



7562 Upton Grey Lane
Lincoln, Nebraska 68516
www.abledinc.com
402 904-7433

Therap Training Guide



Thank you for pairing with ABLED to serve Lincoln's developmentally disabled community. Habilitation and documentation go hand in hand in this field. This guide contains resources to properly complete your documentation. We highly encourage you to have a computer, a printer and a scanner available to perform your documentation responsibilities well. At ABLED we refer to daily duties as STAMP.

Please perform these documentation requirements DAILY:

- SComms
- T-Logs
- Attendance
- MAR's
- Programs

Proper documentation is imperative for your success as well as ABLED's. Failure to complete these items may be considered neglect and a breach of contract. Additionally, we require you to familiarize yourself with ABLED's policies at www.abledinc.com. Don't hesitate to ask for help if you have questions in any of these areas.

1. Check your SComm inbox every day, mark them as read & follow up as needed.
2. **Document three items every time you work. 1) T-Logs 2) Programs 3) Attendance.** All three items must contain information that supports each other in order to bill for services. **Please use the Search option to verify all of your data is complete prior to the end of the month.**
3. Consult the MAR for the 5 rights on each medicine and document in Therap each time a medication is administered. If you pass meds at 8:00 am you must log in at 8:00 am.
4. ABLED encourages the use of Neighborhood Pharmacy or a pharmacy that uses Therap. Please contact the office any time there is a prescription change or an error on the MAR.
5. Appointments for medical, dental, vision, therapy, etc. should be entered on Therap. Please print consultation forms, take them to the appointment, have them completed by the physician, then turn them into the office or upload to Therap AND Scomm a copy to the nurse.
6. GER's should be completed for specific events related to the safety/welfare of the participant and/or that require staff intervention or redirection for a specific behavior. Please notify the Nurse in the event of an injury or medication error. Use the link below to access the DHHS GER Instruction Guide. <https://www.therapservices.net/resources/nebraska/NewGERinstructionsuide.pdf>

Therap Dashboard

The screenshot shows the Therap Dashboard interface. At the top left is the Therap logo. To its right is a navigation bar with links: **Dashboard** (circled in red), **Quick Links**, and **Individual Home**. Further right, it says "Therap Demonstration Provider", "Able Inc, Administrative Support", and a "Logout" link.

Below the navigation bar is a header section with the following information:

- Program:** No Program Selected
- Profile:** Initial
- Module:** Search
- Choose Program** button

On the left side is a vertical menu with the following items:

- To Do
- Individual** (circled in red)
- Health
- Agency
- Billing
- Agency Reports
- Individual Home Page** (circled in red)
- Settings

The main content area is titled "Recently Accessed Individuals" and contains a list of individuals. The first entry is "Herbie Husker", accompanied by a small profile picture of a person wearing a red cowboy hat with a white 'N' on it. A red arrow points from the "Individual Home Page" menu item to this entry. Another red arrow points from the "Advanced Search" link to the "Recently Accessed Individuals" header.

On the right side is a sidebar with several sections:

- Issue Tracking** (circled in red)
 - My Issues
- SComm** (circled in red)
 - Inbox
 - Sent Items
 - Compose
 - Drafts
 - Custom User Group
- Letter**
 - New
 - Search
- T-Task**
 - T-Task
 - Search
- Classes** (circled in red)
 - Overdue
 - Due
 - Sign up
 - View Sign ups
 - View Results/Notes
 - Training History
 - Training Profile
- CDS**
 - CDS Lessons
 - Go to CDS

At the bottom right is a date widget showing "Wednesday 05 April 2017".

SComm



Read New SComm Message

From the Dashboard, click on the **Inbox** link under the SComm option under the 'To Do' tab.

After you have read the message, click the check mark and to go to another message.

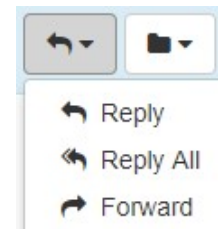


Click to acknowledge each SComm message EVERY time you log in.

Click on **Reply** to reply to a previous sender

Click on **Reply All** to reply to everyone listed in a previous email

Click on **Forward** to send the email to someone else.



Create New SComm Message

From the Dashboard, click on the **Compose** link under the 'SComm' area on your Dashboard. Select the recipients, add a notification level and provide a subject.

Message Type(s)

General
Message **NOT** specific to an individual

☐

Cross Provider SComm?

☒

Oversight(s)

Individual Care
Message containing individual specific info

State of Nebraska - Division of Developmental Disabil...

Please Select -

State of Nebraska - Division of Developmental Disabilities (DDD-NE) ✓

Neighborhood LTC Pharmacy (LTC-US)

External Attachment(s)

The total size of all attachments cannot exceed 10 MB.

Add File

Scan File

Choose **General** to select specific recipients. Choose **Individual Care** to share a message with a group of ABLED staff specific to a participant.

To include the Service Coordinator, click the box and choose State of Nebraska

Select the recipients, the notification level and provide a subject. Click "**Add File**" to add attachments to your Scomm. Click "**Send**" when you are finished composing.



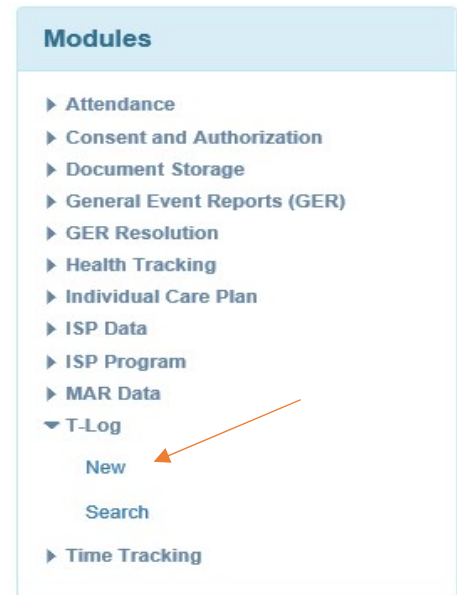
T-Log

Create New T-Log

- From your Dashboard, click on the “Individual Home Page”



- Click on the Individual’s Name or Photo. Use the **Advanced Search** if you do not see their name or photo.
- Click on **T-Log** under “Modules”. Click on **New**.
- T-Log’s should be recorded every day. Please type the date of service in the Summary using the following format DD/MM/YYYY.**



* Summary

10/1/2018



- Tlogs are narratives documenting supports, corrections, activities, and observations. Tlogs provide evidence of meaningful habilitation and enable communication between staff, ISP teams and provide support for ICAPs, unforeseen crisis situations and proper funding.
- Tlogs may include:
 1. Non-routine activities occurring in the community.
 2. Notations of all incidents, including a brief description.
 3. Information about visitors.
 4. Positive and negative behaviors displayed.
 5. Any information or observations needed for evaluation purposes.
 6. Any illnesses and any medication changes that have occurred.
 7. Any other information relating to participant behaviors, attitudes.
- Do not write about your personal day unless relevant to the participant. Focus on relevant facts and events. Use clear language – for example “threw her arms in the air and screamed” instead of “had a fit”
- SLPs and DSPs will need to write separate Tlogs using separate log-ins.
- If writing a High Tlog, also write a GER. If writing a GER, also write at High Tlog.
- Please click on “Search” to look through your work and identify missing logs.

2

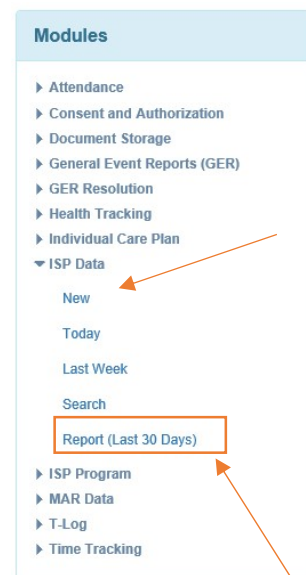
ISP Data (Programs)

Entering ISP Data

- From your Dashboard, click on the “Individual Home Page”



- Click on the Individual’s Name or Photo. Use the **Advanced Search** if you do not see their name or photo.
- Click on **ISP Data** under “Modules”. Click on **New**.
- Program data should be recorded every day. Repeat these steps for each program. Contact the team if you have questions on implementing the program.**



- Next, select the ISP Program for which you want to enter data from the ISP Program List page.
- The first time you select a program, please read through the program description, scoring methods, tasks and teaching methods. Then click on the **Acknowledge** button at the bottom after carefully going through the data. You are now ready to enter data.
- On the ISP Data Collection page, complete the required fields, name of the service provider and score tasks. Click on the **Save** button at the bottom. A confirmation message will pop up when the data is successfully saved.
- 30 Day and Annual Assessments are completed using the ISP Data Module.

Searching ISP Data

- As an employee or contractor for ABLED, it is your responsibility to verify that you do not have missing data.
- Use the **Search** button or **Report (Last 30 Days)** to verify that your data is complete. Your initials will appear when scores have been entered
- This is important in order to be paid on-time and avoid recoupment of funds. If lack of proper documentation leads to recoupment of funds, ABLED will not be held responsible for losses. Please be thorough and accurate. Don’t wait to ask questions.

9	10	11	12	13	14	15	16	17
VRBL FULL FULL	WH	WH	WH					
VRBL FULL FULL	WH	WH	WH					
VRBL FULL FULL	WH	WH	WH					
VRBL FULL FULL	WH	WH	WH					

3

Attendance

Record New Attendance

- From your Dashboard, click on the “Individual Home Page”

Individual Home Page

- Click on the Individual’s Name or Photo. Use the **Advanced Search** if you do not see their name or photo.
- Click on **Attendance** under “Modules”. Click on **New**.
- Attendance should be recorded every day. Attendance should never overlap with other service codes. Two providers cannot bill for the same block of time.**
- Select Date, Attendance Type, Service Description & Program.

Modules

Attendance

New

Search

Consent and Authorization
Document Storage
General Event Reports (GER)
GER Resolution
Health Tracking
Individual Care Plan
ISP Data
ISP Program
MAR Data
T-Log
Time Tracking

* Start Date

10/18/2018

* Attendance Type

- Please Select -

* Service Description (Code)

Please select an Attendance Type

* Program (Site)

Please select a Service Description (Code)

Code	Service Description
1472	Shared Living
6845	Habilitative Community Inclusion
7494	Supported Family Living
2639	Independent Living
9596	Supported Employment

- Select Present, Enter Time In & Time Out, Select Service Provider (Your name), place a check mark in the day you are billing, then Click **Submit New** at the bottom right corner.

New

Incomplete

* Attendance Options:

Present (P) - [Billable]

General Comment:

Time In:

9:00 am

Time Out:

4:00 pm

Non Billable:

☐

Service Provider:

Lang, Coralie / EVP Compliance

Select all Attendance in current page

☒

Individual Name

[1 - 1 of 1]

☒

18 Thu

☒

☒

- Additional entries can be recorded by clicking on the “P”. Enter “Not scheduled” on days not worked. Time in/out and service provider not needed. Click “yes” at the pop-up. An “N” will appear instead of a “P”.
- ALL subcontractors should clock out during medical appointments to avoid Medicaid Fraud. Also do not overlap times between service codes.**
- Payroll is processed on the last day of the month. Pay day depends on when ABLED receives the deposit from DHHS.



Time In

08:15 am

Time Out

02:30 pm

Time In

12:00 am

Time Out

08:15 am

02:30 pm

12:00 am

Set your alarm
when meds are due



Download the free
Therap App to
access screen
friendly MARs.

MAR

Entering Data in MAR (Med Aides only)

- From your Dashboard, click on the “Individual Home Page”

Individual
Home Page

- Click on the Individual’s Name or Photo. Use the **Advanced Search** if you do not see their name or photo.
- Click on **MAR Data** under “Modules”. Click on **Record Data**.
- MAR data should be recorded directly after verifying the 5 rights and passing meds. Repeat these steps for each drug. A delay in documentation is a breach to DHHS Regulation, the Med Aide Act & ABLED’s policy. It also constitutes neglect and may result in additional training with the staff nurse.**

Modules

- ▶ Attendance
- ▶ Consent and Authorization
- ▶ Document Storage
- ▶ General Event Reports (GER)
- ▶ GER Resolution
- ▶ Health Tracking
- ▶ Individual Care Plan
- ▶ ISP Data
- ▶ ISP Program
- ▼ MAR Data
 - Record Data
 - Search
- ▶ T-Log
- ▶ Time Tracking

MIRTAZAPINE 7.5 MG TABLET - tablet, oral, Scheduled (Medication) Switch to Detail Mode Jump to

Strength: 7.5mg Attachment: [rh mirt.pdf\(30.35 KB\)](#) [Drug Details](#)

Frequency: take 1 tab at bedtime
Begin Date & Time: 02/14/2017 8:00 pm
Schedule Repeat: Every Day, 1 time(s) a day Schedule Time Slot(s): 8:00 pm

Time	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
	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
8:00 pm																														

- A Licensed Med Aide should administer meds 1 hour before to 1 hour after the time listed on the MAR.
- Each medicine listed on the MAR should be administered to the individual as specified. If there is a discrepancy in Medication, Dose, Time, Person or Route (5 Rights) please contact the office ASAP, especially during prescription changes.
- Once a med is documented by a Med Aide, they cannot change it. Contact Coralie about errors.
- Quick Mode** allows you to record your initials by clicking on the green box. Click on the **Save** button at the bottom. A confirmation message will pop up when the data is successfully saved.
- Detail Mode** is available by clicking on the blue link in the top right corner. Detail Mode allows a Med Aide to write a comment specific for that dose. It also allows for recording a med as Administered, Missed, Refused, LOA and On Hold. The Mobile App allows for comments too.
- PRNs should only be administered if listed on the MAR. Explain the reason for administering and provide a Follow Up comment describing the effectiveness. This information is shared with the staff nurse. Click the dropdown for Mobile App PRNs.
- Potential Side Effects should be observed and reported each month on the MAR for all medicated and self-medicated participants. Also, a Med and Mar Check should be completed monthly to reconcile medications listed on packages to the MAR. See page 9.

< Jul 28, 2018 >

	Scheduled	PRN	Other
8:00 AM			
8:00 PM			

Appointment

Entering New Appointments (EFH Providers)

- From your Dashboard, click on the “Individual Home Page”



- Click on the Individual’s Name or Photo. Use the **Advanced Search** if you do not see their name or photo.
- Click on **Health Tracking** under “Modules”. Click on **Appointments**. Click on **New**.
- The staff nurse reviews each medical appointment.
- Annual Physical & Dental Exams require an additional form located at www.abledinc.com under **Policies**.
- The link for the consultation form is located at the bottom of the Appointment. Please print and take the Consultation Form to the appointment for the doctor to review, make comments and sign.



- Have the physician complete the following items.
 - Review the listed medications.
 - Review the purpose for each medication.
 - Review the listed diagnoses.
 - Notate corrections.
 - Provide clinical comments for the nurse (i.e. treatment, diagnosis, orders, med changes, follow up, etc.)
 - Provide their signature and the date

Turn in the completed Consultation Form to ABLED. Scan or take a high-quality photo and send it to Coralie or any office person. If you attach the form yourself, please Scomm it to the nurse.

A screenshot of the "External Attachment(s)" form. It has a light blue header. Below the header is a yellow box with the text "The total size of all attachments cannot exceed 10 MB". At the bottom are two buttons: "Add File" (circled in orange) and "Scan File".

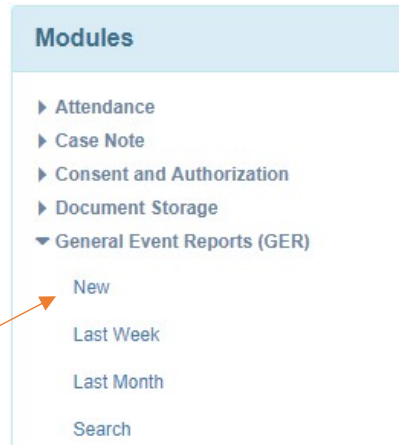
General Event Report (GER)

Create New GER

- From your Dashboard, click on the “Individual Home Page”



- Click on the Individual’s Name or Photo. Use the **Advanced Search** if you do not see their name or photo.
- Click on **General Event Reports (GER)** under “Modules”. Click on **New**.
- Complete all 4 sections. The GER will not save until you click **Submit** after section 4.



- GERs with Abuse, Neglect or Exploitation suspected must be reported to APS and have an internal investigation completed by ABLED. Abuse/Neglect 24-hour Hotline: 1-800-652-1999**
- Most event types are located under **Other**. An Emergency Safety Intervention is a physical restraint.
- You will be asked to provide the following details.

- ☐ Injury
- ☐ Medication Error
- ☐ Emergency Safety Intervention
- ☐ Restraint Other
- ☐ Death
- ☐ Other

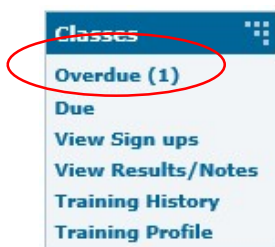
1. Describe What Happened Before the Event	Explain what was going on prior to the behavior. Do NOT include details of the event. Identify whether there was something leading up to the event or whether there were any triggers.
2. Summary	Explain details of the event.
3. Corrective Actions	Explain how you resolved the incident. Provide de-escalation techniques, coping skills, training methods used and how the participant was kept safe.
4. Future Corrective Actions	Explain how repeat incidents will be avoided. Actions should align with the Safety Plan

- High GERs typically involve anything that requires medical treatment, hospitalization, death, allegations of abuse, neglect or exploitation, physical restraint, missing persons, seizures over 5 minutes, law enforcement, psychotropic PRNs, medications errors resulting in serious illness and public property damage. For a complete list, please refer to the GER Instruction guide at <https://www.therapservices.net/resources/nebraska/NebraskaGER-Instructions-Guide-Oct2019Update.pdf>
- High level GERs must include three notifications (Administrator, Case manager, Family/Guardian). Verbally notify SC immediately after the incident and write a GER within 24 hours.**
- Medium level requires an Administrator to be notified. No notification for low.
- GERs are essential to identify supports, behaviors and patterns. GERs provide support for ICAPs, unforeseen crisis situations and proper funding.



Staff Documents

From the Dashboard you may view your Training Profile and see if you have anything overdue. Please send a photo of current documents to Coralie. Below is a list of items required to provide services.



Employee and Contractor Requirements:

- Complete an application online at www.abledinc.com
- Pass Criminal and APS/CPS Background Checks
- Complete ABLED & Therap Training
- Provide a copy of their Social Security Card
- Provide a copy of their Bank Information
- Provide a copy of their current Driver's License
- Provide a copy of their current Car Insurance
- Provide a copy of their current CPR Certificate
- Provide a copy of their current First Aid Certificate
- Provide a copy of their current Med Aide Certificate
- Sign a Shared Living Provider Contract or Employee Acknowledgment

Side Effects & MAR Check

SL Providers: Document potential side effects associated with medications on the MAR for ABLED's nurse. Staff with self-medicating individuals also need to observe & report potential side effects.

The image shows two parts of a web application. On the left is the 'ABLED SIDE EFFECTS' form for a PRN medication. It includes fields for 'Begin Date & Time' (09/30/2018) and 'Schedule Repeat' (Other). A table with columns 'Record Type', 'Date', 'Record Date', 'User Initial', and 'Details' is shown. A red box highlights the 'Record Administration in Detail Mode' link. Below the table is an 'Instruction/Comments' section. On the right is a 'Detail Data' window. It shows 'Record Type' as 'Administered', 'Administer Date' as '02/02/2017', and 'Administer Time' as '6:45 pm'. A 'Comments' field contains the text 'No side effects noticed this month'.

SL Providers: Record your initials on the Med & MAR check to acknowledge reconciling the medication name, dose, time to the bubble packs and physical inventory. Including PRNs.

The image shows the 'MED & MAR CHECK' form for a Scheduled (Treatment) medication. It includes fields for 'Begin Date & Time' (10/09/2018) and 'Schedule Repeat' (Every Day). A calendar grid shows days from 1 to 31, with the 18th highlighted. Below the calendar is an 'Indication / Purpose' section with instructions to review tasks and mark as administered. At the bottom is an 'Instruction/Comments' section with five numbered tasks: 1. Each medication name, dose, time and route listed on the medication package matches the MAR. 2. All unused, expired medications have been turned into the pharmacy for destruction. 3. All PRN/OTC medications are listed on the MAR. 4. All PRN/OTC medications have an expiration or opened date listed. 5. All medication are stored and locked properly.

Habilitation Progress Report

ALL Providers: Complete a habilitation progress report once per month for regularly scheduled participants. Answer questions about programs in general or specifically for each program.

Copy and paste this link. <https://forms.gle/CeGL3hFR8DK5xZp76>

Fire and Tornado Drills

SL Providers: Run and log a Fire and Tornado drill once per month. Tornado drills are run from March through October. You should also have an Evacuation plan posted in your home.

Copy and paste this link. <https://goo.gl/forms/HOD0gZO7OYhFmEw63>

Home/Vocational Visits

SL Providers: Please schedule a home visit every month with Pierre or Maddie

SAFETY	Interior and exterior of the property is in good condition?
	Property is free of structural, health, security or safety hazards?
	Evacuation plan is posted, exits are clear, tornado shelter is appropriate?
	Fire extinguishers, first aid kit, smoke detectors and air filters were checked?
	Hot water temp is 120 or below?
HEALTH	Provider is coordinating health appointments & consultation forms?
	Medications are stored and locked properly?
	MARs are reconciled to bubble packs and/or bottles?
	Soiled laundry & garbage is contained?
	Personal hygiene needs are being met?
HABILITATION	Activities and transportation meet the individual's habilitation needs?
	Provider describes programs, safety plan and restrictions as applicable?
	Participant is satisfied with their employment status?
	Not counting the participant, how many people 13 years and over live in the home?
	Are there any travel plans, schedule changes or financial issues?
RIGHTS	Participant likes where they live and are free from abuse, neglect and injury?
	Participant has their own bed and bedroom with a locking door?
	Participant has access to appropriate quantities of food that is not expired?
	Participant has access to control their possessions, money, alone time and bedtime?
	Interactions appear to reflect dignity, respect and privacy?
QA/QI	Participant is happy with their services?
	Provider is happy with ABLED?

DocuSign

ABLED uses DocuSign to electronically sign documents. You will receive DocuSign requests in your regular email. If you have problems using DocuSign, contact the office.

Therap Help & Support

Click on the Green Question Mark at the bottom of the Dashboard page to search for additional Therap resources. Let us know if you are interested in completing a Therap Training Video for any module.

EXECUTIVE TEAM DIRECTORY

SComm is our preferred communication method for secure data. Personal phone numbers are available during business hours and for emergencies.

ABLED, Inc.

7562 Upton Gray Lane, Lincoln NE 68516

Office 402-904-7433

Fax 402-325-1619



Dave Tagart – President, CEO

402-202-2284

dtagart@gmail.com

Attorney at Law, JD, MBA, CPA (inactive)
Oversees Office and Operations Administration
Controls Financial Operations Including Payroll
Reviews All Contracts



Linda Tagart – EVP Administration

402-202-6768

ltagart62@gmail.com

Oversees Office Administration and Human Resources
Oversees Therap Documentation & Compliance
Acts as Rep Payee, SS Contact and Assists with Payroll
Therap Expert & Contact for Questions



Pierre Allen – EVP Operations

402-417-2613

pierreallensr@gmail.com

Oversees Residential & Day Service Providers
Represents ABLED at Individual's Periodic Meetings
Conducts Vocational & EFH Home Visits
Schedules and Recruits Subcontractors & Individuals



Coralie Lang – EVP Compliance

402-310-8907

coralielang71@gmail.com

Assists EVPs and CEO in All Duties
Monitors Documentation, Compliance & MARs
Provides Therap Training & Contact for Questions
Prepares Newsletter, Resolutions & Qtly Incident Rpt



Maddie Little – Operations Manager

402-580-5049

mslittle715@gmail.com

Writes Programs & Safety Plans & Plans Events
Implements Programs, Monitors Progress & Changes
Provides Orientation, Therap and MANDT Training
Attends Meetings & Assists Operations as Needed

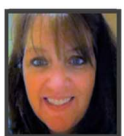


Cheryl Little – Admin Assistant

402-450-7959

clittle091@gmail.com

Assists with Admin & Payroll Duties as Needed
Assists with Human Resources & Staffing Paperwork
Assists with Monitoring Therap Documentation
Takes calls on ABLED's business office line



Sonya Brous, RN – Staff Nurse

402-429-3541

srising1@gmail.com

Oversees Medication Administration & Med Aides
Monitors Appointments & Medically Related Issues
Provides Med Aide Training
Conducts EFH Home Visits

Name: _____

Date: _____

Therap Comprehension Test

1. How often should Therap documentation be completed?

2. What acronym is used for Therap daily duties?

3. What three items should be document whenever services are provided?

4. When should medications be documented on the MAR?

5. What report best shows missing ISP data?

6. What data should you enter on days off?

7. What is the proper reporting procedure for High GERs?

8. Who should complete a Habilitation Progress Report?

9. How often are Side Effects, Med & Mar Check and Fire/Tornado drills needed?

10. Who should be contacted for all staffing or schedule changes?
