**Saratoga Bridges’**

**Procedure for Output Monitoring and Management with Therap**

IMPORTANT NOTE: Fields in the Intake/Elimination grid referring to emesis are not to be used. Output monitoring is only recorded for urinary output.

**URINARY OUTPUT MONITORING:**

1. It is the responsibility of *all DSP and nursing staff* in residential and day programs to report and document output only for individuals in need of output monitoring. Individuals are identified by nursing, and/or clinical provider recommendation.
2. Urinary output will be documented in the Intake and Elimination section of the Health Tracking module of Therap by the end of each shift.
3. The person assigned to care for the individual will add the urinary output data into the Intake and Elimination grid.
4. Use the following conversion factors when recording urinary output data: (1 ounce = 30 cc’s)
	1. In cases where the urinary output is outside an established parameter, a comment must be included.

**For individuals whose urinary output is being monitored, staff review of the data is not necessary.**

**HOW TO RECORD AN INDIVIDUAL’S URINARY OUTPUT:**

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 Intake/Elimination,
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 at which the output data was taken.
6. Left-click the icon (little picture) of the calendar and select the actual date during which urinary output occurred.
7. Left-click the “Submit” button. The browser window will refresh, and you will now see “Intake and Elimination Daily Data Input Form” in the top region of the page.
8. First, complete **Section 2**, the Intake and Elimination Grid. To do this, left-click the “Add Intake Elimination Entry” text below the grid. The grid will refresh and text/drop-down fields to be used for recording data will now be available. Proceed to complete the relevant fields, i.e., those specific to urinary output.
9. Each output measurement must be entered separately by time using the steps that follow, even if within the same hour time period.
10. Begin by recording the time output was measured in the field labeled “Time”. Time is divided into 1-hour increments in the drop-down. Select the interval during which the event occurred.
11. The field “# Fluid Voids” should be completed with the number entered as either “0” or “1” during the specified time period.
	1. “0” is entered if no measurable output, or if there is a refusal to catheterize; a comment explaining the circumstances must be entered.
	2. “1” is entered when there is measurable output.
12. “Fluid Void (cc)” is to be completed with the amount measured, (1 ml=30 cc).
13. When all data has been entered, click the “Add” button below the grid.
14. Next, turn your attention to **Section 1**, which contains General Information.
	1. If “0” was entered into the grid, provide a comment indicating “refusal to catheterize” or “no measurable output”.
	2. If “1” was entered into the grid, provide a comment on the color, clarity, and odor.
15. Once you have completed the comments, using no more than 3000 characters, left-click the “Add” button. A comments field will appear below the comment entry region, and the comment you added will be listed.
16. When all data has been recorded, left-click the “Submit” button at the bottom of the screen. The screen will refresh and you will see a message stating that the form has been successfully submitted. This action incorporates the information into the permanent record and makes it available for review by others who have access to the individual’s health record.

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