

# Login to Therap



Training Academy Courses  
Self Paced On-Demand  
Training Courses

Courses Offered

- General Event Report (GER)
- Secure Communications
- Therap Introduction for New Users
- Medication Administration Records
- T-Logs: Getting Started
- Health Tracking

A video player interface is shown at the bottom of the slide, featuring a woman pointing towards the text. The video player includes standard playback controls like play, pause, and volume.

English

## Login

Login Name

Password

Provider Code

[Trouble Logging In?](#)

Type your username in the Login Name.

All letters should be lowercase.

If you have already created your unique password, type it in the Password box.

If you are a new hire, and have not yet set up your password, our initial/temporary password will be community123.

The provider code must be **CSS-OR**

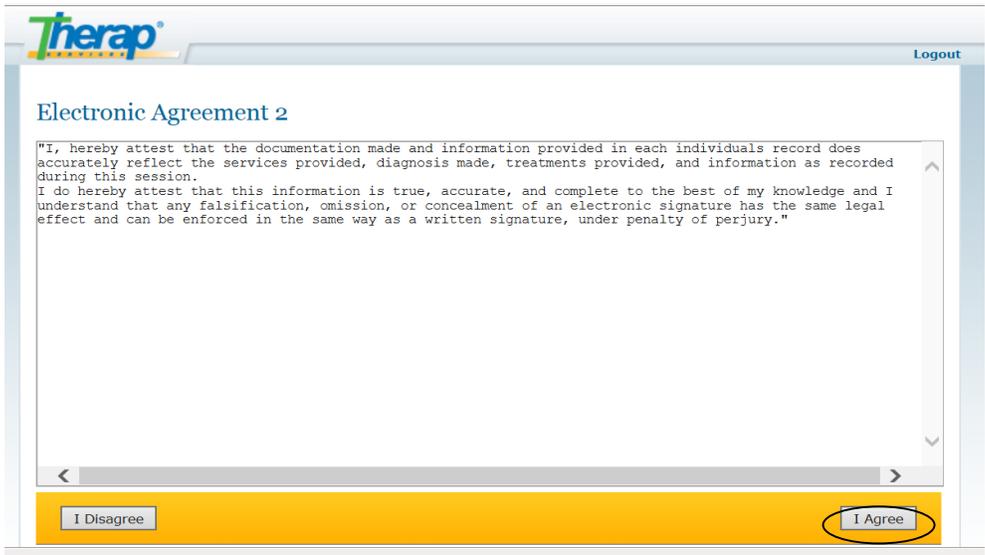
Left click on the Blue box: Login

New Hires: you will now be prompted to change your password. Enter your old password which is community123.

Enter your new password. It must be 10 characters long.

**This password should not be shared with anyone.**

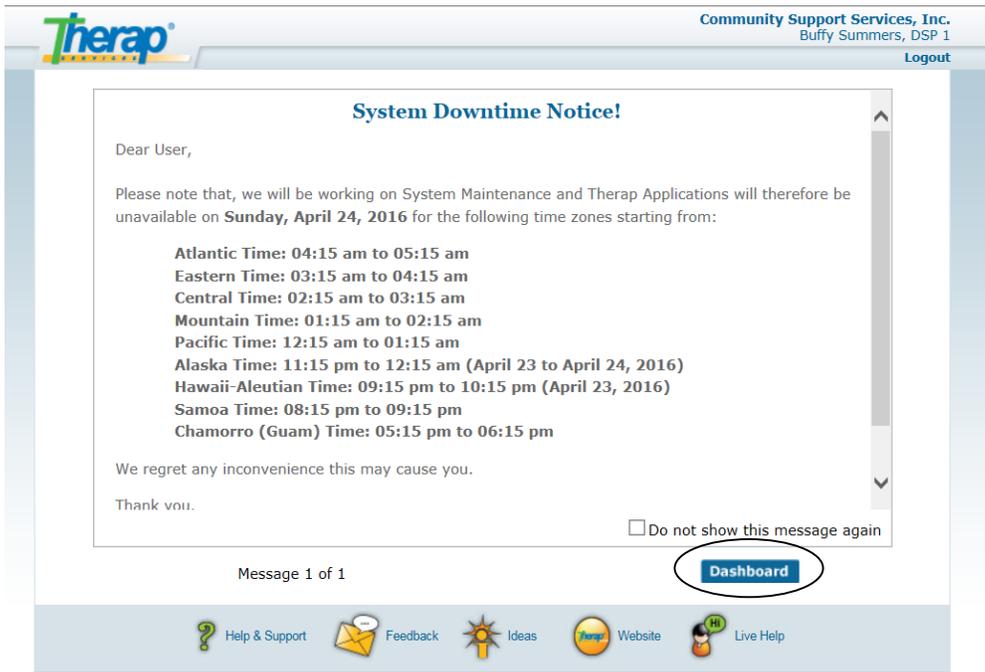
# Electronic Agreement 2 and Splash Page



## Electronic Agreement 2 Page

By left clicking “I Agree”, you are attesting that the services indicated by you have actually been performed and completed by you and no one else. Your electronic signature is equivalent to your handwritten signature. You also agree that you are using your own username and password and that you have not shared this information with anyone. If you falsify, omit, or conceal any information you can be held personally liable and face administrative, civil, or criminal liability.

If you left click “I Disagree” your access into Therap will be denied.



**Splash Page:** The splash page is announcements that CSS, Inc. and Therap put out. They will notify you of upcoming events and changes in Therap.

You can see how many messages you have.

After initial read, you can choose to not show the message again by clicking the box next to ‘do not show this message again’.

If you want to go to your Dashboard, left click

# Dashboard Overview- DSPs

Therap<sup>®</sup> Community Support Services, Inc.  
Buffy Summers, DSP 1  
Dashboard | Quick Links Logout

Program: No Program Selected Choose Program  
Profile: Financial  
Module: Search

To Do	Modules	High	Medium	Low
Individual	<b>T-Log - New   Search</b> View	44	5	5
Health	<b>General Event Reports (GER) - New   Search</b> Review Followup	-	2 9	- 2
Individual Home Page	<b>ISP Data - New   Search</b> Acknowledge		36	

**Issue Tracking**  
My Issues

**SComm**  
Inbox (13)  
Sent Items  
Compose  
Drafts  
Custom User Group

**T-Task**  
T-Task  
Search

**Classes**  
Overdue  
Due  
View Sign ups  
View Results/Notes

Dashboard is an overview look of all of the modules you are assigned according to your profile, based on your super role. *The Therap Super Administrator is the only one who can alter your super role.*

Along the left side you will see the module tabs that you have access to. Clicking on the Tabs changes your page view.

The items in your to do list are prioritized by high, medium or low status as a guide for review.

**Classes**  
Overdue  
Due  
View Sign ups  
View Results/Notes  
Training History  
Training Profile

**Appointments**  
Today (6)  
Weekly (17)

**Friday**  
**22**  
April 2016

Help & Support Feedback Ideas Therap Website Live Help

Along the right side you will see any communication both with Therap (my issues) or within the CSS, Inc. network (scom), see any upcoming appointment for those you support, assign a task (t-task) and the calendar. *\*\*CSS, Inc. does not utilize the Training Management System (TMS) module so although you will see the "classes" section, this is something that is standard in Therap.*

# Dashboard Overview- Supervisors

## (PLPCs, House Managers and Program Managers)

Therap Community Support Services, Inc.  
Buffy Summers, DSP 1  
Dashboard | Quick Links Logout

Program: No Program Selected Choose Program  
Profile: Supervisor  
Module: Search

To Do	Modules	High	Medium	Low
Individual	<b>T-Log - New   Search</b> View	144	30	7
Health	<b>General Event Reports (GER) - New   Search</b>			
Agency	Review	-	4	-
Agency Reports	Approve	-	4	-
Individual Home Page	Followup	-	20	1
Settings	<b>ISP Data - New   Search</b>			
	Acknowledge		16	
	<b>ISP Plan - New   Search</b>			
	Acknowledge		14	
	<b>ISP Program - New   Search</b>			
	Approve		194	
	<b>Behavior Plan - New   Search</b>			
	Update		1	

**Issue Tracking**  
My Issues

**SComm**  
Inbox (45)  
Sent Items  
Compose  
Drafts  
Custom User Group

**T-Task**  
T-Task  
Search

**Classes**  
Overdue  
Due  
View Sign ups  
View Results/Notes

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**Classes**  
Overdue  
Due  
View Sign ups  
View Results/Notes  
Training History  
Training Profile

**Appointments**  
Today (6)  
Weekly (17)

**Friday**  
**22**  
April 2016

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# Dashboard Overview- Administrator

Program: No Program Selected Choose Program  
 Profile: Initial  
 Module:

To Do	Modules	High	Medium	Low
Individual	<ul style="list-style-type: none"> <li>❖ <b>T-Log - New   Search</b> View <span style="float: right;">145 30 7</span></li> </ul>			
Health	<ul style="list-style-type: none"> <li>❖ <b>General Event Reports (GER) - New   Search</b> Review <span style="float: right;">- 4 -</span> Approve <span style="float: right;">- 4 -</span> Followup <span style="float: right;">- 20 1</span></li> </ul>			
Agency	<ul style="list-style-type: none"> <li>❖ <b>ISP Data - New   Search</b> Acknowledge <span style="float: right;">16</span></li> </ul>			
Billing	<ul style="list-style-type: none"> <li>❖ <b>ISP Plan - New   Search</b> Acknowledge <span style="float: right;">14</span></li> </ul>			
Admin	<ul style="list-style-type: none"> <li>❖ <b>ISP Program - New   Search</b> Approve <span style="float: right;">194</span></li> </ul>			
Agency Reports	<ul style="list-style-type: none"> <li>❖ <b>Behavior Plan - New   Search</b> Approve <span style="float: right;">1</span> Update <span style="float: right;">1</span></li> </ul>			
Individual Home Page	<ul style="list-style-type: none"> <li>❖ <b>IPOP General Information - New   Search</b> Acknowledge <span style="float: right;">1</span></li> </ul>			

	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Issue Tracking</b> <span style="float: right;">☰</span></p> <p>My Issues</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>SComm</b> <span style="float: right;">☰</span></p> <p>Inbox (46) Sent Items Compose Drafts Custom User Group Message Audit</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>T-Task</b> <span style="float: right;">☰</span></p> <p>T-Task Search</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Classes</b> <span style="float: right;">☰</span></p> <p>Overdue Due View Sign ups View Results/Notes Training History Training Profile</p> </div>
	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Appointments</b> <span style="float: right;">☰</span></p> <p>Today (7) Weekly (23)</p> <div style="text-align: center; margin-top: 10px;"> <p style="background-color: #ffc107; padding: 2px 5px;">Friday</p> <p style="font-size: 2em; font-weight: bold; padding: 5px 10px;">15</p> <p style="font-size: 0.8em;">July 2016</p> </div> </div>

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