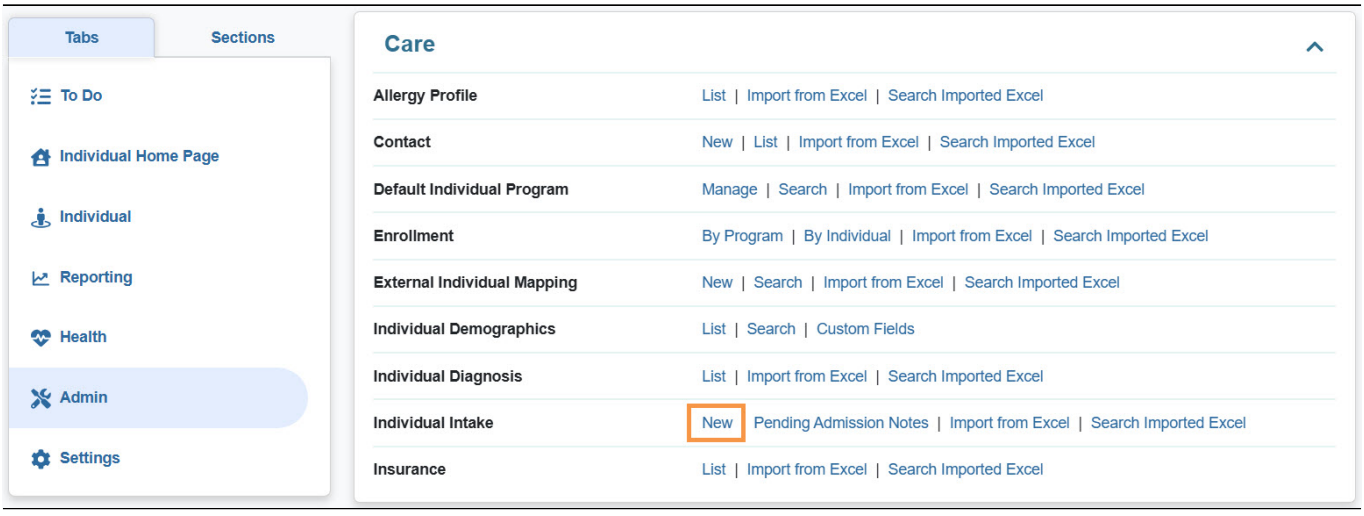
Pagdagdag ng Individual- Pag-Admit at Pag-Enroll sa Program

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.



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 | 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

xxx-xx-xxxx / xxxxxxxxx

Medicaid Number

E-mail

Phone Number

Race | - Please Select -

Ethnicity / Hispanic Origin | - Please Select -

Class Membership | - Please Select -

Residential Address

Residential Program / Site Address | - Please Select -

Attention or in care of

Address

Street 1

Street 2

City

State | State

State

Zip Code

Country | Country

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 | State

State

Zip Code

Country | Country

Country

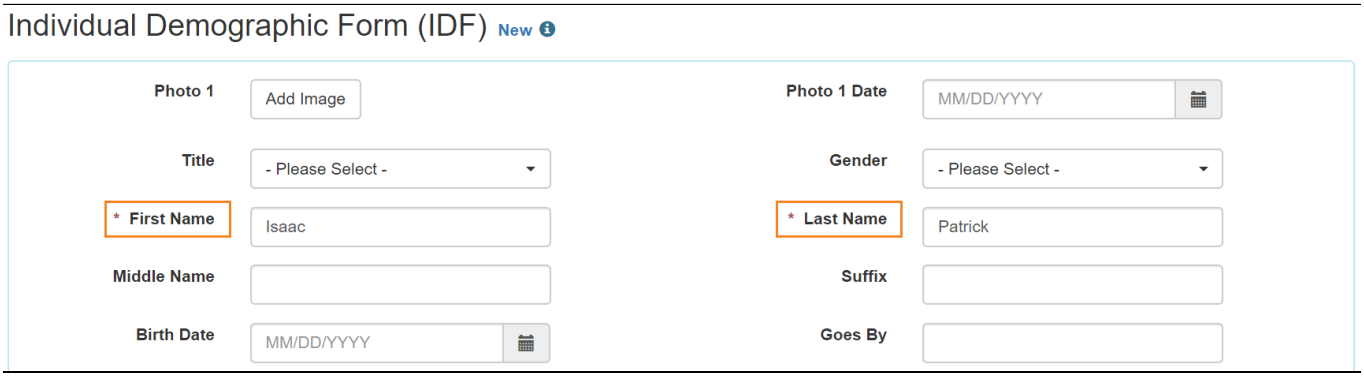
Primary Phone

Secondary Phone

Additional Phone

Cancel | Back | Save

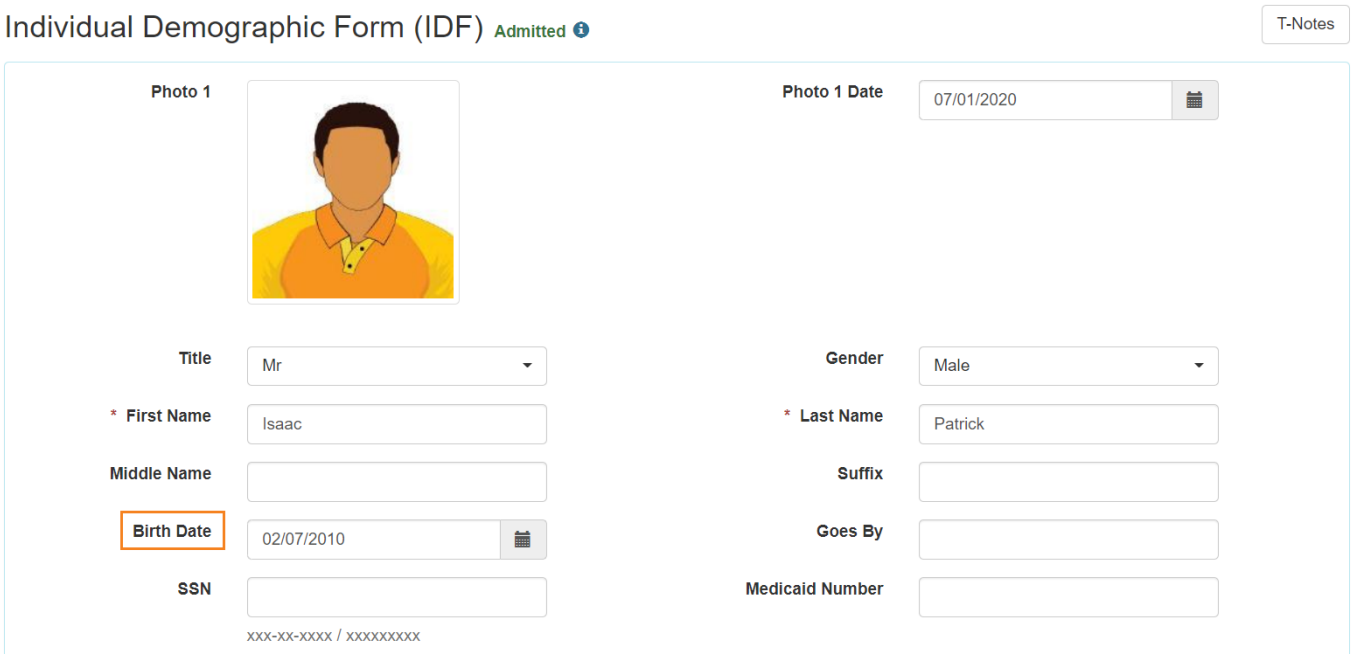
2. I-type ang **First Name** at **Last Name** ng individual.



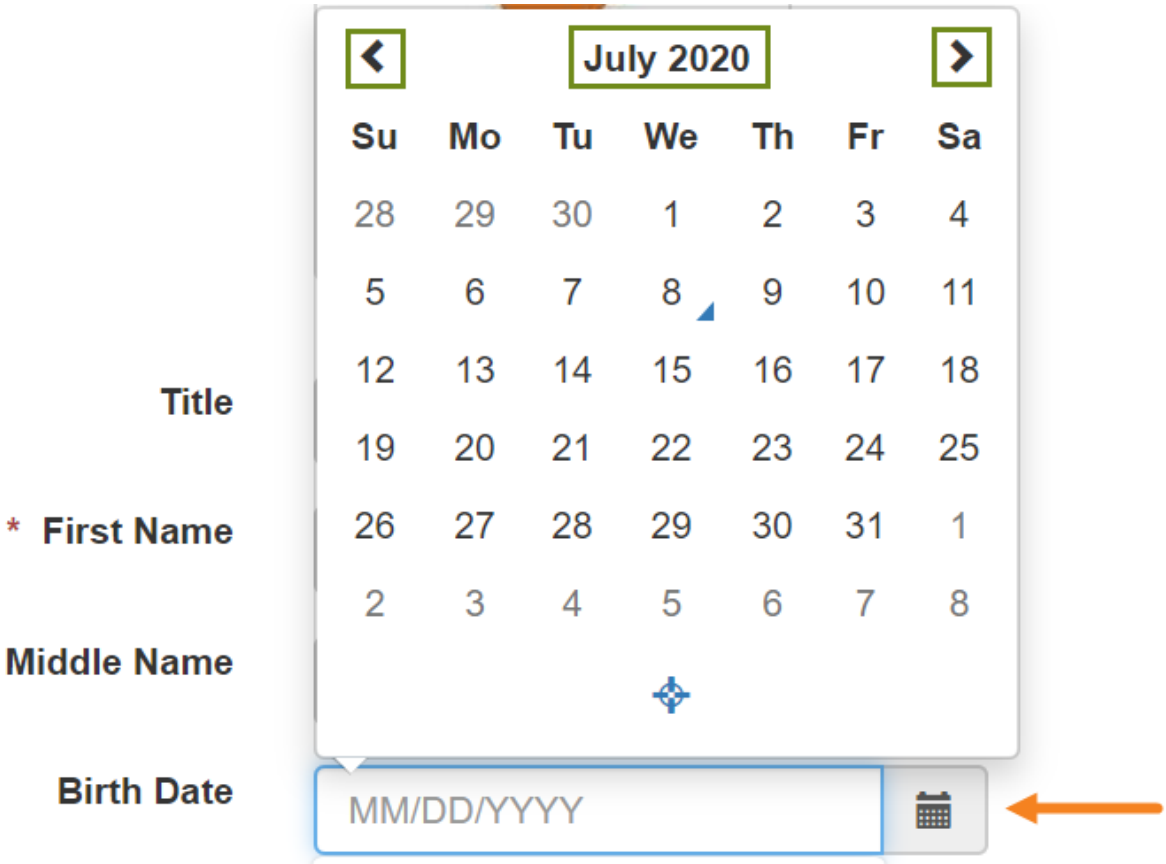
Paalala:

- 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.

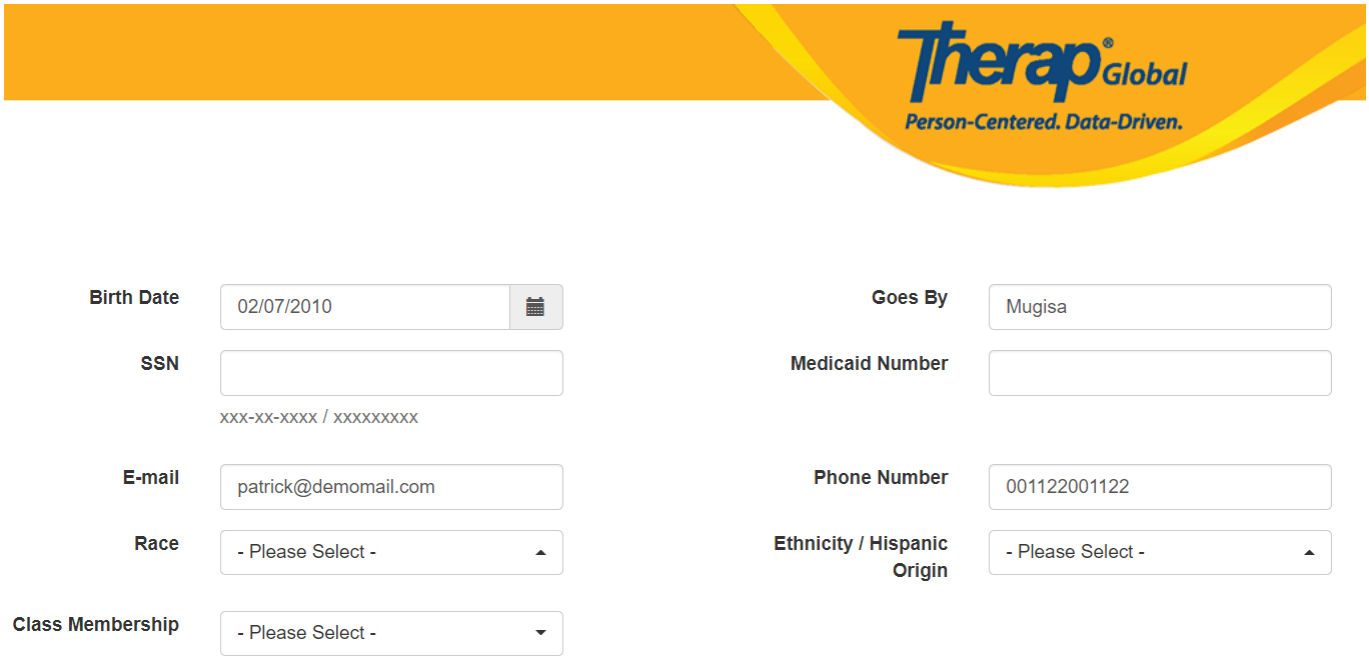


Paalala: Ang format ng calendar ay Month/Date/Year (Buwan/Araw/Taon). Maraming bansa ang hindi ganito ang format. Ang mga users ay maaaring i-type ang Month/Date/Year para sa araw ng kapanganakan o maaari din i-click ang calendar icon at hanapin ang tamang petsa (katulad ng makikita sa larawan sa ibaba).

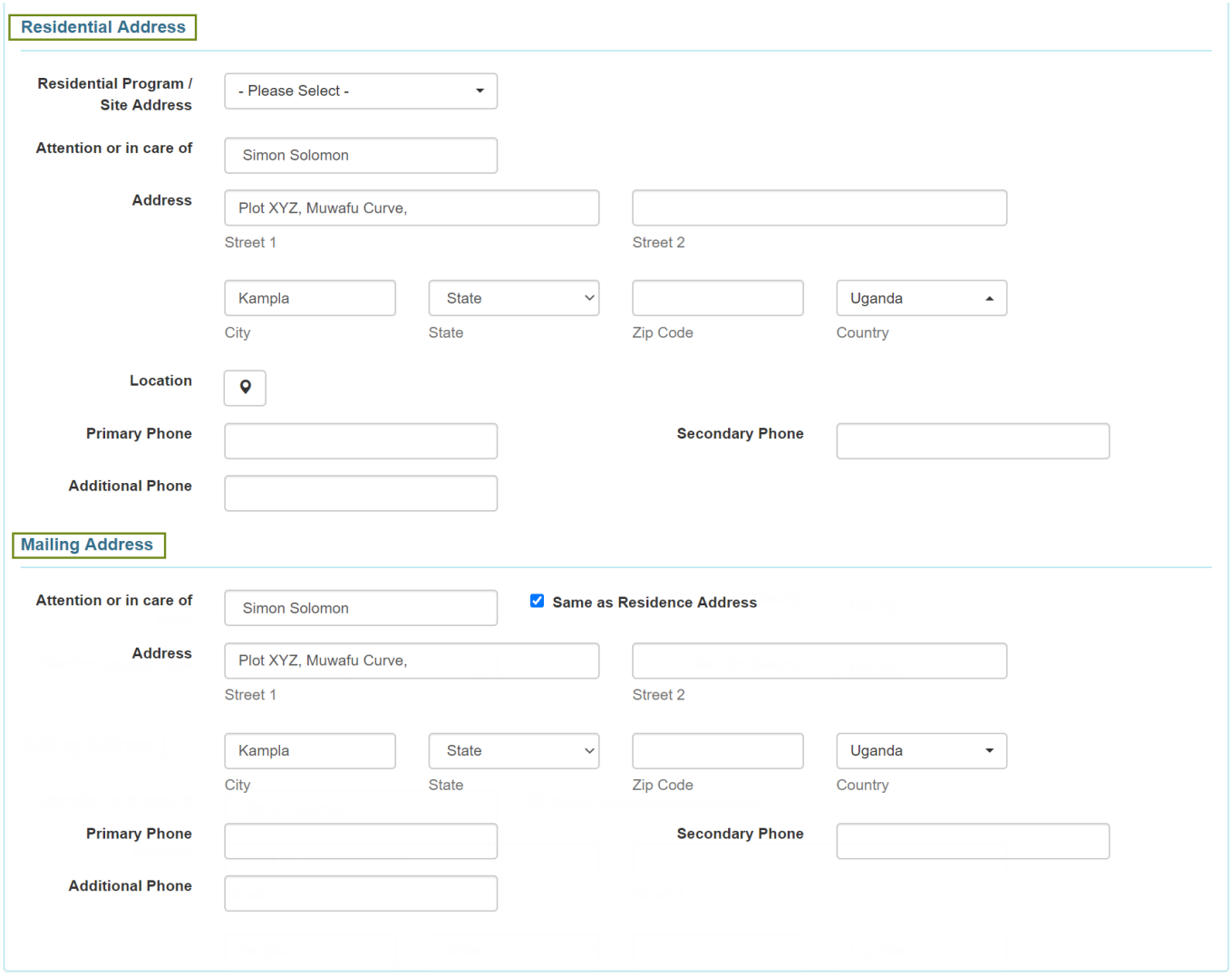


Paalala:

- 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.

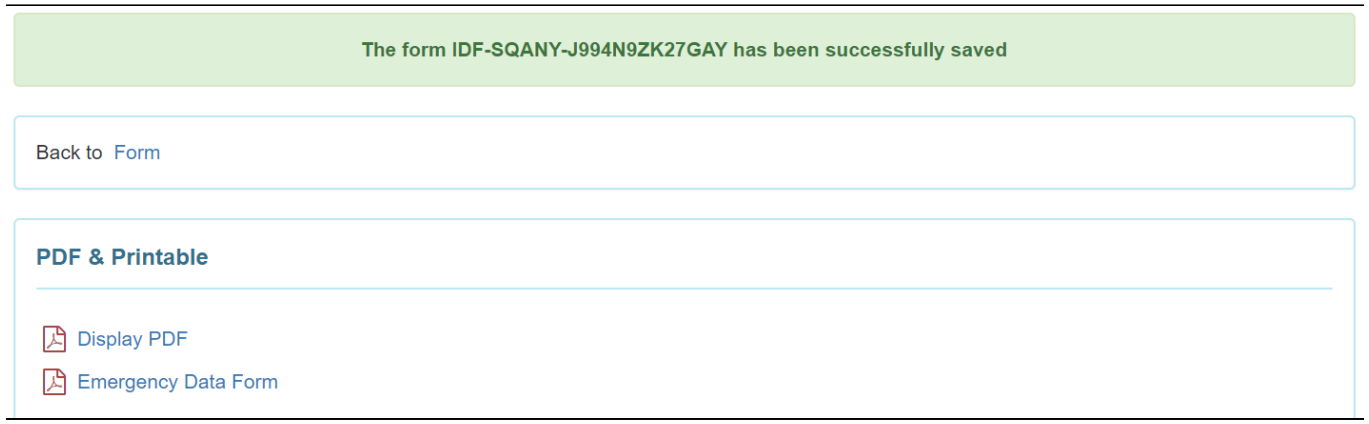


- Ang mga fields na **Residential Address** at **Mailing Address** sections ay opsyonal lamang. Maaari rin na ito ay ilagay kung ito ay nais ng inyong ahensya.

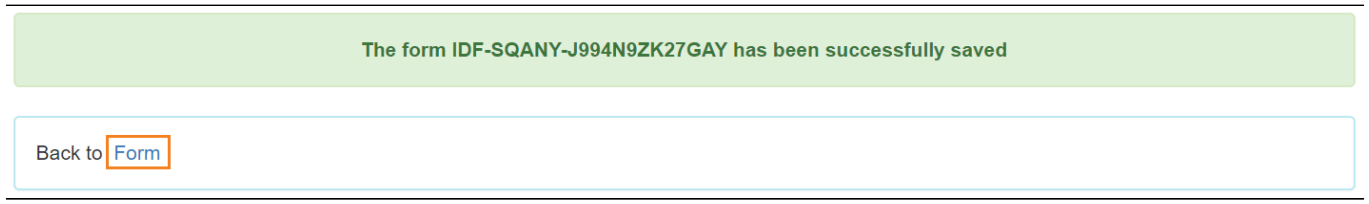


4. Matapos ilagay ang mga nais na impormasyon, i-click ang **Save** na button sa ibaba ng page.

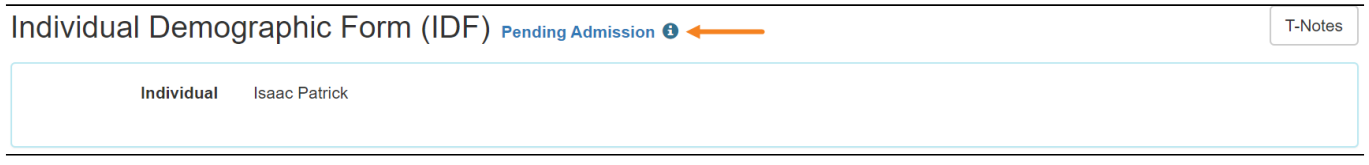
Matapos masave, may makikitang mensahe na patunay na na-isave na. Sa ilalim ng mensaheng ito makikita ang link na magbubukas sa IDF at links upang buksan ang form sa PDF format.



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

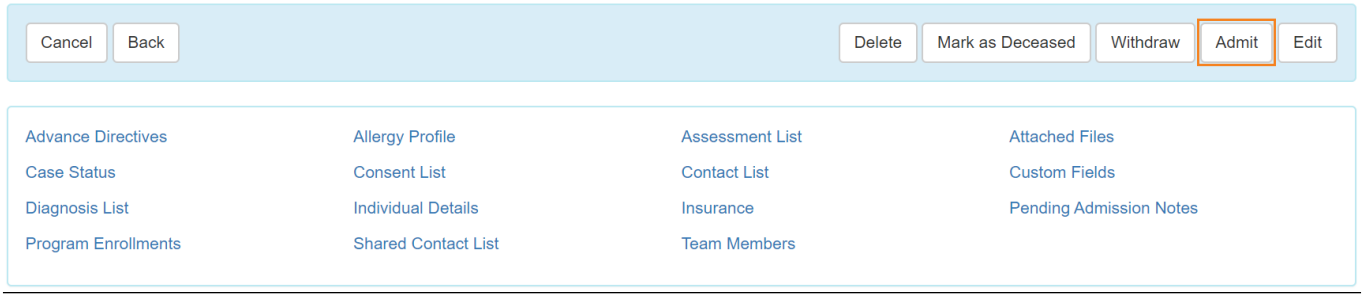


Ang **Individual Demographic Form (IDF)** ay nasa **Pending Admission** status.

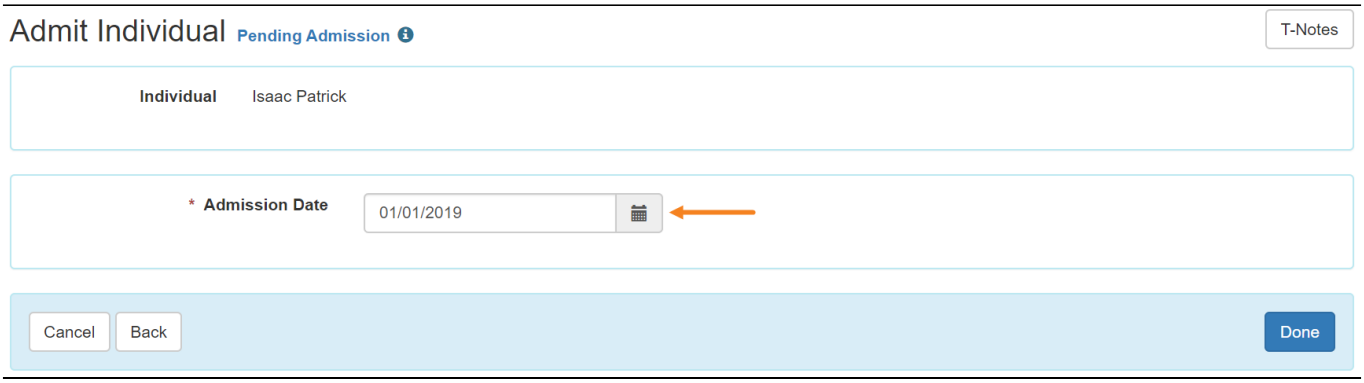


Pag-admit sa Individual sa Therap System

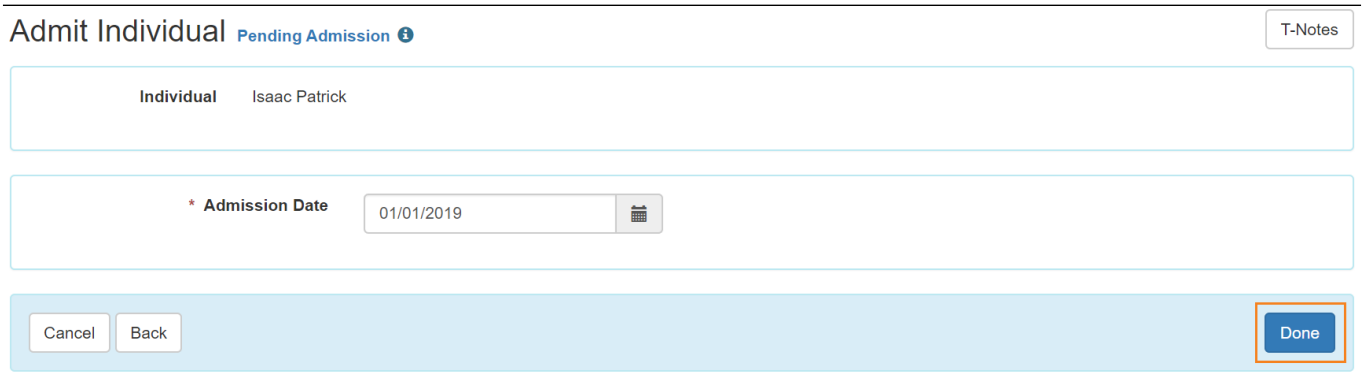
1. Pumunta sa pinakababa ng **IDF** form at i-click ang **Admit** button.



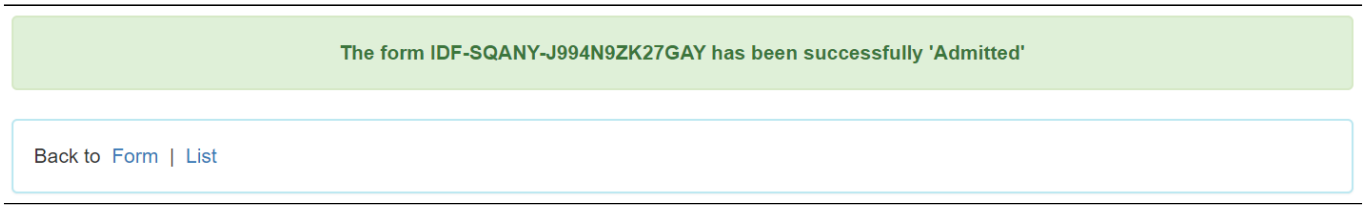
2. Sa susunod na page, piliin ang **Admission Date** kung kailan natanggap o tinanggap ang individual.



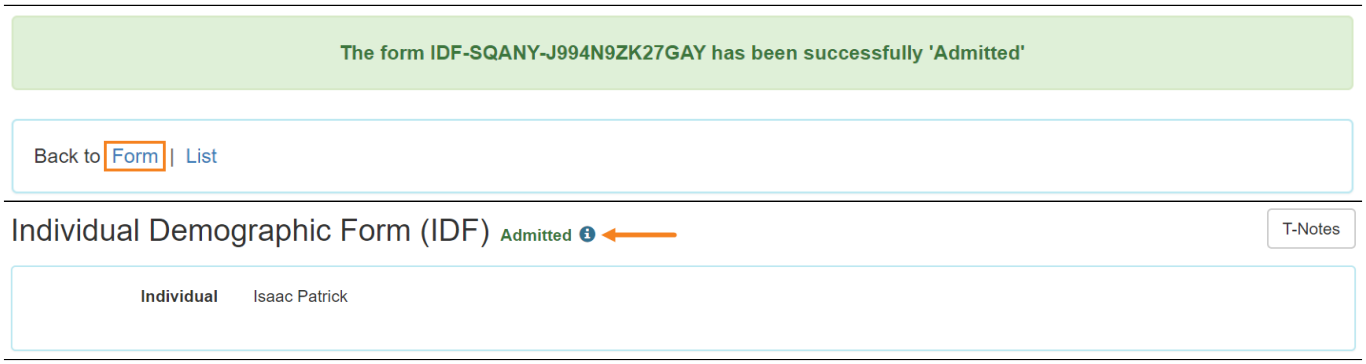
3. Matapos piliin ang petsa, i-click and **Done** button.



Pag naclick na, may makikitang mensahe.



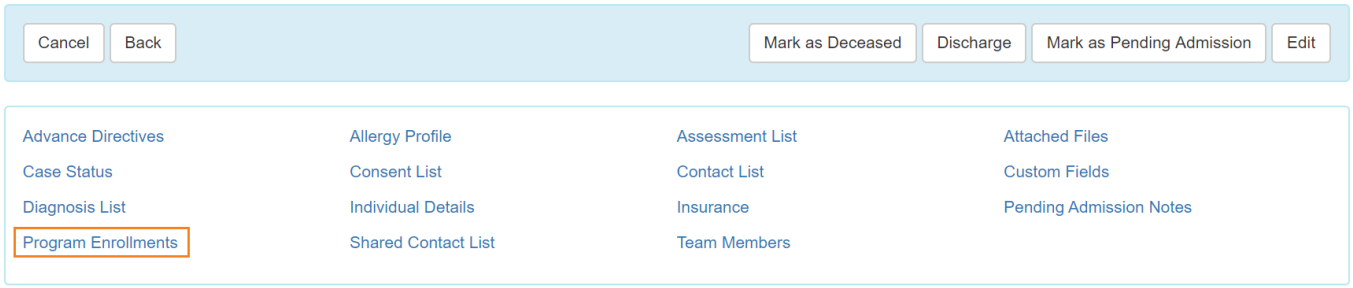
4. Sa pag-click ng link ng **Form** bubukas ang **Individual Demographic Form** makikitang **Admitted** na ang status na nakasulat.



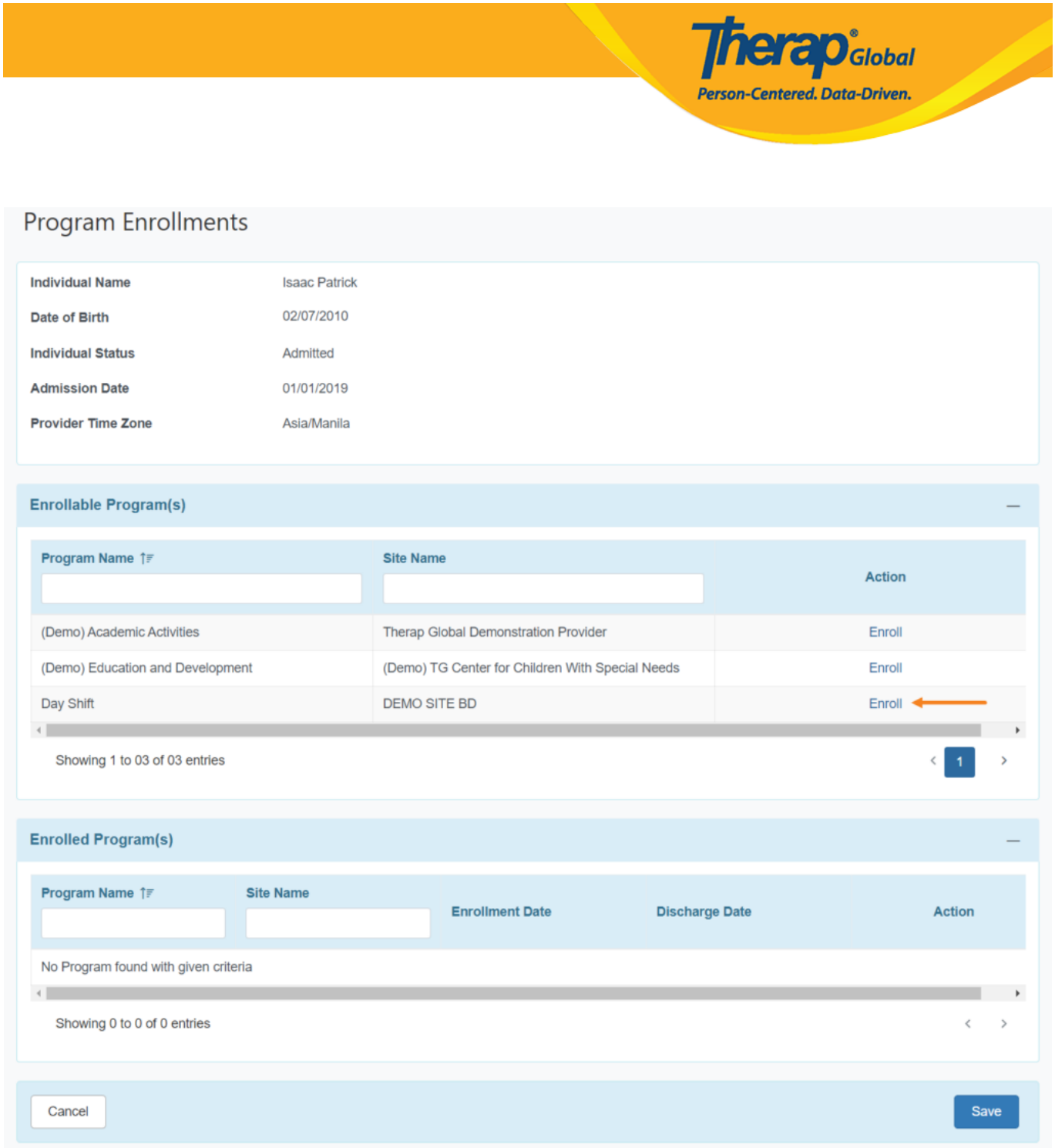
Pag-Enrol ng mga Individuals sa Program

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

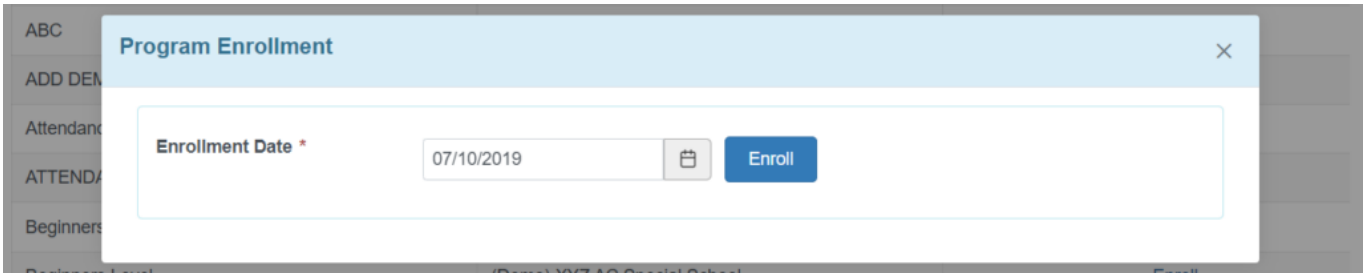
1. Magpunta sa ibabang bahagi ng **IDF** page at i-click ang **Program Enrollments** link.



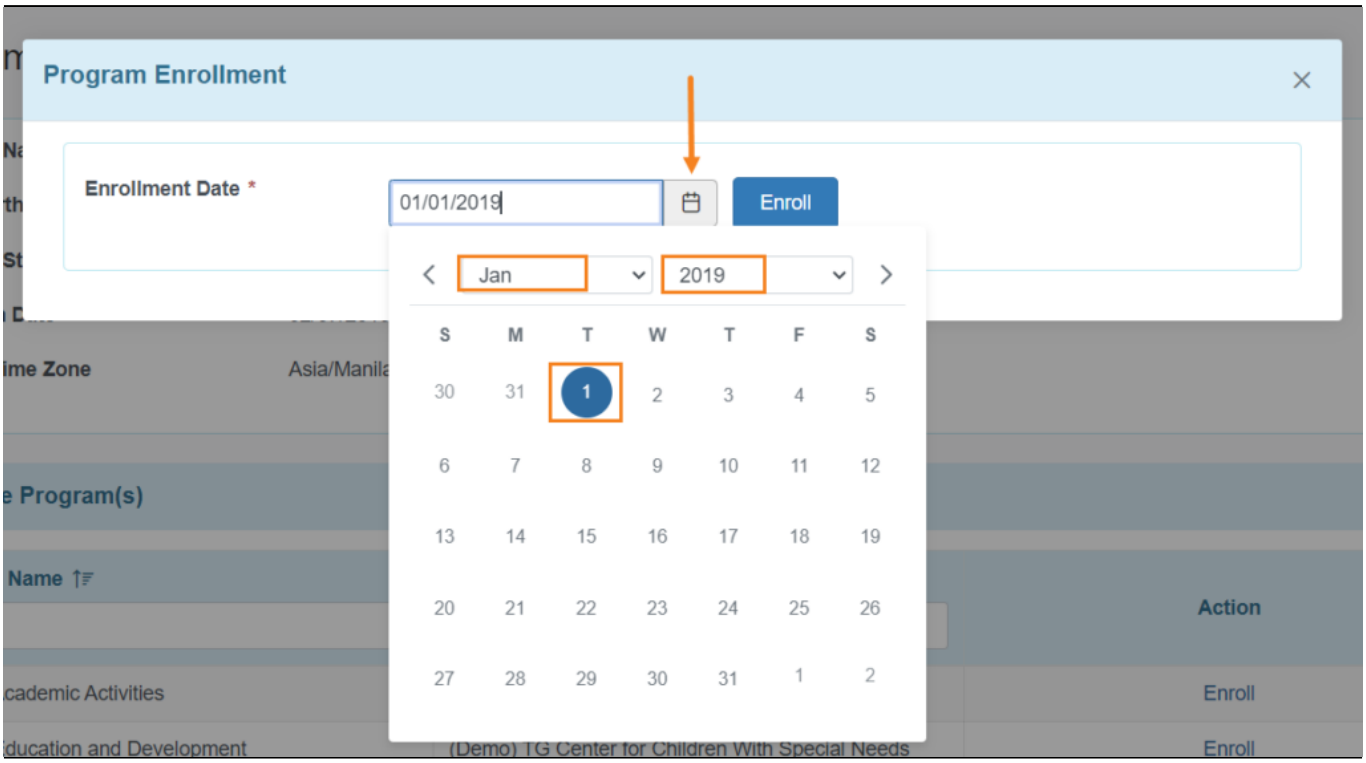
2. Sa page ng Program Enrollment makikita ang listahan ng mga **Enrollable Program(s)** para sa Individual. I-click ang **Enroll** sa nais na program.



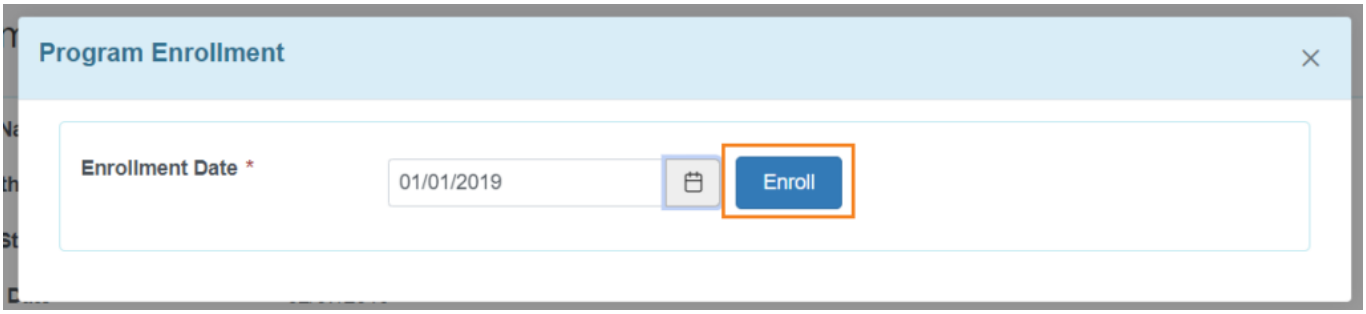
May pop-up bow na lalabas at ang **Enrollment Date** ay bubukas. Ang kasalukuyang petsa ang makikitang unang nakalagay.



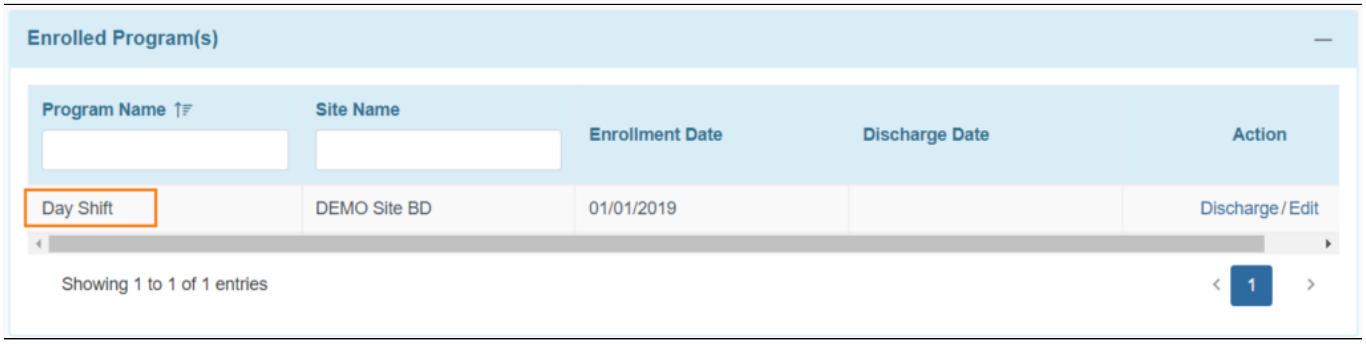
3. Piliin ang aktwal na **Enrollment Date** mula sa calendar app sa pamamagitan ng pag click sa calendar icon at pumili ng tamang petsa. Kung hindi sigurado sa date kung kailan naenroll ang isang individual, maaaring gamitin ang today's date. Maaari itong balikan at i-update kung nais palitan.



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

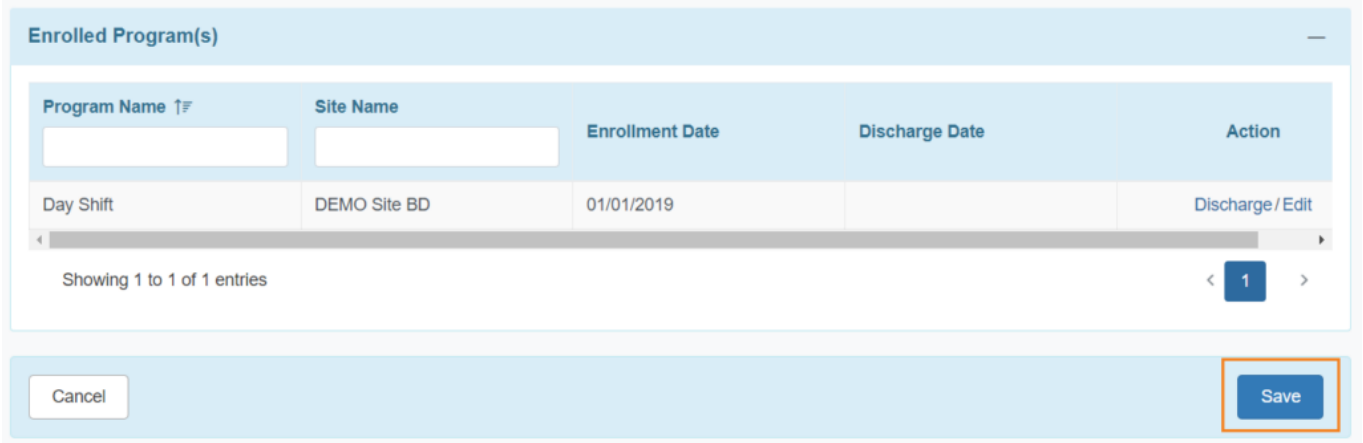


Ang napiling program ay makikita sa **Enrolled Program(s)** na bahagi sa ilalim ng page.



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.



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

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 | Individual Details | Individual Home Page
Insurance | Pending Admission Notes | Program Enrollments | Shared Contact List
Team Members