



7562 Upton Grey Lane  
Lincoln, Nebraska 68516  
[www.abledinc.com](http://www.abledinc.com)  
402 904-7433

## Therap Training Guide



Thank you for partnering 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 to perform your documentation responsibilities well.

### → DOCUMENTATION.

1. **POLICIES:** Familiarize yourself with ABLED's policies at [www.abledinc.com](http://www.abledinc.com). Failure to follow policy may be considered neglect and a breach of contract.
2. **DAILY DUTIES:** Daily duties are referred to as STAMP. Document 3 items when services are provided. (T-Log - ISP Data – Attendance) Check your SComm inbox every day, mark them as read & follow up as needed. Complete MARs as required by the Med Aide Act.
  - **SComm** • **TLog** • **Attendance** • **MAR** • **Program Data**
3. **FEE/BONUS:** Employees must consistently enter data within 24 hours of services to avoid a 5% penalty. SLP's will earn a 5% bonus by entering data within 24 hours of services. Please search and submit missing data prior to 3 pm on the last day of the month for payroll.

### → NOTIFICATION.

1. **DSP Coverage:** Notify Cheryl 48 hours in advance if you are not able to work your shift. Notify Cheryl two weeks in advance if you need to take off more than one day. Do not attempt to find staff for your shift. Text Cheryl in the event of an emergency.
2. **SLP Back Up Staff:** Notify Pierre of your back up staff's schedule. Back up staff hours should be logged in the SLP Backup Staff Log in Therap and limited to 360 hrs/yr. Back up staff must be approved by ABLED, have current certifications/documents in Therap & be listed in the ISP.  
*\*Back up staff will enter MARs, TLogs and ISP Data and will be paid a negotiated amount directly by the SLP.\**
3. **Travel:** Notify ABLED when you or the participant will be traveling out of a 50-mile radius.
4. **Out of Services:** Notify ABLED when the participant will be out of services.
5. **Critical Incidents:** Notify ABLED of critical incidents as required by DHHS.

# Therap Dashboard

Log into Therap's website at [www.therapservices.net](http://www.therapservices.net)

Login Name: (contact ABLED)

Provider Code: ABLED-NE

Password: (contact ABLED)

The screenshot shows the Therap Dashboard interface. At the top, the logo "Therap" is on the left, and "Therap Demonstration Provider" with "Able Inc, Administrative Support" and a "Logout" link are on the right. Below the logo, the navigation bar includes "Dashboard" (circled in red), "Quick Links", and "Individual Home". The main content area has a header with "Program: No Program Selected", "Profile: Initial", and "Module: Search" (with a search box). To the right of this header is a "Choose Program" button. On the left side, there is a vertical menu with "To Do", "Individual", "Health", "Agency", "Billing", "Agency Reports", "Individual Home Page" (circled in red), and "Settings". The main content area features a "Name" search box, an "Advanced Search" link (indicated by a red arrow), and a "Recently Accessed Individuals" section. This section displays a profile for "Herbie Husker" with a photo of a husky wearing a red cowboy hat (indicated by a red arrow). On the right side, there are several widget sections: "Issue Tracking" with "My Issues", "SComm" (circled in red), "Letter" with "New" and "Search", "T-Task" with "T-Task" and "Search", "Classes" (circled in red) with sub-items like "Override", "Due", "Sign up", "View Sign ups", "View Results/Notes", "Training History", and "Training Profile", and "CDS" with "CDS Lessons" and "Go to CDS". At the bottom right, there is a date widget showing "Wednesday 05 April 2017".

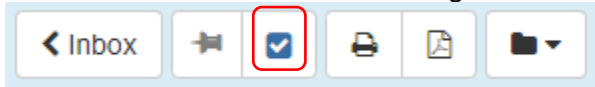
# SComm

## Read New SComm Messages

**SComms are secure emails. Read the message, click the check mark, and go to the next message. Check your SComm inbox every day & follow up as needed.**

From the Dashboard, click on the **Inbox** link under the “SComm” section.

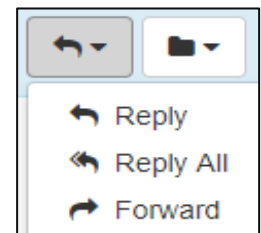
Click the checkmark to acknowledge each SComm message EVERY time you log in.



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

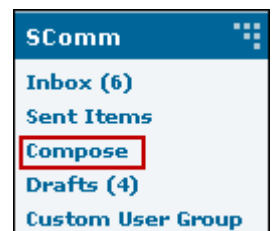
Click on **Reply All** to reply to everyone listed in a previous email

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” section. You can save a message as a draft and view sent messages.



Choose **General** to select specific recipients.

Choose **Individual Care** to select recipients with Therap access to the participant.

Choose **Cross Provider** and select **State of Nebraska** to access Service Coordinators as recipients.

After selecting the recipients, select the notification level and add a subject with the participant's last name included.

A screenshot of the SComm message composition form. The 'Message Type(s)' section shows 'General' selected with a red box. Below it, the 'Cross Provider SComm?' checkbox is checked with a red box. The 'Oversight(s)' dropdown menu is open, showing 'State of Nebraska - Division of Developmental Disabilities (DDD-NE)' selected with a red arrow. Other options include 'Please Select' and 'Neighborhood LTC Pharmacy (LTC-US)'.

Click “**Add File**” to add attachments to your Scomm.  
Click “**Send**” when you are finished composing.

A screenshot of the SComm attachment section. It shows a warning message: 'The total size of all attachments cannot exceed 10 MB.' Below the warning are two buttons: 'Add File' and 'Scan File'.

# 1

## T-Log

### Create New T-Log

**TLogs are narratives documenting support, corrections, activities, and observations. Data should be recorded within 24 hrs every time services are provided.**

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

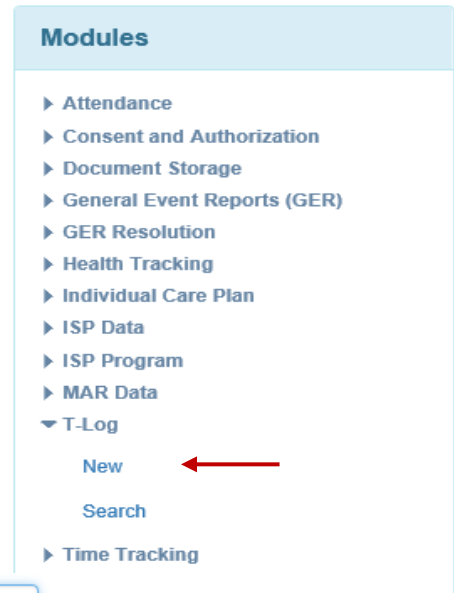
**Individual  
Home Page**

Click on the Individual’s Name or Photo in the center.

If you do not see their name or photo, use **Advanced Search**.

Click on **T-Log** under “Modules”. Click on **New**.

**Please type the date of service in the Summary using the following format DD/MM/YYYY. This helps when searching.**



\* Summary  ×

TLogs provide evidence of meaningful habilitation and enable communication between staff and ISP teams. Narratives provide support for ICAPs, unforeseen crisis situations and proper funding.

TLogs may include:

- Non-routine activities occurring in the community.
- Notations of all incidents, including a brief description.
- Information about visitors.
- Positive and negative behaviors displayed.
- Any information or observations needed for evaluation purposes to identify skills.
- Any illnesses and any medication changes that have occurred.
- Any other information relating to participant behaviors, attitudes, needs or supports.

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 use the correct login based on the service provided.

If writing a GER, please mark the TLog notification level as “high”.

Please use “Search” to look through your work and identify missing TLogs throughout the month.

# 2

## ISP Data (Programs)

### Entering ISP Data

**Program data documents habilitation and progress towards goals. Enter data for each program with the numerical code for the billable service. Data should be recorded within 24 hrs every time services are provided.**

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

**Individual  
Home Page**

Click on the Individual’s Name or Photo in the center. If you do not see their name or photo, use the **Advanced Search**.

Click on **ISP Data** under “Modules”. Click on **New**.

Next, select the **ISP Program Name** for which you want to enter data from the ISP Program list. The numerical codes will match the billable service you are assigned to provide.

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 reading through the information.

Contact the team if you have questions about implementing the programs or scoring.

You are now ready to enter data. On the **ISP Data Collection** page, select the date of service and score the tasks on the next page. Click on the **Submit** button at the bottom.

A confirmation message will pop up when the data is successfully saved. Record Not Applicable or “0” on days off. This serves as a place marker to identify that data is not missing.

30 Day Assessments and Annual Assessments are completed using the ISP Data Module.

### Searching ISP Data

It is the responsibility of direct support staff to verify that you do not have missing data. Use the **Search** button and select **Report (Last 30 Days)** to verify that your data is complete. Your initials will appear when scores have been entered.

### Safety Plan and Restrictions (HLR)

Direct support staff should be able to locate the safety plan on Therap.

*Safety Plan: Go to Dashboard, Home Page, Go to, Consent List, Safety Plan*

*HLR: Go to Dashboard, Home Page, Plans*

Modules

- Attendance
- Consent and Authorization
- Document Storage
- General Event Reports (GER)
- GER Resolution
- Health Tracking
- Individual Care Plan
- ISP Data
  - New
  - Today
  - Last Week
  - Search
  - Report (Last 30 Days)
- ISP Program
- MAR Data
- T-Log
- Time Tracking

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

**Attendance documents the time a participant was present and serves as your timecard. Data should be recorded within 24 hrs every time services are provided.**

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

**Individual Home Page**

Click on the Individual’s Name or Photo in the center. If you do not see their name or photo, use the **Advanced Search**.

Click on **Attendance** under “Modules”. Click on **New**.

#### 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

**Times should NEVER overlap with other service codes or other Medicaid providers. Staff should clock out during medical appointments to avoid Medicaid Fraud.**

Select Date of Service, Attendance Type, Service Description & Program (Participant’s Name).

\* Start Date: 12/31/2023

\* Attendance Type: Daily Billing

Service Description (Code): SHARED LIVING (INDEPENDENT CONTRACTOR)

\* Program (Site): Participant Name

Code	Service Description
1472	Shared Living
9845	Community Inclusion
8362	Prevocational Service
9596	Supported Employment

Select Present (P). Enter Time In & Time Out, Select Service Provider (Your name), place a check mark on the day you are billing, then Click **Submit New** at the bottom right corner. Payroll is processed on the last day of the month.

**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
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Submit New**

The box will turn blue. Additional entries can be recorded by clicking on the “P”. Do not overlap times with other service codes. Select “Absent (A)” or “Not Scheduled (N)” on days not worked. Do not enter times or provider name. An “A” or “N” will appear instead of a “P”.

☐ **P** ☐ **N**

Time In	Time Out
12:00 am	08:15 am
02:30 pm	12:00 am
08:15 am	02:30 pm



Set your alarm  
when meds are due



Download the free  
Therap Mobile App  
to access screen  
friendly MARs.

## MAR

### Entering Data in MAR (Med Aides)

**MAR data is a legal document recording details of meds that were given by a licensed Med Aide. Data should be recorded directly after verifying the 5 rights and passing meds.**

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

**Individual  
Home Page**

Click on the Individual’s Name or Photo in the center. If you do not see their name or photo, use the **Advanced Search**.

Click on **MAR Data** under “Modules”. Click on **Record Data**.

A Licensed Med Aide should verify the 5 rights and administer meds 1 hour before to 1 hour after the time listed on the MAR and document directly after. Once a med is documented by a Med Aide, they cannot change it. Contact ABLED’s nurse or EVP Compliance about errors. If there is a discrepancy in Medication, Dose, Time, Person or Route (5 Rights), contact ABLED’s nurse ASAP. Med errors may result in retraining or revocation of your license.

ABLED encourages the use of Neighborhood Pharmacy or a pharmacy with Therap access. Please notify ABLED’s nurse any time there is a prescription change or an error on the MAR.

#### 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\(38.35 KB\)](#) [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																														

**Quick Mode** allows you to record your initials by clicking on the green boxes. Scroll down a 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 access to PRNs on the Therap Mobile App.

See additional Med Aide duties required monthly on page 12.

Record Administration in Detail Mode

User Initial	Details
DLS	<a href="#">View</a> <a href="#">Follow-up</a>

< Jul 28, 2018 >

	Scheduled
8:00 AM	PRN
8:00 PM	Other

# Appointment

## Entering New Appointments (Shared Living Providers)

**Shared Living Providers are responsible for scheduling and attending appointments. Upcoming appointments should be entered in Therap.**

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

**Individual  
Home Page**

Click on the Individual’s Name or Photo in the center. If you do not see their name or photo, use the **Advanced Search**.

Click on **Health Tracking** under “Modules”. Click on **Appointments**. Click on **New**.

The staff nurse reviews each medical appointment. Annual Physical, Dental, Vision and Psychiatry appointments require a special form located at [www.abledinc.com](http://www.abledinc.com) under **Policies**.

The link for the consultation form is located at the bottom of the Appointment once it’s entered in Therap.

### Modules

- ▶ Attendance
- ▶ Consent and Authorization
- ▶ Document Storage
- ▶ General Event Reports (GER)
- ▶ GER Resolution
- ▼ Health Tracking
  - ▼ Appointments
    - New
    - Search
  - ▶ Blood Glucose
  - ▶ Health Care Report

[Open Consultation Form](#)

**Please print and take the appropriate form to the appointment for the doctor to review, make comments and sign.**

## CONSULTATION FORMS

Doctors should...

1. Review the medications.
2. Review the purpose for each medication.
3. Review the diagnoses.
4. Review side effects and behavior data in Therap
5. Notate concerns or corrections.
6. Provide comments or instructions (i.e. treatment, diagnosis, orders, med changes, follow up, etc.)
7. Provide their signature and the date.

**After the appointment, scan the completed forms and upload to Therap within 24 hours.**  
**Save and Scomm the completed appointment to ABLED’s nurse for review.**

### External Attachment(s)

The total size of all attachments cannot exceed 10 MB

Add File

Scan File



# General Event Report (GER)

## Create New GER

**Reportable Incidents are details of critical events defined by DHHS and reported in GERs. For a complete list of reportable incidents, please use the link below to access the DHHS GER Instruction guide.**

<https://dhhs.ne.gov/Guidance%20Docs/GER-Instructions-Guide.pdf>

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

**Individual  
Home Page**

Click on the Individual’s Name or Photo in the center. If you do not see their name or photo, use the **Advanced Search**.

Click on **General Event Reports (GER)** under “Modules”. Click on **New**.

Complete all 4 sections. Click “Save” to access your GER later to make further edits. Click “Submit” once it’s complete.

**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

<b>1. Describe What Happened Before the Event</b>	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.
<b>2. Summary</b>	Explain details of the event.
<b>3. Corrective Actions</b>	Explain how you resolved the incident. Provide de-escalation techniques, coping skills, training methods used and how the participant was kept safe.
<b>4. Future Corrective Actions</b>	Explain how repeat incidents will be avoided. Actions should align with the Safety Plan

**NOTIFICATIONS:** Medium and High level GERs must include three notifications.

1. Administrator, 2. Case Manager (Service Coordinator) 3. Family/Guardian.

**TIMEFRAMES:** Verbally notify parties immediately after the incident and you have created a safe environment. Leave a voicemail if no one answers. Submit a GER within 24 hours as required by DHHS.

**Person/Entity**

Administrator

Case Manager

Family/Guardian

## Electronic Visit Verification (EVV)

EVV electronically captures live data through a smart phone or electronic device. This is a federal requirement for quality control. Time and GPS location are captured. EVV is available by downloading the free Therap Mobile App to your device. EVV is required for participants receiving the following services:

- |                                   |                           |
|-----------------------------------|---------------------------|
| a. Supported Family Living (7494) | d. Medical In-Home (9220) |
| b. Independent Living (2639)      | e. Respite (2656)         |
| c. Behavioral In-Home (1796)      | f. Homemaker (9769)       |

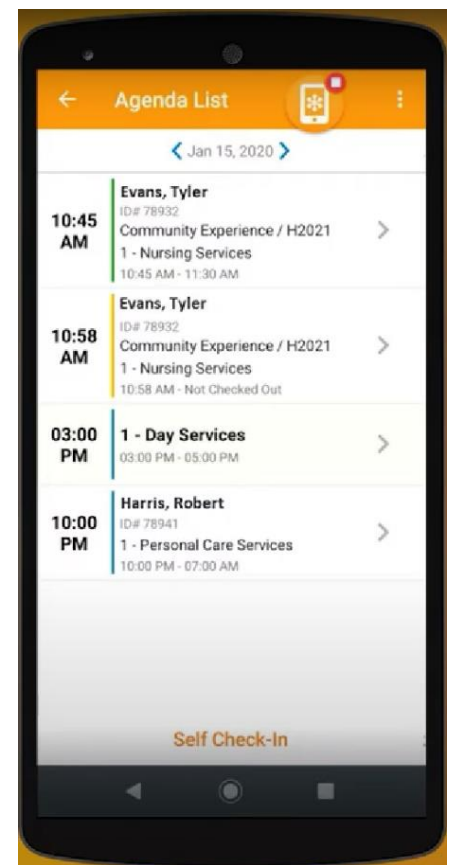
Please click on the link below to watch the training video to learn how to clock in/out for EVV.

Android: [https://help.therapservices.net/app/answers/detail/a\\_id/3667/kw/evv%20mobile](https://help.therapservices.net/app/answers/detail/a_id/3667/kw/evv%20mobile)

iOS: [https://help.therapservices.net/app/answers/detail/a\\_id/3666/kw/evv%20mobile](https://help.therapservices.net/app/answers/detail/a_id/3666/kw/evv%20mobile)

### Basic Steps

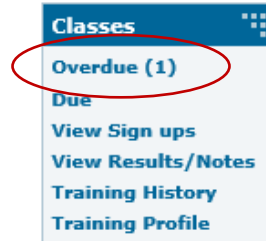
1. Download the Therap Mobile App
2. Login
3. Select Scheduling/EVV Module
4. The Agenda List for the current date will load. Use the arrows to view other days.
5. ABLED has entered your schedule.
  - Blue - Approved, ready to check in and out
  - Orange - Incomplete, checked in, not checked out
  - Green - Complete, checked in, checked out
6. The quickest way to check in/out is to swipe to the left. You may also tap on the slot to view the Agenda Record and click "Check In/Out", then click the check mark or submit icon to save.
7. If your location services are not already enabled, you will need to do so to check in/out. Location is the verification process ABLED uses.
8. Once saved the Agenda Record will show the check in/out times scheduled vs actual times entered. This will replace entering data in the Billing/Attendance Module.
9. Select a slot from the **Agenda List** to open the **Agenda Record** at any time to view details.
10. If you forget to check out, the system may not accept your entry. This will also occur if you try to check in too early. In this case you must provide a comment for the ABLED scheduler to know what happened. Please provide the correct check in/out time in the comment, then click the check mark, or submit icon to save.
11. Additional levels of verification can be used. These include Signature or Voice recording.
12. If your schedule is not available on Therap, contact an ABLED scheduler admin or, if available, use the "Self Check-In" icon at the bottom of the Agenda List screen. This feature captures the current date/time to check in. Select Individual, Program and Service. Click "Next". Click the check mark to save your selections. Choose the slot you created to check out once services are complete. Swipe left or click "Check out", click the check mark or submit icon to save.
13. **Entries inconsistent with the schedule are a red flag for a policy violation.**



## Required 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 Cheryl Little. Below is a list of items required to provide services.

- ABLED Application
- Criminal Background Check
- APS/CPS Background Check
- Office of Inspector General Background Check
- System for Award Management Background Check
- ABLED Orientation and Therap Training
- Social Security Card
- Driver's License
- Car Insurance
- CPR Certificate
- First Aid Certificate
- Med Aide Certificate (required if passing meds)
- Mandt Certificate (due prior to reaching 6 months)
- 180 Day Training (due prior to reaching 6 months)
- SLP Contract or Employee Acknowledgement
- I-9 and Employment Eligibility Verification
- Bank Information for Direct Deposit



## Side Effects & MAR Check

**Med Aides:** 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.

**ABLED SIDE EFFECTS** PRN (Medication) Jump to

Begin Date & Time: 09/30/2018  
Schedule Repeat: Other Schedule Time Slot(s): N/A

**Record Administration in Detail Mode**

Record Type	Date	Record Date	User Initial	Details
<p><b>Instruction/Comments</b></p> <p>Please list any possible side effects that are noticed. Like yellowing eyes or skin, unusual bruising, tremor, twitching, poor coordination, headaches, weight gain, itchy skin, nausea, or any other possible side effects. If no side effects noticed during the month please add a comment stating that nothing was notice.</p>				

**Detail Data**

Record Type \* Administered

Administer Date \* 02/02/2017

Administer Time \* 8:45 pm

Administered By [Dropdown]

Recorded By [Dropdown]

Comments No side effects noticed this month

**Med Aides:** Record your initials on the Med & MAR check to acknowledge reconciling the medication name, dose, time to the bubble packs and physical inventory. Regularly scheduled & PRNs.

**MED & MAR CHECK** Scheduled (Treatment) Switch to Detail Mode Jump to

Begin Date & Time: 10/09/2018  
Schedule Repeat: Every Day Schedule Time Slot(s): N/A

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	31
	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	SUN	MON	TUE	WED

## Fire and Tornado Drills

**Shared Living Providers:** Run and log a Fire and Tornado drill once per month. Tornado drills run from March through October. You should also have an evacuation plan and emergency disaster plan available for your home.

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

## Home/Vocational Visits

**Shared Living Providers:** Unannounced home visits will be completed every month by ABLED admin. Two home visits are required for Advanced-Risk Tiers.

<b>SAFETY</b>	Interior and exterior of the property is in good condition?
	Property is free of structural, health, security or safety hazards?
	Exits are clear and participant has practiced evacuation plan and tornado shelter?
	Fire extinguishers, first aid kit, smoke detectors and air filters are available?
	Hot water temp is 120 or below?
<b>HEALTH</b>	Provider is coordinating health appointments and documenting with consultation forms in Therap?
	Medications are stored and locked properly?
	MARs are reconciled to bubble packs and/or bottles?
	Dirty laundry & garbage is contained?
	Personal hygiene needs are being met?
<b>HABILITATION</b>	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?
<b>RIGHTS</b>	Participant likes where they live and are free from abuse, neglect and injury?
	Participant has their own bed and bedroom with a locking door? Bathroom has a lock?
	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?
<b>QA/QI</b>	Participant is happy with their services from staff?
	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. Therap Training Videos and Training Courses are available for any module.

## EXECUTIVE TEAM DIRECTORY – Please use Scomm as primary communication.



**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 Administration & assists with financial duties  
Manages Tellus, Service Auth's & Right's Restrictions  
Acts as Rep Payee, SS and Access NE contact  
Coordinates VR milestones & employment data



**Pierre Allen**  
EVP Operations  
402-417-2613  
pierreallensr@gmail.com

Oversees Operations  
Oversees Residential & Day Service Providers  
Certified Mandt Trainer and Behavior Specialist  
Represents ABLED at Individual's Periodic Meetings



**Coralie Lang**  
EVP Compliance  
402-310-8907  
coralielang71@gmail.com

Oversees Compliance to regs, policies & procedures  
Monitors QA/QI and Therap documentation  
Ensures ISP meeting outcomes are entered in Therap  
Oversees GER reporting



**Cheryl Little**  
Human Resources Mgr  
402-450-7959  
clittle091@gmail.com

Assists CEO with Payroll, Accounting & Admin duties  
Monitors Scheduling (EVV) and Attendance Modules  
Maintains Gusto, staff docs, certifications & benefits  
Manages Day Staff scheduling



**Makaela Urbanovsky**  
Program Coordinator  
402-890-6550  
oltmanmak@gmail.com

Conduces on-site reviews of residential settings  
Conducts Orientation, Therap and Mandt Training  
Analyzes progress and updates ISP Programs  
Completes tasks for EVP Operations & Compliance



**Paige Styskal**  
Administrative Assistant  
402-720-8428  
paigestyskal@gmail.com

Assists EVP Administration  
Updates Therap information  
Oversees rep payee reporting and performs audits  
Assists in Rights Review and Board meeting reports



**Sonya Brous**  
Registered Nurse  
402-429-3541  
srising1@gmail.com

Provides direction and monitoring of Med Aides  
Oversees Medication Administration Records  
Trains and checks Med Aide competencies  
Monitors Appointments & Medically Related Issues



**Kimberly Schroeder**  
LIMHP  
402-730-3936  
kschroeder1206@gmail.com

Completes FBAs and BSPs  
Updates Safety Plans for Behavior Risks  
Attends AISP/SISP meetings for participants  
Works with the DHHS Clinical Team



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 documented 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 Medium and High GERs?
8. How often are Side Effects, Med & Mar Check and Fire/Tornado drills needed?
9. Who should be contacted for all staffing, schedule changes or travel plans?

### **LOCATION IN THERAP**

- *Assessments:* Dashboard, Home Page, Go To, Consent List, Assessments
- *Consents:* Dashboard, Home Page, Go To, Consent List, Consents
- *FBA:* Dashboard, Home Page, Go To, Consent List, FBA
- *Annual Physical:* Dashboard, Home Page, Go To, Consent List, Annual Physical
- *Safety Plan:* Dashboard, Home Page, Go To, Consent List, Safety Plan
- *HLR:* Dashboard, Home Page, Plans
- *BSP:* Dashboard, Home Page, ISP Programs
- *Program Scores:* Dashboard, T-Log, Search "Data Report"
- *Emergency Data Form:* Dashboard, Home Page, Emergency Data Form
- *MAR:* Dashboard, Home Page, MAR Data, Search
- *GERs:* Dashboard, Home Page, GER, Search
- *TLogs:* Dashboard, Home Page, TLogs, Search
- *Appointments:* Dashboard, Home Page, Health Tracking, Appointments, Search

### **THERAP TRAINING VIDEOS (website and mobile app)**

#### **SComm**

[https://help.therapservices.net/app/answers/detail/a\\_id/5162/kw/scomm%20video](https://help.therapservices.net/app/answers/detail/a_id/5162/kw/scomm%20video) (4 min)

[https://help.therapservices.net/app/answers/detail/a\\_id/5279/kw/scomm%20video](https://help.therapservices.net/app/answers/detail/a_id/5279/kw/scomm%20video) (5 min)

#### **TLogs**

[https://help.therapservices.net/app/answers/detail/a\\_id/5148/kw/tlog%20video](https://help.therapservices.net/app/answers/detail/a_id/5148/kw/tlog%20video) (5 min)

[https://help.therapservices.net/app/answers/detail/a\\_id/5294/kw/tlog%20video](https://help.therapservices.net/app/answers/detail/a_id/5294/kw/tlog%20video) (4 min)

#### **Attendance**

[https://help.therapservices.net/app/answers/detail/a\\_id/5171/kw/attendance%20video](https://help.therapservices.net/app/answers/detail/a_id/5171/kw/attendance%20video) (5 min)

#### **MARs**

[https://help.therapservices.net/app/answers/detail/a\\_id/5138/kw/mars%20video](https://help.therapservices.net/app/answers/detail/a_id/5138/kw/mars%20video) (11 min)

[https://help.therapservices.net/app/answers/detail/a\\_id/5187/kw/mars%20video](https://help.therapservices.net/app/answers/detail/a_id/5187/kw/mars%20video) (8 min)

#### **ISP Data (Programs)**

[https://help.therapservices.net/app/answers/detail/a\\_id/5192/kw/ISP%20data%20video](https://help.therapservices.net/app/answers/detail/a_id/5192/kw/ISP%20data%20video) (5 min)

[https://help.therapservices.net/app/answers/detail/a\\_id/5185/kw/ISP%20data%20video](https://help.therapservices.net/app/answers/detail/a_id/5185/kw/ISP%20data%20video) (5 min)

## EXECUTIVE STAFF



**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 Administration & assists CEO  
Manages Tellus, Service Auth's & Right's Restrictions  
Acts as Rep Payee, SS and Access NE Contact  
Coordinates VR Milestones & Employment Data



**Pierre Allen**  
EVP Operations  
402-417-2613  
pierreallensr@gmail.com

Oversees Daily Operations and Accepts Referrals  
Oversees and Recruits Shared Living Providers  
Behavior Specialist and Investigator  
Represents ABLED at Individual's Periodic Meetings



**Coralie Lang**  
EVP Compliance  
402-310-8907  
coralielang71@gmail.com

Oversees Compliance to Regs, Policies & Procedures  
Oversees Quality Assurance and Quality Improvement  
Monitors GER Reporting and Completes Resolutions  
Assists the Nurse and the Pharmacy with MARs

## ADMINISTRATIVE STAFF



**Cheryl Little**  
Human Resources Manager  
402-450-7959  
clittle091@gmail.com

Assists CEO with Payroll, Accounting & Admin duties  
Monitors Scheduling (EVV) and Attendance Modules  
Maintains Gusto, staff docs, certifications & benefits  
Takes Calls on the Business Office Line



**Makaela Urbanovsky**  
Program Coordinator  
402-890-6550  
oltmanmak@gmail.com

Conducts Orientation, Therap and Mandt Training  
Monitors Therap Documentation  
Analyzes Progress and Updates ISP Programs  
Oversees Residential On-site Reviews



**Paige Styskal**  
Administrative Assistant  
402-720-8428  
paigestyskal@gmail.com

Assists EVP Administration as Needed  
Assists in updating Therap, Tellus and Maximus  
Oversees Rep Payee Reporting and Performs Audits  
Assists in Rights Review and Board Meeting Minutes



**Jennifer Styskal**  
Human Resources Assistant  
402-805-7395  
jennifer.styskal1@gmail.com

Assists Human Resources Manager with HR duties  
Assists EVP Operations as Needed  
Supervises Direct Support Professionals  
Manages Day Staffing Schedules





**Adam Tagart**  
Administrative Assistant

Assists EVP Compliance as Needed  
Analyzes Regs and Updates Policies and Procedures  
Attends Meeting and Contributes to QA/QI  
Contributes To and Maintains the Website



**Dusty Wilson**  
Staff Assistant

Conduces On-site Reviews of Residential Settings



**Baker Aljafari**  
Staff Assistant

Conduces On-site Reviews of Residential Settings

## LICENSED STAFF



**Kimberly Schroeder**  
LIMHP  
402-730-3936  
kschroeder1206@gmail.com

Completes FBAs and BSPs  
Updates Safety Plans for Behavior Risks  
Attends AISP/SIPS Meetings for Participants  
Works With the DHHS Clinical Team



**Sonya Brous**  
RN  
402-429-3541  
srising1@gmail.com

Provides Direction and Monitoring of Med Aides  
Oversees Medication Administration Records  
Trains and Checks Med Aide Competencies  
Monitors Appointments & Medically Related Issues