

Therap Calendar

Modules	High	Medium	Low
T-Log - New Search View	137	41	8
General Event Reports (GER) - New Search Review Followup	- 1	10 18	- 1
ISP Data - New Search Acknowledge ISP Plan - Search Acknowledge		23 8	
Lab Test Result - New Search Worklist		1	
IPOP General Information - New Search Acknowledge		1	

From the **To Do** tab, find the Therap Calendar on the right bottom side of the screen. It will have the current date displayed.

Left click to bring up the Calendar.

At the top of the page under the Legend you will see five colored boxes- Staff Schedule, Appointment, Day note, Event and Other.

CSS, Inc. uses two entries:

- Other:** by the Administrative Assistant to conduct a vehicle check or scheduled maintenance.
- Event:** to check out vehicles.

Three calendars on the left panel are the next three months, including the current. To view calendars for the previous or next months, click on the Up and Down arrows.

Click on any timeframe to create an entry.

Time Zone: US/Pacific | Day | Week | Month

Legend

- Staff Schedule
- Appointment
- Day note
- Event
- Other

August 20, 2016

12:00a
:15
:30
:45
1:00a
:15
:30
:45
2:00a
:15
:30
:45
3:00a
:15
:30
:45
4:00a
:15
:30
:45
5:00a
:15
:30
:45
6:00a
:15
:30
:45
7:00a
:15
:30
:45
8:00a
:15

Create Calendar Entry

Entered By: Sheena Watkins-Andrews, Chief Operations Officer Time Zone: US/Pacific

Notes

* **Summary** **Make Entry Private**

Detail

About 2973 characters left

* **Type** Appointment Day note Event Other

Time **End Time Unknown**

* **Begin Date**

* **End Date**

Repeats
 Daily Weekly Monthly Yearly

* **Select Program**

19th Place
 Brokerage
 In-Home Supports
 Maple
 Rivercrest
 Supported Living

Appointments for individuals will automatically be populated to the Appointment Calendar in the Health tab. **You do not need to input appointments into Therap calendar because of this.**

Make entry private is to remain **unmarked** at all times.

For checking out a company vehicle, ensure that the Supported Living program is checked. This is for all programs, including 24-Hour when switching vehicles..

Summary: to be written as follows- "staff initial / which car / individual initial being transported". *Example: SWA / Xterra / BB*

Detail: the purpose for why car is being checked out

Type: Event always to be used

Begin date: date/time the vehicle will start to be used for entry

End date: date/time vehicle will be done being used for entry

Click **Save**.

You will be prompted back to today's date. The entry

Legend	
<input type="checkbox"/>	Staff Schedule
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Day note
<input type="checkbox"/>	Event
<input type="checkbox"/>	Other

June 2016						
S	M	T	W	T	F	S
29	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		

July 2016						
S	M	T	W	T	F	S
				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						

August 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13

Notes

* **Summary** SWA /Dark Grey CRV / BT **Make Entry Private**

Detail
 Transporting Boston to work
 2973 characters left

* **Type** Appointment Day note Event Other

Time **End Time Unknown**

* **Begin Date** 06/02/2016 05:15 am

* **End Date** 06/02/2016 06:15 am

Back Update Delete

To delete the entry, left click on the entry you wish to delete.

Message from webpage

Are you sure you want to delete this calendar entry?

OK Cancel

This box will pop up. Left click **OK** to delete the entry.

Legend

- Staff Schedule
- Appointment
- Day note
- Event
- Other

June 2, 2016

12:00a
:15
:30
:45

1:00a
:15
:30
:45

2:00a
:15
:30
:45

3:00a
:15
:30
:45

4:00a
:15
:30
:45

5:00a
:15
:30
:45

6:00a
:15
:30
:45

The entry will no longer show on the Calendar.

Notes

* **Summary** XTERRA REPAIR **Make Entry Private**

Detail
Les Schwab - brakes
2981 characters left

* **Type** Appointment Day note Event Other

Time **End Time Unknown**

* **Begin Date** 06/02/2016 09:30 am

* **End Date** 06/02/2016 12:00 pm

Back