**Saratoga Bridges’**

**Procedure for Reviewing and Reporting Menses with Therap**

1. It is the policy of SB to monitor and report menses experienced by the individuals we serve as a means of maintaining their health.
2. In Residential, data is recorded by the DSP assigned to care for the individual, in accordance with individual’s need for tracking. The frequency in which data is recorded is also in accordance with individual need. At Day Programs, data is collected only on an as-needed basis. The data is reviewed when indicated to do so by medical provider/nurse, e.g., menses protocol.
3. Data will be shared between Residential and Day Programs using the Health Tracking module and accompanied by a T-Log at the onset of menses. All reports of menses are to be labeled HIGH.

**How to record menses data:**

Section 1- General Information

1. From the Therap dashboard, left-click the “Health” tab on the left side of the screen.
2. Scroll down to Menses.
3. Left-click the word “New”, the screen will refresh and the menses report form will appear.
4. Type in the individual’s name in the field labeled “Individual Name”.
	1. The field will auto-populate as you are typing with individuals in your caseload. If the person’s name does not appear, verify that you are using the correct user profile that gives you access to the individual.
5. Left-click the box for “Program Name”. Select the program in which the menses is present.
6. In the field “Reported by” your name will appear by default.
	1. If you are reporting the menses, leave your name in the “reported by” box.
	2. If an authorized Therap user reported the menses to you, use the drop-down box to select their name.
	3. If someone other than an authorized Therap user reported the menses to you, e.g., a relative, scroll to the bottom of the drop-down list select “other” and enter that person’s name in the “If Other” box below this field.
7. Left-click the icon (little picture) of the calendar and select the date on which the menses occurred.
8. Select HIGH for the notification level.

**Section 2 - Menses Information**

1. “Day withmenses”, click “Yes” for days on which menses was present, and “No” when menses is absent.
2. Record the date of the report.
3. For the items “Bleeding” and “Discomfort”, select the appropriate item from the drop down fields.
4. Provide comments if PRNs are used, behavioral concerns are noted, seizure activity, and any other relevant information.

If at any given time you need to save your work and return back to it when it is convenient, hit the **“Save”** button at the bottom of the page. NOTE: If you only “Save” your data no one but you can see it. When you are ready to continue and complete data entry for the record, return to the Menses form in the Heath Care module and follow the steps outlined above.

If you are ready to submit your data, and make it available to others who have the individual in their caseload, hit the **“Submit”** button in the bottom far right corner and you work will be uploaded for the appropriate staff to view.

**Reviewing menses data in the Health Tracking Module**

1. From the Therap dashboard, left-click the “Health” tab on the left side of the screen.
2. Left-click “Search” to the right of “Menses”. The screen will refresh and “HT Menses Search” will appear in the top region of the screen.
3. In the field “Individual”, type in the individual’s name. If the individual’s name does not appear, verify that you are using the correct user profile that gives you access to that individual.
	1. Searches may also be performed using the “Form ID”, “Program (Site)”, and “Entered By” fields.
4. Set the begin date field to one month prior to the current date. Set the End Date to the current date.
5. Left-click the “Search” button. The screen will refresh and show entries meeting the criteria specified in the previous steps. The individual entries can be reviewed by left-clicking the blue hypertext in the Form ID column of the chart.

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