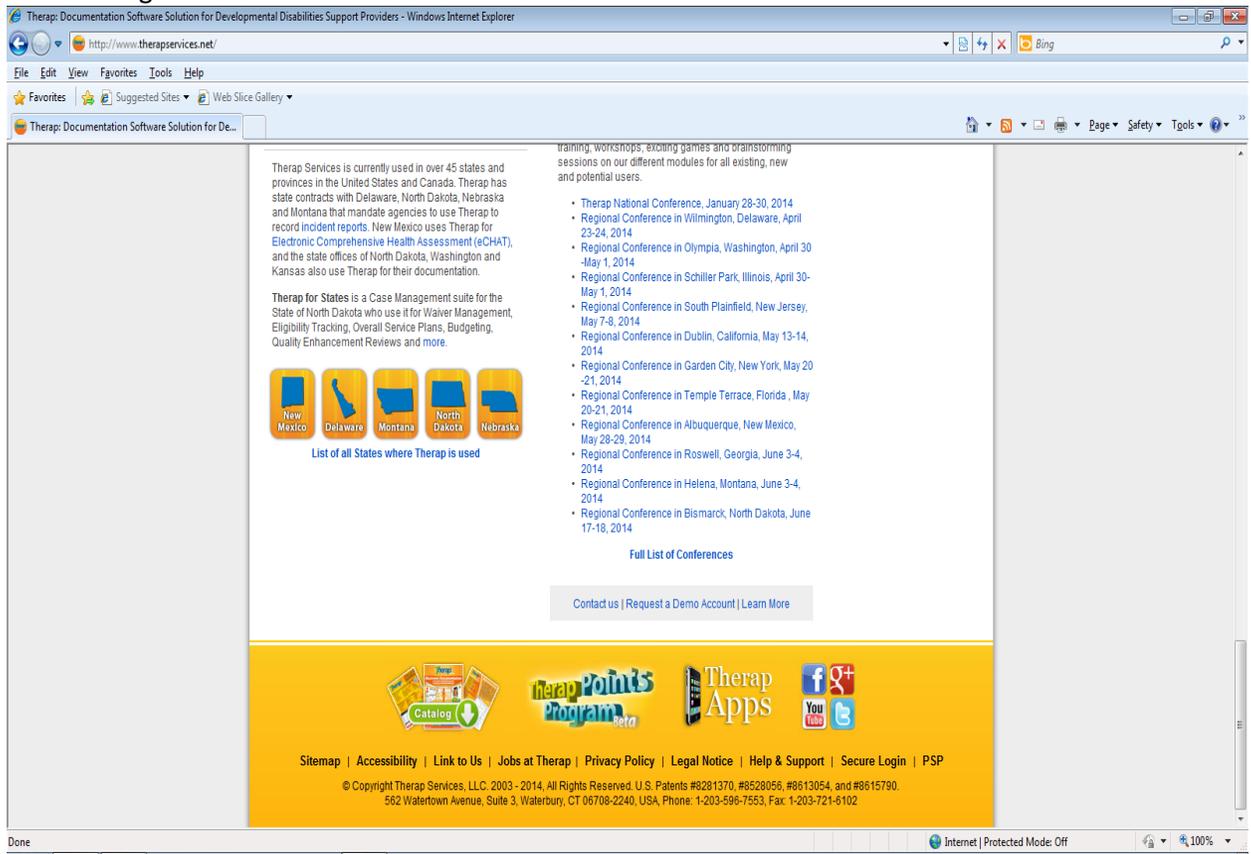


## Application for Electronic Record Account As of 01/01/2014

Vendors, once approved to be an authorized provider of service to the Division of Developmental Disabilities Services (DDDS), will complete an online registration with the system provider (Therap).

1. Go to the Therap Website [www.therapservices.net](http://www.therapservices.net)
2. In the far right bottom of the website click on PSP

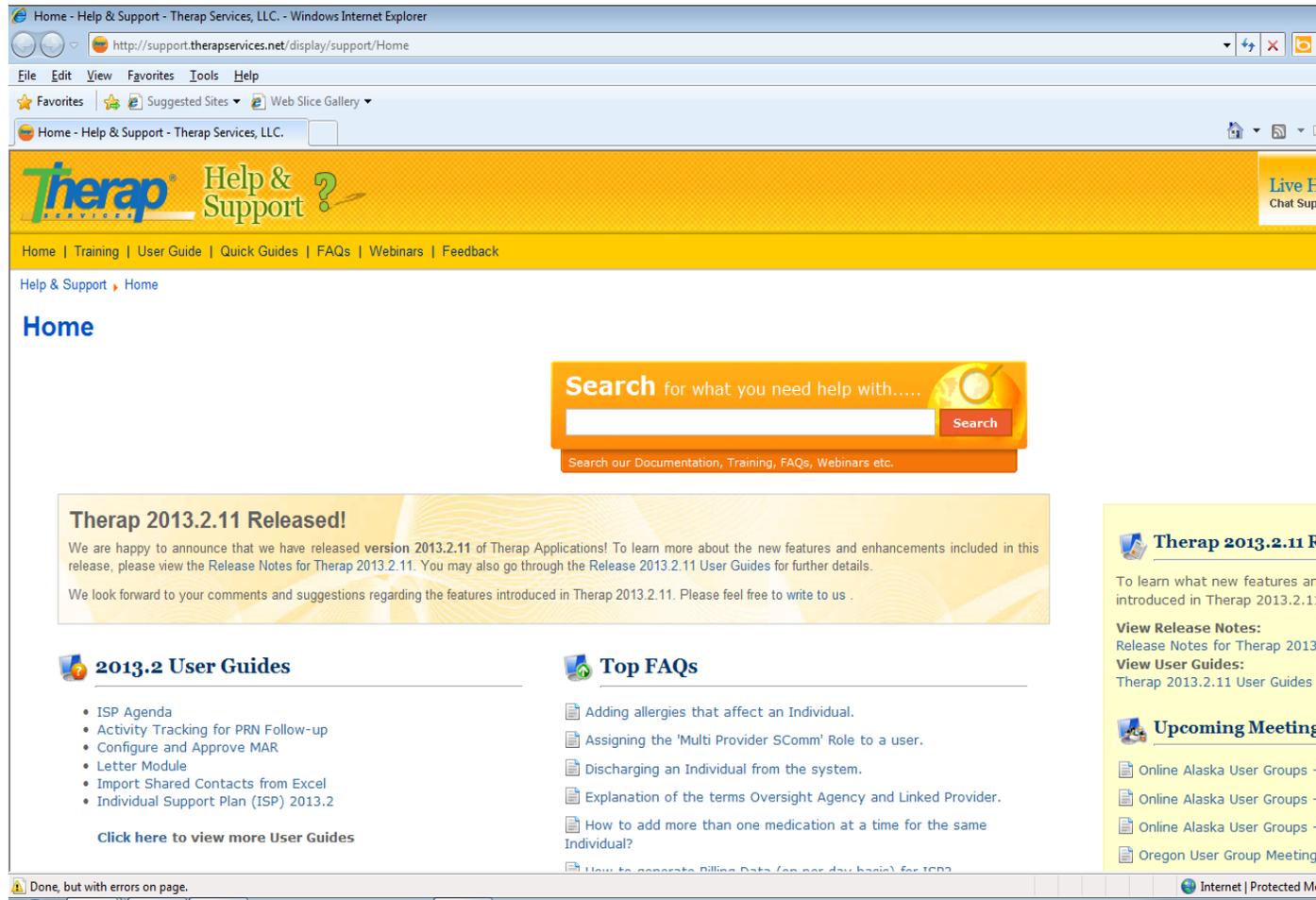


3. Click on “add new provider”
4. Complete the Agreement Details screen(s) with all information relevant to your agency

Once your information is submitted to Therap, Therap will contact the individual listed in the agreement as to account information and training should be scheduled through Therap as to how to log into the system, set up users, set up programs for enrollment within your agency, etc.

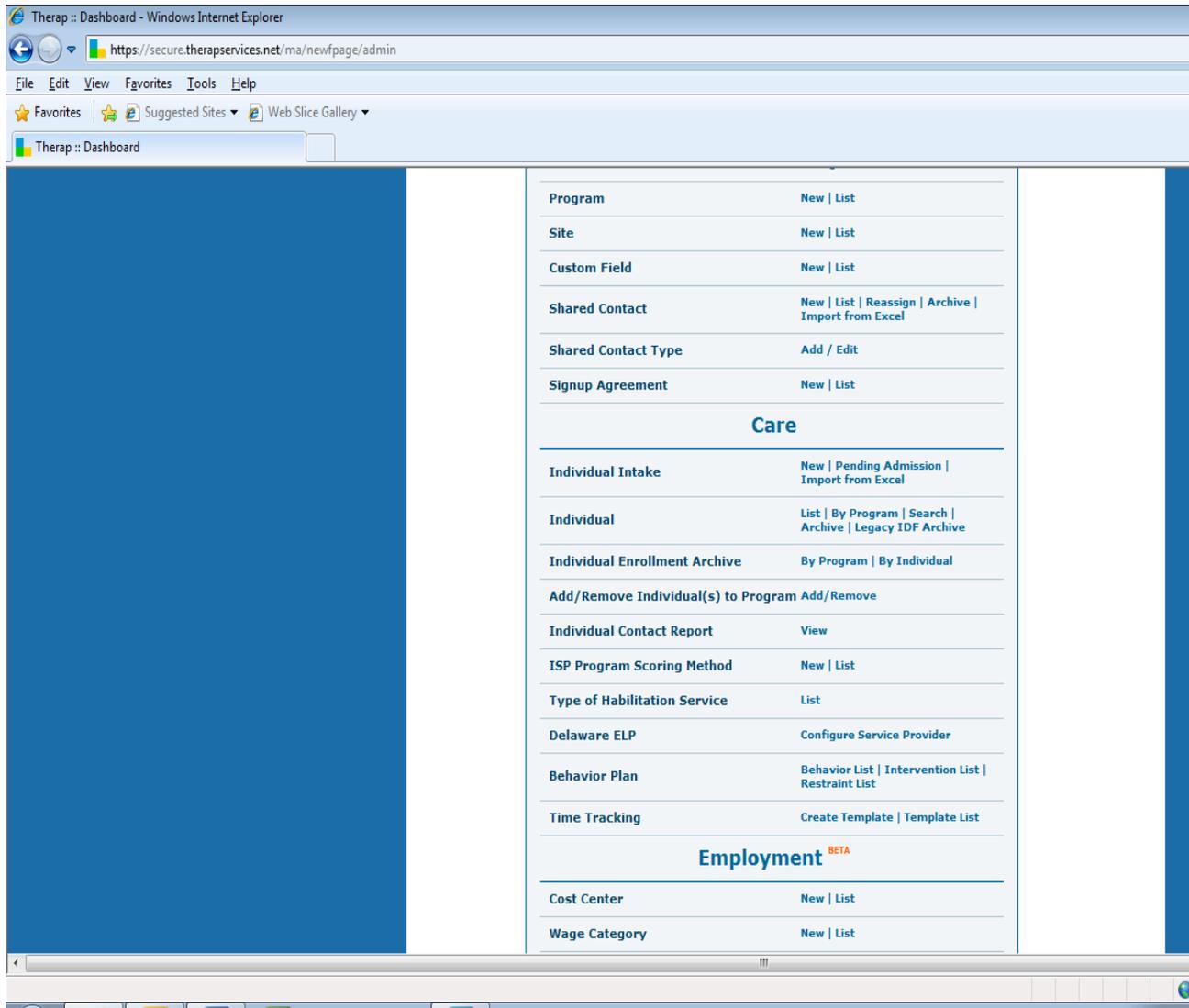
After you are notified by Therap that you have been set up with an account, you are encouraged to notify DDDS at [DDDS\\_ECRSrequest@state.de.us](mailto:DDDS_ECRSrequest@state.de.us) that you are established in Therap (this can be done prior to actual training taking place). The DDDS fiscal office will be notified and a contract manager will be assigned to your organization (if one has not already been assigned).

The DDDS Therap Administrator will also contact you to coordinate appropriate training based on the type of services that you will be providing to consumers and documentation requirements for this specific type of service provision. This training may be provided by a combination of Therap, DDDS Therap Administrator, DDDS Training and Professional Development (TAPD) staff, or DDDS discipline specific individuals to meet the need of your agency. Also another good tool is the online materials at [www.therapservices.net](http://www.therapservices.net) . You can search for the topic area of your choice by clicking on Training, User Guide, or Quick Guides.



**Prior to the provision of services, your agency should verify that a referral for the individual who selected you for service has been made.**

1. Login to your account at [www.therapservices.net](http://www.therapservices.net)
2. Under the Admin tab on the left of the screen scroll down to the "CARE" section of the page



3. To the right of Individual Intake click on “Pending Admission” and admit the individual into the appropriate program set up for your agency as shown during your Therap training. The admission date should be the date authorized to begin services for this individual.
4. At this point your case documentation can occur.

Any questions, please feel free to contact the DDDS Therap Administrator

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