Procedure for taking attendance in Therap

To check in an individual:

1. Select the Billing tab from the dashboard, and locate the section for Attendance.
2. Select “New”, the screen will refresh to reveal a page with the heading “Select Service for New Attendance”.
3. Within the region labeled “Required” identify the “Service Date”, “Attendance Type Name”, “Service Description (Code)”, “Program (Site)” in this specific order, i.e., top to bottom. Leave “Service Authorization Status” defaulted to “Approved”. For individuals living in an ICF, make sure to select “Day Services ICF” from the options provided.
	1. The region labeled “Optional” may be used if you need to take attendance on a specific individual. Insert the first and/or last name in the fields provided.
4. Left-click the “Search” button in the bottom right-hand corner of the screen and the page will refresh to the “Attendance” page.
	1. NOTE: Observe that the “Input” tab and “New” button are highlighted in blue.
5. Complete the check boxes on the left side of the table next to the name(s) of the individual(s) for whom you are recording attendance. NOTE: You may select more than one individual if they arrive at the same time.
6. Turn your attention to the blue “New” button and complete the required “Attendance Options” field by selecting from among the options provided in the drop down menu.
	1. If selecting “Absent” or “Not Scheduled” do not complete the field for time, and left-click the “Submit New” button.
	2. Do not complete the field for “General Comments”.
	3. Select “Deduct Lunch Time” checkbox unless the individual is not/will not be in attendance during that period.
7. Record “Time In” and scroll to the bottom of the page and left-click the “Submit New” button. The page will refresh.

For checking individual in/out for clinical services, doctor’s appointments, family visits, etc.

* For the individual leaving program, but is expected to return, click the “P” next to the individual’s name and the “Attendance Data Update” page will open where you may insert the the absence by adding the in/out time using the “Add Time In/Out” button. Use the comments box to describe the nature of the absence, e.g., O.T./P.T., physician’s appointment, etc. Left-click the “Update button when you are done. Repeat as often as necessary by clicking the “Time In/Out” button.

To check out an individual:

1. Select the Billing tab from the dashboard, and locate the section for Attendance.
2. Select “New”, the screen will refresh to reveal a page with the heading “Select Service for New Attendance”.
3. Within the region labeled “Required” identify the “Service Date”, “Attendance Type Name”, “Service Description (Code)”, “Program (Site)” in this specific order, i.e., top to bottom. Leave “Service Authorization Status” defaulted to “Approved”.
	1. The region labeled “Optional” may be used if you need to take attendance on a specific individual. Insert the first and/or last name in the fields provided.
4. Left-click the “Search” button in the bottom right-hand corner of the screen and the page will refresh to the “Attendance” page.
	1. NOTE: Observe that the “Input” tab and “New” button are highlighted in blue.
5. Turn your attention to the blue highlighted “Incomplete” button, left-click it, and select the checkbox to the left of the name of the individual for whom you wish to record the “Time Out”.
6. Complete the “Time Out” in the field to the right of the “Incomplete” button.
7. Scroll to the bottom of the page and left click the “Submit Incomplete” button. The screen will refresh.