

Settings Page- DSPs (Those who have 1 profile)

Program:	No Program Selected
Profile:	DSP 1
Module:	<input type="text" value="Search"/>

To Do	My Settings																		
Individual	<table style="width: 100%;"> <tr> <td>Personal Details</td> <td style="text-align: right;">Edit</td> </tr> <tr> <td>Super Admin List</td> <td style="text-align: right;">View</td> </tr> <tr> <td>Password</td> <td style="text-align: right;">Change</td> </tr> <tr> <td>Notification Information</td> <td style="text-align: right;">Configure</td> </tr> <tr> <td>Notification Profile</td> <td style="text-align: right;">Configure</td> </tr> <tr> <td>Default Notification Profile</td> <td style="text-align: right;">Apply</td> </tr> <tr> <td>Test Mode</td> <td style="text-align: right;">On Off</td> </tr> <tr> <td>SComm Settings</td> <td style="text-align: right;">Configure</td> </tr> <tr> <td>Individual Home Shows</td> <td style="text-align: right;">All Recently Accessed</td> </tr> </table>	Personal Details	Edit	Super Admin List	View	Password	Change	Notification Information	Configure	Notification Profile	Configure	Default Notification Profile	Apply	Test Mode	On Off	SComm Settings	Configure	Individual Home Shows	All Recently Accessed
Personal Details	Edit																		
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Test Mode	On Off																		
SComm Settings	Configure																		
Individual Home Shows	All Recently Accessed																		
Health																			
Individual Home Page																			
Settings																			

Click the Settings tab. This is specific to your information as a CSS, Inc. Therap user.

Personal Details
Buffy Summers
Updated On: 03/13/2013 03:56 PM

Personal Information

User Initials:

Gender: Male Female

Contact Information

Street Address:

City:

State:

Zip Code:

Home Phone Number:

Mobile/Cellular Phone Number:

Temporary Phone Number: Extension:

Phone Number Comments:

E-Mail Address:

Preferences

Time Zone:

Enable Notification:

Other Contact Information

Employer/Work Information

Work Phone Number: Extension:

Fax Number:

Emergency Contact 1

Name:

Phone Number: Extension:

Emergency Contact 2

Name:

Phone Number: Extension:

Profile(s)

DSP 1

Personal Details: not required by CSS, Inc.

By default the "enable notification" box is checked. This ties directly to the Notification section. Case Managers, Officers and Family members may choose to have this option selected in order to receive email/phone notifications for Scomm.

Super Admin List

Name	E-mail	Work Phone Number
Pharms, Holly	hollyp@commsuppserv.com	503-363-3268 Ext- 304
Watkins-Andrews, Sheena	SheenaW@commsuppserv.com	503-363-3268 Ext- 305

Super Admin List: who the CSS, Inc. Super Administrators are and how they can be contacted for issues in Therap.

Change Password of Buffy Summers

Login Name: buffy
Current Password: * [password field]
New Password: * [password field] Strong
Confirm Password: * [password field]

<< Back Cancel Change Password

Password: to change your own password as you wish. Must be at least 10 alphanumeric digits long & can contain special characters.

Shows how strong your password is to the right.

Once completed, click **Change Password**.

*** If you receive a prompt to change your password, you must contact the Super Admin to assist you. ***

Community Support Services, Inc.
Buffy Summers, DSP 1

Dashboard | Quick Links Logout

Configure Notification Information

Email Settings

Email [input field]
Pager Email [input field]

Cancel Save

Notification Information: to receive notifications when a Scomm has been sent.

Left click **Configure**.

Enter the email you wish the notifications to go to.

Left click **Save**.

Select Module to Configure Notification Profile

Module Name ▲

- Behavior Event Record
- Behavior Plan
- General Event Reports
- Health Tracking
- Individual Data
- Individual Service Plan
- Individual Support Plan
- ISP Agenda
- MAR
- Personal Focus Worksheet
- Provider Administration
- Secure Communications
- T-Log
- Training Management
- Witness Report (GER)

Notification Profile: configures the type of notifications for different events associated with the modules you have access to.

Left click **Configure**.

Module Name : General Event Reports

Notification Events Jump to section: 2

Event	Send Notification
Submit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Approve	<input type="radio"/> Yes <input checked="" type="radio"/> No
Delete	<input type="radio"/> Yes <input checked="" type="radio"/> No
Return	<input type="radio"/> Yes <input checked="" type="radio"/> No
Review	<input type="radio"/> Yes <input checked="" type="radio"/> No
Follow-up	<input type="radio"/> Yes <input checked="" type="radio"/> No

Depending on the module

The list of modules you have access to will appear. Left click on the module in blue you wish to configure notifications for.

-Notification events: select the event of the module you want the notifications to be sent.

Select Media

Jump to section: 1

Email

Injury High High-Medium High-Medium-Low No

Medication Error High High-Medium High-Medium-Low No

Restraint Related to Behavior High High-Medium High-Medium-Low No

Restraint Other High High-Medium High-Medium-Low No

Death High High-Medium High-Medium-Low No

Other High High-Medium High-Medium-Low No

Pager Email

Injury High High-Medium High-Medium-Low No

Medication Error High High-Medium High-Medium-Low No

Restraint Related to Behavior High High-Medium High-Medium-Low No

Restraint Other High High-Medium High-Medium-Low No

Death High High-Medium High-Medium-Low No

Other High High-Medium High-Medium-Low No

Secure Communications

Injury High High-Medium High-Medium-Low No

Medication Error High High-Medium High-Medium-Low No

Restraint Related to Behavior High High-Medium High-Medium-Low No

Restraint Other High High-Medium High-Medium-Low No

Death High High-Medium High-Medium-Low No

Other High High-Medium High-Medium-Low No

<< Back Cancel Save Disable

-Select Media: each module has a Select Media section that allows you to configure in what manner you wish to receive notification: Scm (high, high & medium, or all high, medium & low), pager or email. Choose how you wish the notification be sent to you. If you do not want any notification sent, select No.

When completed, left click **Save**.

Dashboard | Quick Links

Program: No Program Selected

Profile: DSP 1

Module: Search

My Settings

Password Change

Notification Information Configure

Notification Profile Configure

Default Notification Profile Apply

Test Mode **On | Off** Configure

SComm Settings Configure

Issue Tracking

My Issues

SComm

Inbox

Sent Items

Compose

Drafts

Custom User Group

Monday

Default Notification Profile: Leave blank.

Test Mode: to switch from regular input to test or training input.

Dashboard | Quick Links

Program: No Program Selected

Profile: DSP 1

Module: Search

My Settings

Personal Details Edit

Super Admin List View

Password Change

Notification Information Configure

Notification Profile Configure

Default Notification Profile Apply

Test Mode **On | Off** Configure

SComm Settings Configure

Issue Tracking

My Issues

SComm

Inbox (21)

Sent Items

Compose

Drafts

Custom User Group

T-Task

T-Task Search

Classes

Left click **On**. You will see the left and right sides of the Therap screen show yellow.

When completed in test mode, go to Settings tab and left click **Off** next to Test Mode. The left and right sides of the Therap screen will return to blue-ombre.

Dashboard | Quick Links Logout

Compose

Inbox

Sent Items

Drafts

Trash

SComm Footer: Off On

Auto response: Off On

Show Inbox/Sent Items/Trash for Last: 2 Weeks 1 Month 2 Months ?

Automatically Empty Trash Items: After 1 Week Never

New Message Pop-up Alert: On Off

Cancel
Save

My Settings	
Personal Details	Edit
Super Admin List	View
Password	Change
Notification Information	Configure
Notification Profile	Configure
Default Notification Profile	Apply
Test Mode	On Off
SComm Settings	Configure
Individual Home Shows	All Recently Accessed

→

Scomm Settings:

Left click **Configure**.

***Can also configure these settings from the Scomm module by clicking the blue Settings box.*

-Scomm footer: customized Signature for outgoing Scomms.

-Auto response: automated response sent each time you receive an Scomm when you are on leave.

-Show Inbox/Sent Items/Trash for Last: allows you to view messages according to the period that is set.

For help, click on the **Green ?**

-Automatically Empty trash Items: helps to keep trash folder clean.

-New message pop-up alert: shows new message in numerical form on dashboard under Scomm.

Left click **Save**.

Individual Home Shows: home pages of individuals will be shown at the bottom of the Settings box.

To see all, left click **All**.

To view those you've recently seen, left click **Recently Accessed**.

Settings Page- DSP 1s & DSP2s (Those who have more than 1 Profile)

Program: No Program Selected
 Profile: DSP 2
 Module: Search

My Settings

Personal Details	Edit
Super Admin List	View
Default Profile	Choose
Password	Change
Notification Information	Configure
Notification Profile	Configure
Default Notification Profile	Apply
Test Mode	On Off
SComm Settings	Configure
Individual Home Shows	All Recently Accessed

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

Click the Settings tab. This is specific to your information as a CSS, Inc. Therap user.

Locate the box at the top of the page. You will see your default profile in blue.

To the right of the very top box you have some options. If you have access to more than 1 program, select the blue Choose Program and select the specific information you are accessing. If you have more than 1 profile, which is common for a DSP 2, select the blue Switch Profile.

When you left click on Switch Profile, you will be prompted to this page.

Switch Profile

i A Profile will function according to the privileges assigned to you under that Profile. You may view the Roles and Caseload Details assigned to a Profile by clicking on the Profile name. You may logout from different Profiles but you will be taken to your Default Profile every time you login to the system.

Select the Profile to switch to

DSP 1
 DSP 2

<< Back Switch

Select the appropriate profile you wish to use and left click **Switch**.

Program: No Program Selected
 Profile: DSP 1
 Module: Search

My Settings

Personal Details	Edit
Super Admin List	View
Default Profile	Choose
Password	Change
Notification Information	Configure
Notification Profile	Configure
Default Notification Profile	Apply
Test Mode	On Off
SComm Settings	Configure
Individual Home Shows	All Recently Accessed

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

You will now see that your default profile has changed to your selection & the access that particular profile has.

Personal Details

Buffy Summers

Updated On: 03/13/2013 03:56 PM

Personal Information

User Initials: BSS

Gender: Male Female

Contact Information

Street Address:

City:

State:

Zip Code:

Home Phone Number:

Mobile/Cellular Phone Number:

Temporary Phone Number: Extension:

Phone Number Comments:

E-Mail Address:

Preferences

Time Zone:

Enable Notification:

Other Contact Information

Employer/Work Information

Work Phone Number: Extension:

Fax Number:

Emergency Contact 1

Name:

Phone Number: Extension:

Emergency Contact 2

Name:

Phone Number: Extension:

Profile(s)

DSP 1

Personal Details: not required by CSS, Inc.

By default the "enable notification" box is checked. This ties directly to the Notification section. Case Managers, Officers and Family members may choose to have this option selected in order to receive email/phone notifications for Scomm.

Super Admin List

Name	E-mail	Work Phone Number
Pharms, Holly	hollyp@commsuppserv.com	503-363-3268 Ext- 304
Watkins-Andrews, Sheena	SheenaW@commsuppserv.com	503-363-3268 Ext- 305

[<< Back](#)

Super Admin List: who the CSS, Inc. Super Administrators are and how they can be contacted for issues in Therap.

Change Password of Buffy Summers

Login Name: buffy
Current Password: *
New Password: *
Confirm Password: *

Strong

Password: to change your own password as you wish. Must be at least 10 alphanumeric digits long & can contain special characters.

Shows how strong your password is to the right.

Once completed, click **Change Password**.

*** If you receive a prompt to change your password, you must contact the Super Admin to assist you. ***

Community Support Services, Inc.
Buffy Summers, DSP 1

Configure Notification Information

Email Settings

Email
Pager Email

Notification Information: to receive notifications when a Scomm has been sent.

Left click **Configure**.

Enter the email you wish the notifications to go to.

Left click **Save**.

Select Module to Configure Notification Profile

Module Name ▲

- Behavior Event Record
- Behavior Plan
- General Event Reports
- Health Tracking
- Individual Data
- Individual Service Plan
- Individual Support Plan
- ISP Agenda
- IMAR
- Personal Focus Worksheet
- Provider Administration
- Secure Communications
- T-Log
- Training Management
- Witness Report (GER)

Notification Profile: configures the type of notifications for different events associated with the modules you have access to.

Left click **Configure**.

Depending on the module

The list of modules you have access to will appear. Left click on the module in blue you wish to configure notifications for.

Module Name : General Event Reports

Notification Events Jump to section: 2

Event	Send Notification
Submit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Approve	<input type="radio"/> Yes <input checked="" type="radio"/> No
Delete	<input type="radio"/> Yes <input checked="" type="radio"/> No
Return	<input type="radio"/> Yes <input checked="" type="radio"/> No
Review	<input type="radio"/> Yes <input checked="" type="radio"/> No
Follow-up	<input type="radio"/> Yes <input checked="" type="radio"/> No

-Notification events: select the event of the module you want the notifications to be sent.

-Select Media: each module has a Select Media section that allows you to configure in what manner you wish to receive notification: Scm (high, high & medium, or all high, medium & low), pager or email. Choose how you wish the notification be sent to you. If you do not want any notification sent, select No.

When completed, left click **Save**.

Default Notification Profile: Leave blank.

Test Mode: to switch from regular input to test or training input.

Left click **On**. You will see the left and right sides of the Therap screen show yellow.

When completed in test mode, go to Settings tab and left click **Off** next to Test Mode. The left and right sides of the Therap screen will return to blue-ombre.

Dashboard | Quick Links Logout

Compose
Inbox
Sent Items
Drafts
Trash

SComm Footer: Off On

Auto response: Off On

Show Inbox/Sent Items/Trash for Last: 2 Weeks 1 Month 2 Months ?

Automatically Empty Trash Items: After 1 Week Never

New Message Pop-up Alert: On Off

Cancel Save

Scomm Settings:

Left click **Configure**.

***Can also configure these settings from the Scomm module by clicking the blue Settings box.*

-Scomm footer: customized Signature for outgoing Scomm.

-Auto response: automated response sent each time you receive an Scomm when you are on leave.

-Show Inbox/Sent Items/Trash for Last: allows you to view messages according to the period that is set.

For help, click on the **Green ?**

-Automatically Empty trash Items: helps to keep trash folder clean.

-New message pop-up alert: shows new message in numerical form on dashboard under Scomm.

Left click **Save**.

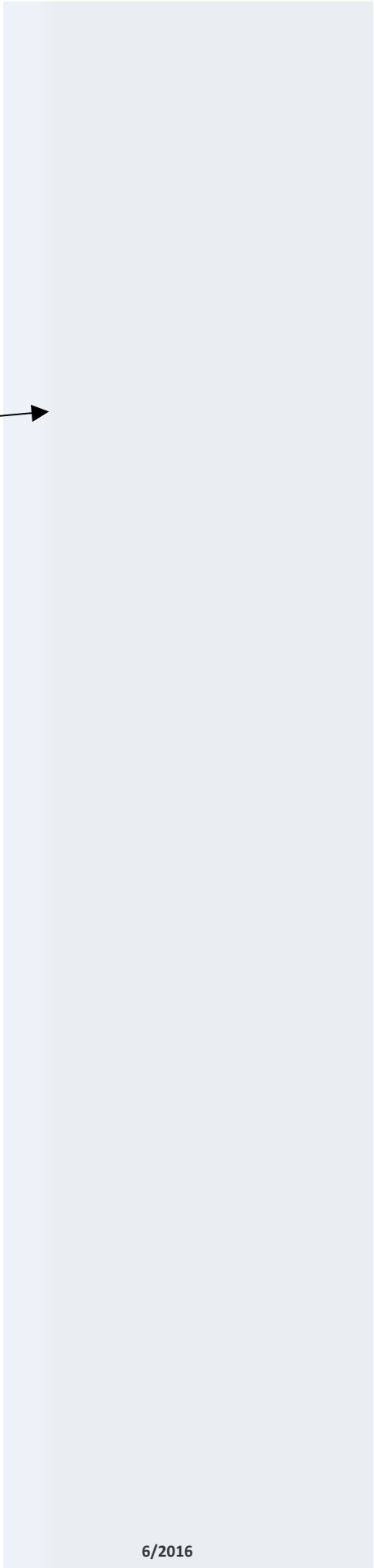
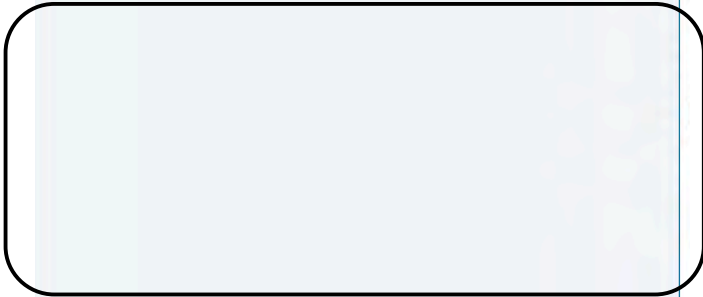
Individual Home Shows: home pages of individuals will be shown at the bottom of the Settings box.

To see all, left click **All**.

To view those you've recently seen, left click **Recently Accessed**.

My Settings

Personal Details	Edit
Super Admin List	View
Password	Change
Notification Information	Configure
Notification Profile	Configure
Default Notification Profile	Apply
Test Mode	On Off
SComm Settings	Configure
Individual Home Shows	All Recently Accessed



Settings Page- Supervisors (PLPCs, House Managers and Program Managers)

Program:	No Program Selected
Profile:	Supervisor
Module:	<input type="text" value="Search"/>

To Do	My Settings
Individual	Personal Details Edit
Health	Super Admin List View
Agency	Password Change
Agency Reports	Notification Information Configure
Individual Home Page	Notification Profile Configure
Settings	Default Notification Profile Apply
	Test Mode On Off
	SComm Settings Configure
	Individual Home Shows All Recently Accessed

Click the Settings tab. This is specific to your information as a CSS, Inc. Therap user.

Personal Details
Buffy Summers
Updated On: 03/13/2013 03:56 PM

Personal Information

User Initials:

Gender: Male Female

Contact Information

Street Address:

City:

State:

Zip Code:

Home Phone Number:

Mobile/Cellular Phone Number:

Temporary Phone Number: Extension:

Phone Number Comments:

E-Mail Address:

Preferences

Time Zone:

Enable Notification:

Other Contact Information

Employer/Work Information

Work Phone Number: Extension:

Fax Number:

Emergency Contact 1

Name:

Phone Number: Extension:

Emergency Contact 2

Name:

Phone Number: Extension:

Profile(s)

DSP 1

Personal Details: not required by CSS, Inc.

By default the "enable notification" box is checked. This ties directly to the Notification section. Case Managers, Officers and Family members may choose to have this option selected in order to receive email/phone notifications for Scomm.

Super Admin List

Name	E-mail	Work Phone Number
Pharms, Holly	holyp@commsuppserv.com	503-363-3268 Ext- 304
Watkins-Andrews, Sheena	SheenaW@commsuppserv.com	503-363-3268 Ext- 305

Super Admin List: who the CSS, Inc. Super Administrators are and how they can be contacted for issues in Therap.

Change Password of Buffy Summers

Login Name: buffy
Current Password: * [password field]
New Password: * [password field] Strong
Confirm Password: * [password field]

Password: to change your own password as you wish. Must be at least 10 alphanumeric digits long & can contain special characters.

Shows how strong your password is to the right.

Once completed, click **Change Password**.

*** If you receive a prompt to change your password, you must contact the Super Admin to assist you. ***

Configure Notification Information

Email Settings

Email [text field]
Pager Email [text field]

Notification Information: to receive notifications when a Scomm has been sent.

Left click **Configure**.

Enter the email you wish the notifications to go to.

Left click **Save**.

Select Module to Configure Notification Profile

Module Name
 Behavior Event Record
 Behavior Plan
 General Event Reports
 Health Tracking
 Individual Data
 Individual Service Plan
 Individual Support Plan
 ISP Agenda
 MAR
 Personal Focus Worksheet
 Provider Administration
 Secure Communications
 T-Log
 Training Management
 Witness Report (GER)

Notification Profile: configures the type of notifications for different events associated with the modules you have access to.

Left click **Configure**.

Depending on the module

The list of modules you have access to will appear. Left click on the module in blue you wish to configure notifications for.

Module Name : General Event Reports

Notification Events Jump to section: 2

Event	Send Notification
Submit	<input type="radio"/> Yes <input checked="" type="radio"/> No
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Delete	<input type="radio"/> Yes <input checked="" type="radio"/> No
Return	<input type="radio"/> Yes <input checked="" type="radio"/> No
Review	<input type="radio"/> Yes <input checked="" type="radio"/> No
Follow-up	<input type="radio"/> Yes <input checked="" type="radio"/> No

-Notification events: select the event of the module you want the notifications to be sent.

Select Media

Jump to section: 1

Email

Injury High High-Medium High-Medium-Low No

Medication Error High High-Medium High-Medium-Low No

Restraint Related to Behavior High High-Medium High-Medium-Low No

Restraint Other High High-Medium High-Medium-Low No

Death High High-Medium High-Medium-Low No

Other High High-Medium High-Medium-Low No

Pager Email

Injury High High-Medium High-Medium-Low No

Medication Error High High-Medium High-Medium-Low No

Restraint Related to Behavior High High-Medium High-Medium-Low No

Restraint Other High High-Medium High-Medium-Low No

Death High High-Medium High-Medium-Low No

Other High High-Medium High-Medium-Low No

Secure Communications

Injury High High-Medium High-Medium-Low No

Medication Error High High-Medium High-Medium-Low No

Restraint Related to Behavior High High-Medium High-Medium-Low No

Restraint Other High High-Medium High-Medium-Low No

Death High High-Medium High-Medium-Low No

Other High High-Medium High-Medium-Low No

<< Back Cancel Save Disable

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When completed, left click **Save**.

Dashboard | Quick Links

Program: No Program Selected

Profile: DSP 1

Module: Search

My Settings

Issue Tracking

My Issues

SComm

Inbox

Sent Items

Compose

Drafts

Custom User Group

Monday

Test Mode On Off

Default Notification Profile: Leave blank.

Test Mode: to switch from regular input to test or training input.

Dashboard | Quick Links

Program: No Program Selected

Profile: DSP 1

Module: Search

My Settings

Issue Tracking

My Issues

SComm

Inbox (21)

Sent Items

Compose

Drafts

Custom User Group

T-Task

T-Task Search

Classes

Test Mode On Off

Left click **On**. You will see the left and right sides of the Therap screen show yellow.

When completed in test mode, go to Settings tab and left click **Off** next to Test Mode. The left and right sides of the Therap screen will return to blue-ombre.

Scomm Settings:

Left click **Configure**.

***Can also configure these settings from the Scomm module by clicking the blue Settings box.*

-Scomm footer: customized Signature for outgoing Scomms.

-Auto response: automated response sent each time you receive an Scomm when you are on leave.

-Show Inbox/Sent Items/Trash for Last: allows you to view messages according to the period that is set.

For help, click on the **Green ?**

-Automatically Empty trash Items: helps to keep trash folder clean.

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Left click **Save**.

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My Settings	
Personal Details	Edit
Super Admin List	View
Password	Change
Notification Information	Configure
Notification Profile	Configure
Default Notification Profile	Apply
Test Mode	On Off
SComm Settings	Configure
Individual Home Shows	All Recently Accessed

