes

Individual Isaac Patrick

* Admission Date 01/01/2019  ←

Cancel Back Done

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

Admit Individual Pending Admission ⓘ T-Notes

Individual Isaac Patrick

* Admission Date 01/01/2019 

Cancel Back **Done**

Pag na-click 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 Demographic Form (IDF) Admitted ⓘ ←

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.

Cancel

Back

Mark as Deceased

Discharge

Mark as Pending Admission

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 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 Development	(Demo) TG Center for Children With Special Needs	Enroll
Day Shift	DEMO SITE BD	Enroll ←

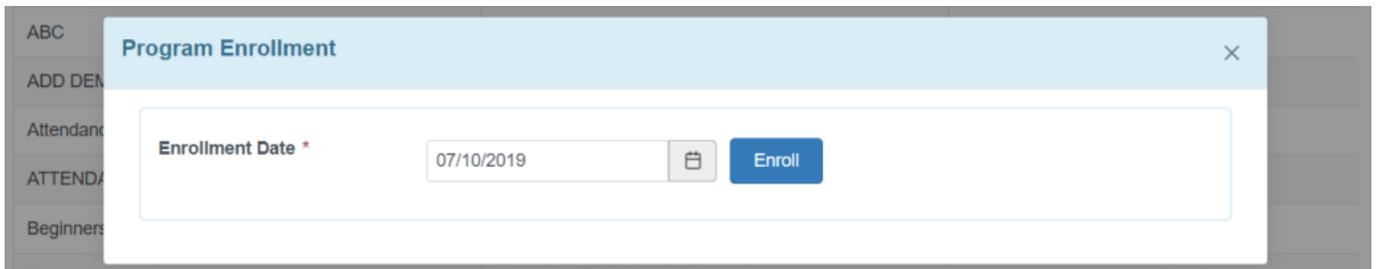
Showing 1 to 03 of 03 entries

Enrolled Program(s)

Program Name ↑	Site Name	Enrollment Date	Discharge Date	Action
No Program found with given criteria				

Showing 0 to 0 of 0 entries

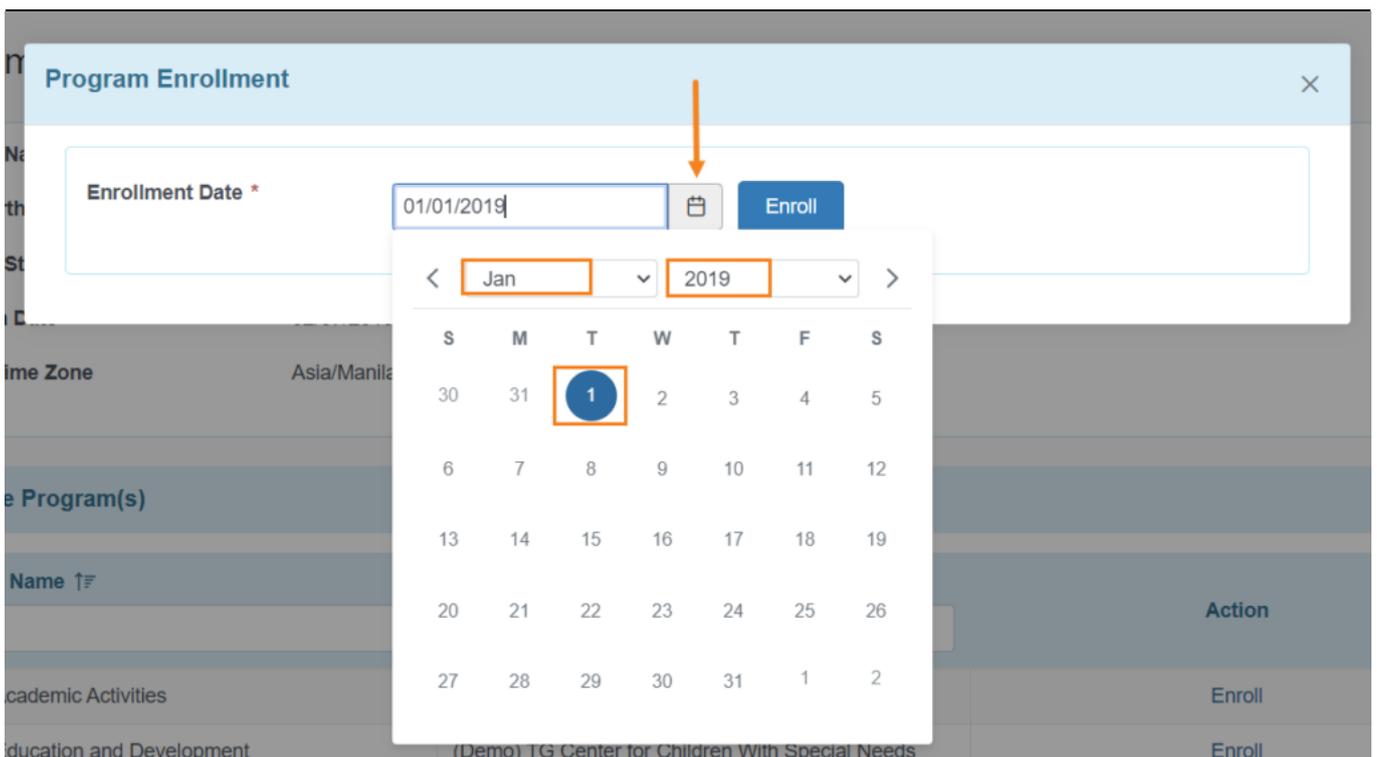
May pop-up bow na lalabas at ang **Enrollment Date** ay bubukas. Ang kasalukuyang petsa ang makikitang unang nakalagay.



Program Enrollment

Enrollment Date * 07/10/2019 [Calendar Icon] Enroll

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 i-update kung nais palitan.



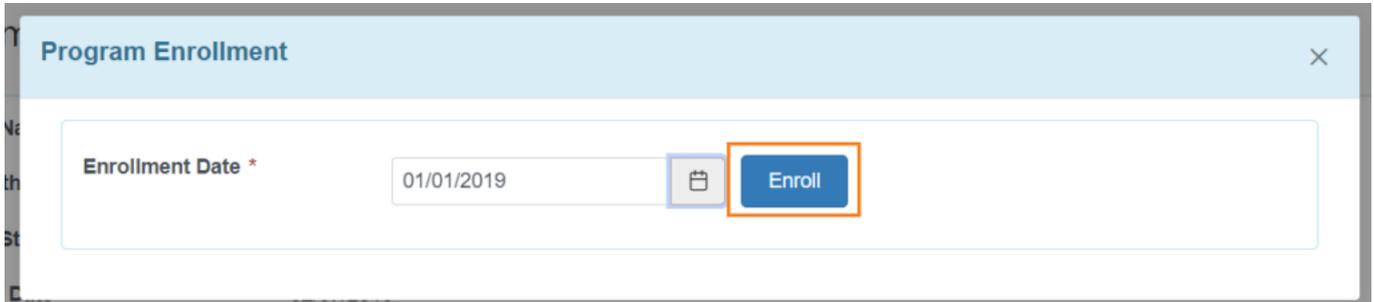
Program Enrollment

Enrollment Date * 01/01/2019 [Calendar Icon] Enroll

Calendar Picker: Jan 2019

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

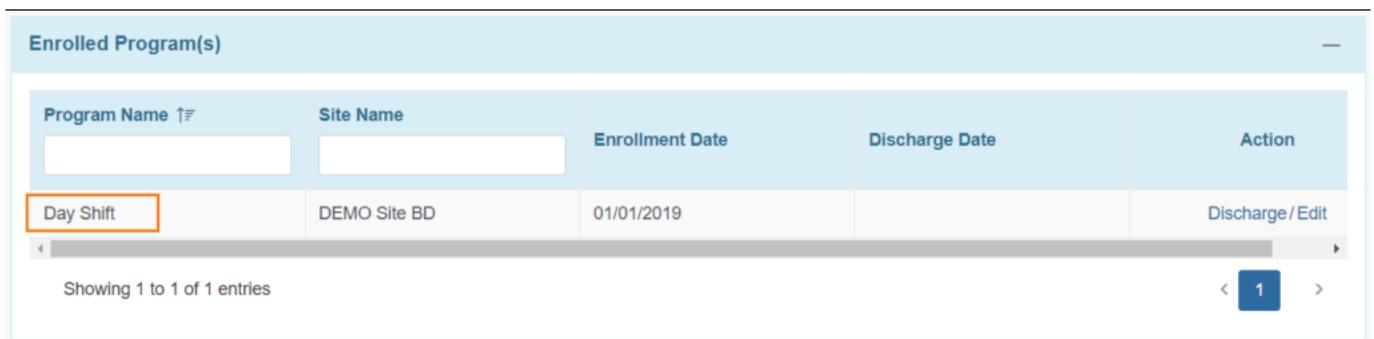
4. I-click ang **Enroll** button.



Program Enrollment

Enrollment Date * 01/01/2019 [Calendar Icon] **Enroll**

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



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 entries

Paalala: Maaaring ienroll ang individual sa maraming programs. Kapag i-ienroll 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.

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 entries

Cancel Save

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

Individual Demographic Form (IDF) Admitted ⓘ

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

- | | | | |
|------------------------------------|---|-------------------------------------|--------------------------------------|
| Advance Directives | Album | Allergy Profile | Assessment List |
| Attached Files | Case Status | Consent List | Contact List |
| Custom Fields | Diagnosis List | Individual Details | Individual Home Page |
| Insurance | Pending Admission Notes | Program Enrollments | Shared Contact List |
| Team Members | | | |

