



STAFF SUPPORT



Staff Scheduling

- The Therap Staff Scheduling module allows an agency to effectively manage the work hours of its staff members by creating weekly schedules for them. For ease of use the module is divided into Master Program Schedule and Weekly Program Schedule. The Master Program Schedule creates one or more default schedules that can be used as templates to easily create Weekly Program Schedules.
- The Staff Scheduling module is quite flexible. It allows users to set up schedules for all types of professionals – from a staff member in a residential program whose work pattern is fairly constant every week to a specialist working across multiple programs whose schedule varies widely from week to week. The staff members in a program can view their own schedules as well as their co-workers' in their calendars. The module also allows users to see their schedule across programs.
- In addition, the module generates PDF version of the schedules to support printing and emailing.

T-Tasks

- The T-Task module functions as a quick and simple to-do list for users to track day to day tasks. Users can enter a task and mark it as being complete by clicking a check box. Users will also be able to view details such as who entered a task and when. A task can be associated with a program and all users with access to the program will then see the task. If no program is specified, the task will be private to the user.



Therap Calendar

- The Therap Calendar enables users to better plan and manage different events for a program. The calendar provides users with an easy way to track and view appointment schedules, save day notes, mark dates for special staffing needs and other day to day events. The following types of calendar entries are currently available:
 - Appointment
 - Day Note
 - Event
 - Other
- The calendar also allows monthly, weekly and daily views of the calendar entries. It supports the entry of recurring events such as daily, monthly and weekly activities. Users will not need to make repeated entries for each occurrence of the event and will be able to enter the event once; the application will copy it to all the appropriate places.
- The application also supports a PDF version where users can view and print calendar pages as needed.



Training Management System

- The Training Management System (TMS) has been designed to help providers monitor and manage staff training, and communicate information about classes, certification, and expiration to all the people involved.
- TMS provides each Training User an area on their FirstPage displaying their personal training information and notifications.



With TMS:

- Training Users can sign themselves up in their assigned Training Sessions.
- Users can view the list of Sessions they have been signed up for.
- They are also able to view their own results as soon as they are published.
- Training Users can download any notes related to their Training Sessions.
- TMS notifies Training Users of their dues and overdues.
- Training Users can view their Training History any time they desire.
- Administrators/Supervisors can Setup Classes, Courses and Curriculum
- Administrators/Supervisor can Create/Edit Sessions
- Administrators/Supervisor can certify trainees
- Administrators can track Certificates of trainees
- Administrators can manage instructors
- Administrators can manage supervisors
- Provider Administrators can track all TMS related activities
- Training administrators, instructors and supervisors can set the notification options to periodically get updated reports from TMS on user sign up and other training activity.

