**Saratoga Bridges’**

**Procedure for Weight Monitoring with Therap**

**WEIGHT MONITORING:**

1. It is the policy of SB to monitor weight of the individuals we serve as a means of maintaining their health and safety.
2. All DSP and nursing staff are to enter the data into Therap when obtained
3. In Residential, data is obtained monthly at a minimum. The frequency of obtaining data is otherwise determined by individual health care needs.
4. In Day Program, data will be collected on an as-needed/warranted basis, e.g., Dr’s. Orders, illness/injury, under nurse’s direction.
5. In most cases data is obtained at Residential programs and shared with Day programs.
6. In the event of illness, data will be shared between Residential and Day Programs using the Health Tracking module and accompanied by a T-Log. All communications regarding weight are to be labeled HIGH.

**How to review an individual’s Weight data in the Health Tracking Module:**

1. From the Therap dashboard, left-click the “Health” tab on the left side of the screen. The list of Health Tracking modules will appear. A right-click will bring up a context menu that will not be useful.
2. Left-click “Report” to the right of “Height/Weight”. The screen will refresh and “Height/Weight Data View Parameters Input” will appear in the top region of the screen.
3. In the field “Individual’s Name”, 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.
4. Set the Begin Date field to one month prior to the current date. Set the End Date to the current date.
5. For the format, check “Table” ***not*** “*Graph*”.
6. Left-click the “Search” button. The screen will refresh and show entries meeting the criteria specified in the previous steps.

**How to record Weight data:**

Section 1- General Information

1. From the Therap dashboard, left-click the “Health” tab on the left side of the screen. A right-click will bring up a context menu that will not be useful.
2. Go to Height/Weight
3. Left-click the word “New” and a new screen will appear.
4. Type in the individual’s name in the field labeled “Individual Name”.
	1. The field will auto-populate 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 Weight was taken.
6. If you are reporting the individual’s weight, leave your name in the “reported by” box. If someone else took the weight, select “other” and enter that person’s name.
7. Left-click the icon (little picture) of the calendar and select the date on which the Weight was taken.
8. Select HIGH for the notification level.

**Section 2 - Weight Information**

1. Record the individual’s weight in pounds (lbs). Determine whether a protocol exists (e.g., CHF) for changes in weight, and implement accordingly. In the event the weight varies within (+/- 5 pounds), the person **MUST** be re-weighed within 24 hours of the initial weighing and a nurse **MUST** be contacted. In the event a protocol was implemented and/or a nurse was notified, this must be included in the comments section and a T-Log submitted.
	1. NOTE: If the individual refuses to be weighed, record a “0” to indicate the data field was not skipped.
2. Height will be recorded by clinical staff as needed.
	1. NOTE: The BMI field is dynamic and will adjust as the weight and height are adjusted.
3. Save or Submit the data.

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 Vital

Signs 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.