

# Create New Program (Program Management)

**Programs** (Program Management) allows you to create and manage programs. You can create a program, edit program details (name, description, status), and manage program users (add, remove users). You can also manage program settings (program type, program status) and manage program reports (generate reports, view reports).

**Provider Setup** (Provider Management) allows you to manage provider information. You can create a provider, edit provider details, and manage provider settings.

## 1. Program Management Admin (Admin) - Program Management

To Do	<b>General</b>		Issue Tracking My Issues
Individual	<b>Provider</b>	Preferences   Password Policy   Archive Preference	SComm Inbox Sent Items Compose Drafts Custom User Group Message Audit Delete Message Content
Health	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset	Classes
<b>Admin</b>	<b>Physician Information</b>	List   Physician List	
Agency Reports	<b>Change Password</b>	User List	
Individual Home Page	<b>User Privileges</b>	Manage   Archive   Legacy Archive Upto Jul 2011	

## 2. Admin (Admin) - Program Management, Program Management New (Admin)

To Do	<b>General</b>		<b>Issue Tracking</b>
Individual	<b>Provider</b>	Preferences   Password Policy	New My Issues
Health	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset	<b>SComm</b>
Billing		Change Password	User List
<b>Admin</b>	<b>Super Role</b>	Manage   Archive   Legacy Archive	Inbox (1) Sent Items Compose Drafts Custom User Group Message Audit Delete Message Content
Agency Reports	<b>Program</b>	<b>New</b>   List   Import from Excel   Search Imported Excel	<b>Appointments</b>
Individual Home Page			

3. **Create New Program** ( )

**N:B:** (\*)

## Create New Program New

### Program Details

<b>Provider Code</b>	DEMOTG-TGD
<b>Provider Name</b>	Therap Global Demonstration Provider
<b>* Program Name</b>	<input type="text"/>
<b>* Program Type</b>	<input type="text" value="- Please Select -"/>
<b>* Site Name</b>	<input type="text" value="- Please Select -"/>
<b>* Program ID</b>	<input type="text"/>
<b>Program Code</b>	<input type="text"/>
<b>Cost Center Number</b>	<input type="text"/>
<b>Capacity</b>	<input type="text" value="0"/>

### Program Contacts

#### Primary Contact

<b>Name</b>	<input type="text"/>	
<b>Phone 1</b>	<input type="text"/>	<input type="text" value="Extension"/>
<b>Phone 2</b>	<input type="text"/>	<input type="text" value="Extension"/>

#### Secondary Contact

<b>Name</b>	<input type="text"/>	
<b>Phone 1</b>	<input type="text"/>	<input type="text" value="Extension"/>
<b>Phone 2</b>	<input type="text"/>	<input type="text" value="Extension"/>

Valid phone number format: xxx-xxx-xxxx or xxxxxxxxxxx

Cancel

Save

Save And Create New

Save And Add Individual(s)



<b>* Program Type</b>	- Please Select -
<b>* Site Name</b>	Spe ←
<b>* Program ID</b>	Day Program/Special Needs
<b>Program Code</b>	Non Specialized Program
<b>Cost Center Number</b>	Non-Specialized
<b>Capacity</b>	Special Education
	Specialized Consultative Services
	Specialized Counseling Services
	Specialized Hab - Base Site
	Specialized Services
	<b>Speech Therapy</b>

6. 選択された **Site** (場所) (この 場所が どの 場所でも 場所でも) 場所 場所 場所  
 場所場所 場所場所 場所 場所 場所 場所 場所 場所 場所 場所 場所 場所 場所 場所 場所 場所

<b>* Site Name</b>	Demo Site ←
--------------------	-------------

7. 選択された **Program ID** (プログラム ID) 場所場所 場所 場所 場所 場所 場所 場所  
 場所, 場所場所 場所場所 場所 場所 場所場所 場所, 場所 場所 場所 場所 場所 場所 場所  
 場所 場所 場所 場所 場所 場所 場所 場所

* Program ID	01
Program Code	
Cost Center Number	
Capacity	0

□□□: Program Code, Cost Center Number, and Capacity (□□□□□□□□ □□□, □□□□ □□□□□□□ □□□□□, □ □□□□□□) □□□□□□ □□□ □ □□□□□□□ □□□□□□□□□□ □□□□□ □□□□□□ □□□□

8. Primary Contact (□□□□□□□□ □□□□□□□□) □ Secondary Contact (□□□□□□□□ □□□□□□□□) □□□□ □□□□□□□□□ □□□□□□□□□□ □□□□□ □□□ □□□□□□□ □□ □□□□□□□ □□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□□□□□ □□□□□□ □□□□□□□□□□□□ □□□□□ □□□□□□□□ □□□□□ □□□□□□□□ □□□□□ □□ □□□□□□□ □□□□ □□ □□□□□□□ □□□□□□□□ □ □□□□□□□ □□□□□□□ □□□□□□□□□□□□ □□□ □□□□ □□□□□□□□

**Program Contacts**

**Primary Contact**

→ **Name**

**Phone 1**

**Phone 2**

**Secondary Contact**

**Name**

**Phone 1**

**Phone 2**

注意: 電話番号を入力する際、区別番号 (区別番号は 255) を入力する場合は、区別番号の後に “Ext” と入力して区別番号を入力してください。

- **Save** (保存) ボタンをクリックすると、入力した情報が保存されます。
- **Save And Create New** (保存して新しい項目を作成) ボタンをクリックすると、入力した情報を保存し、新しい項目を作成します。
- **Cancel** (キャンセル) ボタンをクリックすると、入力した情報は保存されず、元の画面に戻ります。

- **Save and Add Individual(s)** (Form ID, Program Name, Site Name, Program Type, Program Cost Center Number, Status, Create Date, Time Zone, Enrolled Individual(s))

9. **Save** (Form ID, Program Name, Site Name, Program Type, Program Cost Center Number, Status, Create Date, Time Zone, Enrolled Individual(s))

Program (Site)

The form PROGRAM-DEMOTPHL-LEL4NDSZ4842W has been successfully saved

Form ID	Program Name	Site Name	Program Type	Program Cost Center Number	Status	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL-J8B3XJGXXMUL4	Speech Therapy	Demo Site	Preschool		Active	12/18/2022	Asia/Manila	Details

Showing 1 to 1 of 1 entries (filtered from 123 total entries)

Create New Program  
Export to Excel