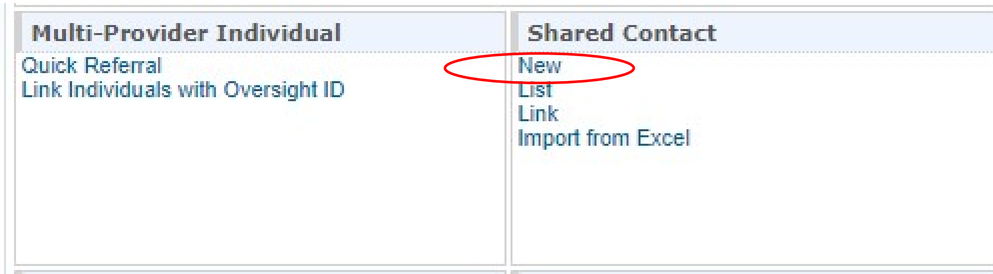
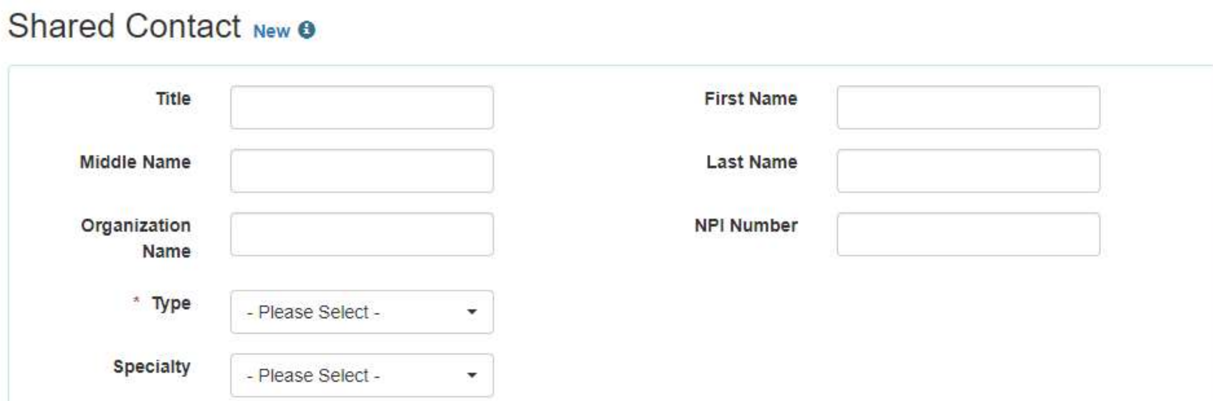
Adding a Shared Contact to Therap (DDPM Only):

These individuals are people who can be shared across various clients. For example, a private therapist who often attends meetings or submits information. These individuals are NOT specific to a client.

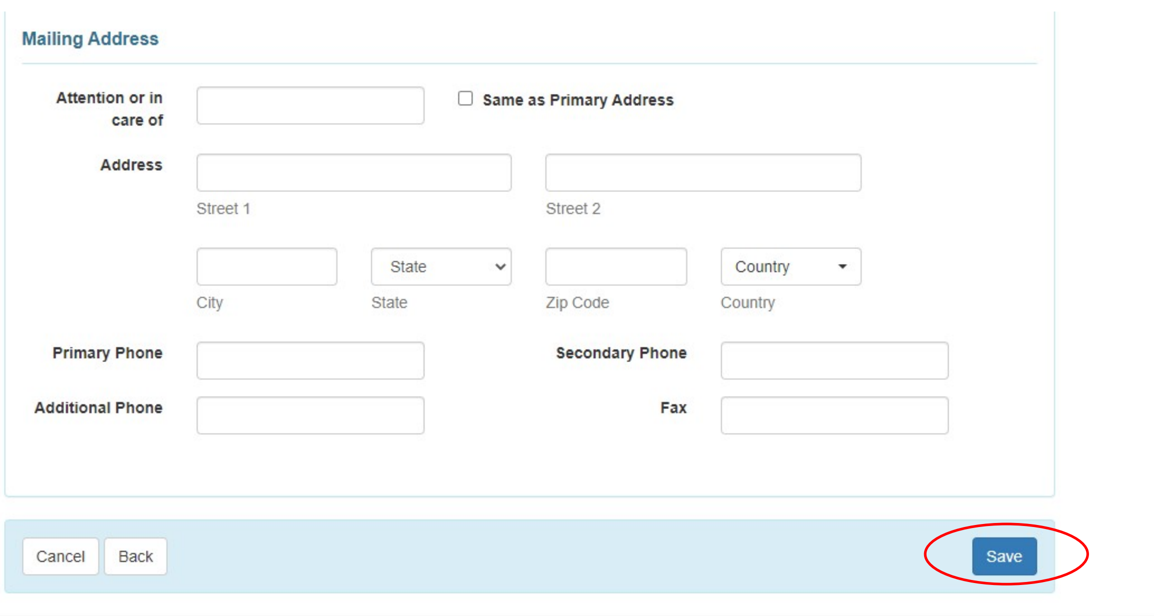
1. On your home page, select "New" from the Shared Contact module.



2. Enter the individual's information, which must include an address and phone number, and select the type of Shared Contact.

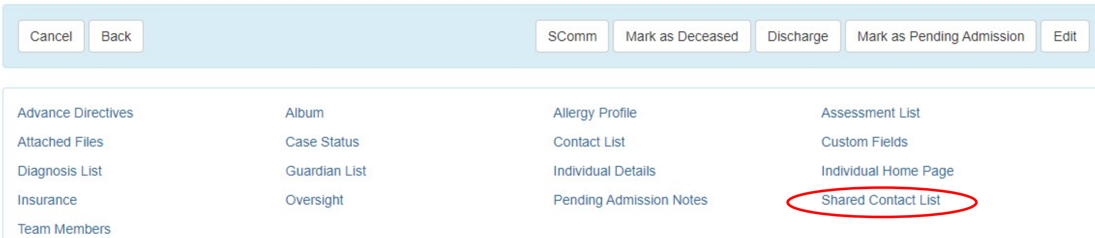


3. Select "Save" at the bottom of the page. This will save the Shared Contact to the Shared Contact List.

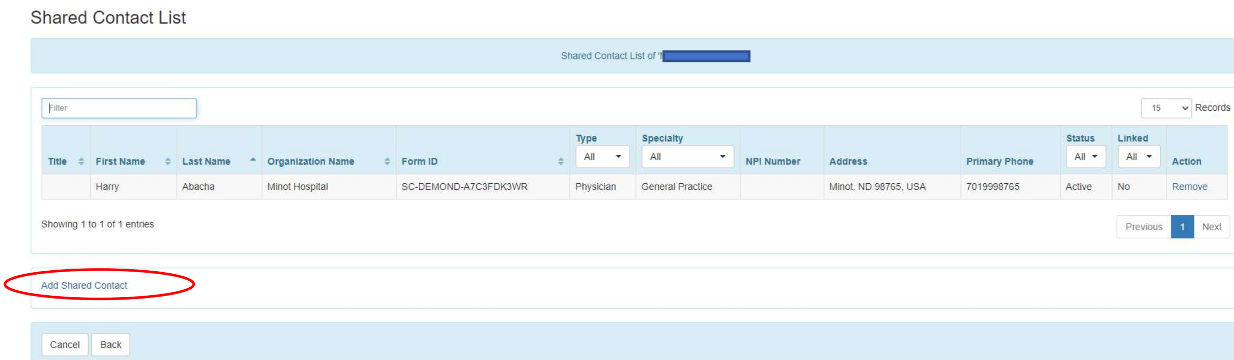


Adding a Shared Contact to an individual from the Shared Contact List (DDPM and PEIP):

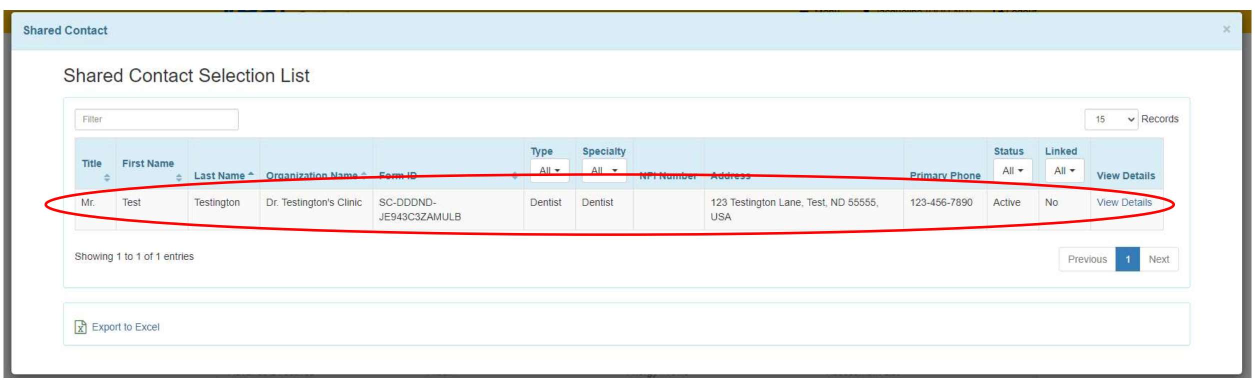
1. In the client's IDF, at the bottom of the page, select "Shared Contact List".



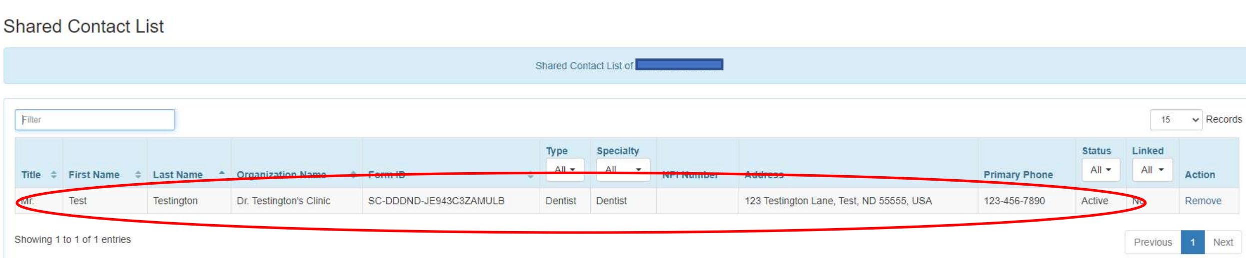
2. In the Shared Contact List, you can add a shared contact by selecting "Add Shared Contact."



3. A list of available Shared Contacts will appear. Select the contact you would like to add by clicking on the line.



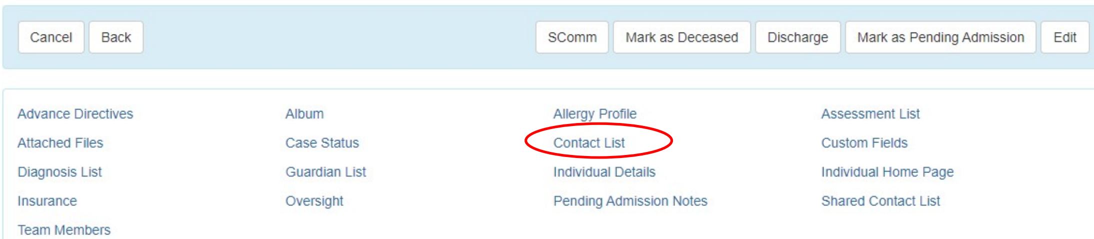
4. The Shared Contact will now appear under the client's Shared Contacts List.



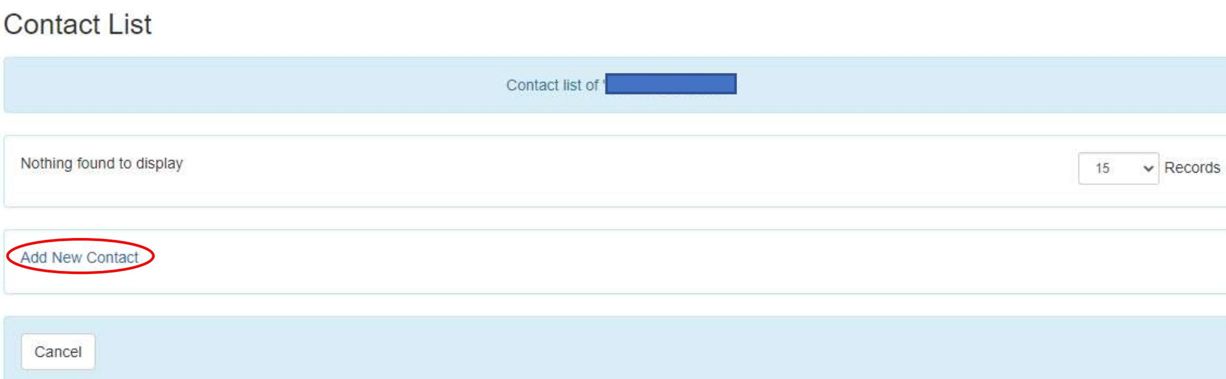
Adding a Contact to an Individual (DDPM and PEIP):

These are individuals who are unique to the client, such as the client's parent or neighbor. These are not individuals who would be shared among other clients.

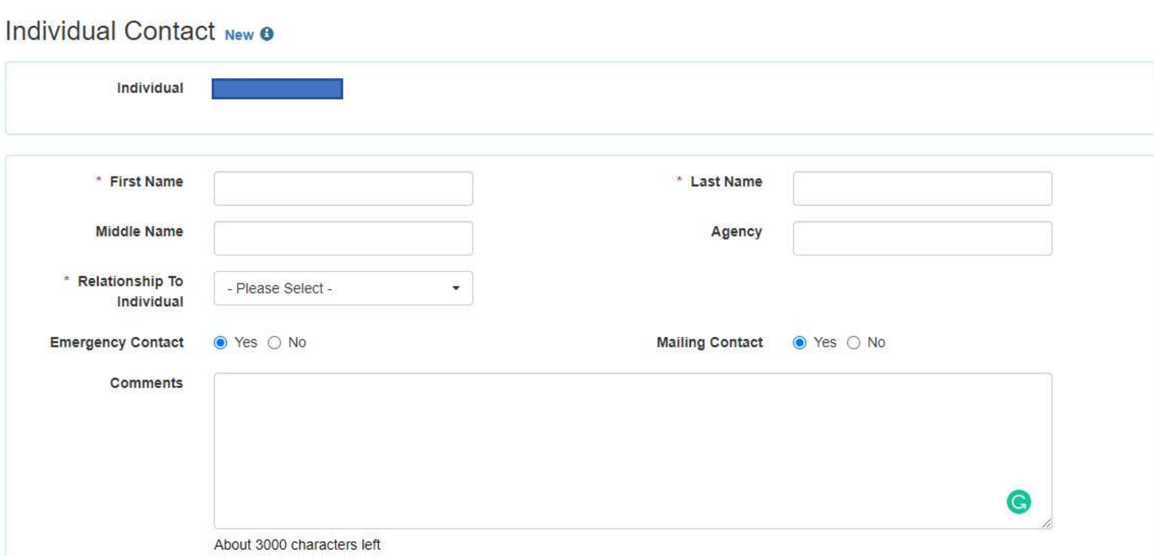
1. On the IDF page, select "Contact List".



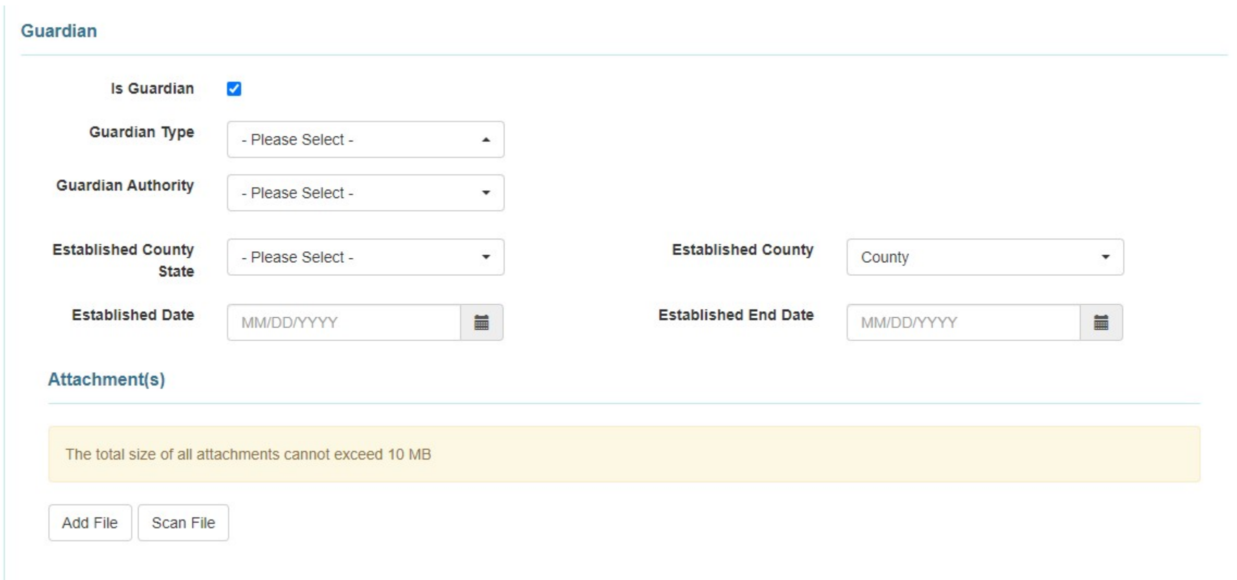
2. Select "Add New Contact" at the bottom of the page.



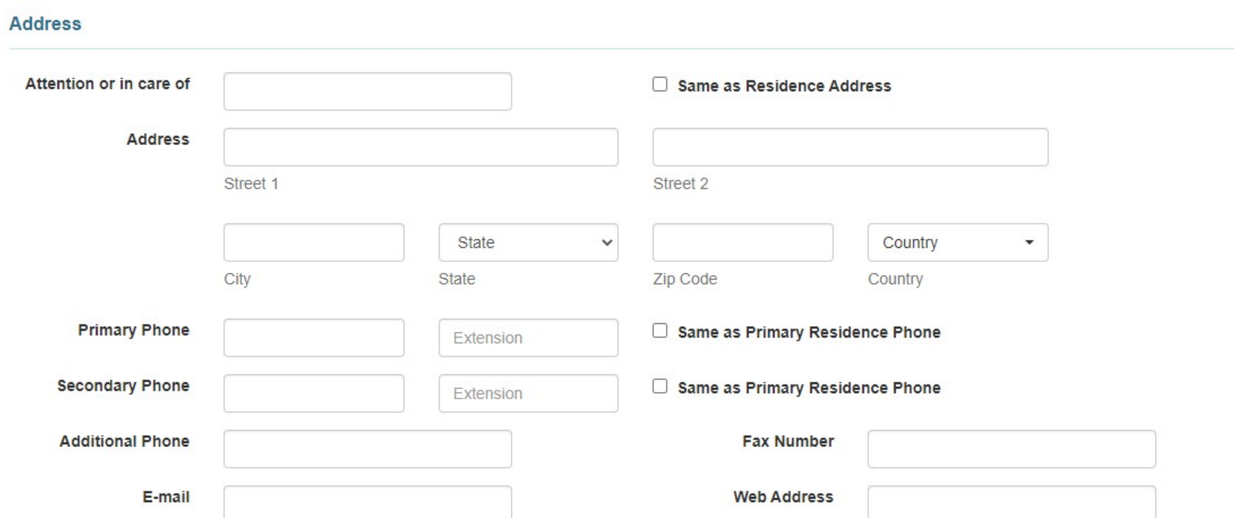
3. Complete the individual's information, indicate the relationship to the client, and whether the individual is the emergency and/or mailing contact.



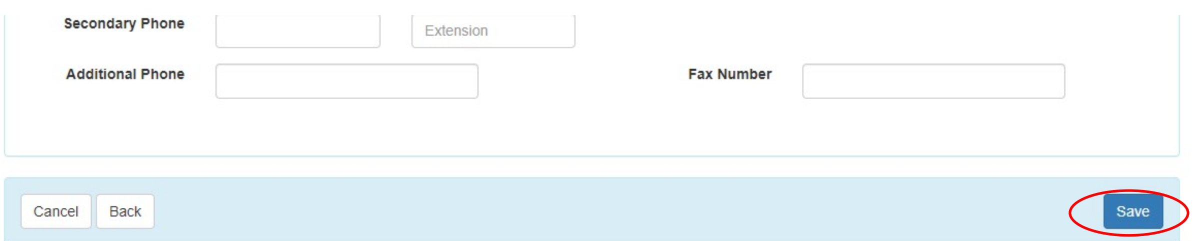
In the next section, indicate if the individual is the client's guardian. Note that this is not needed for a parent of a minor child as long as the "parent" relationship is selected above.



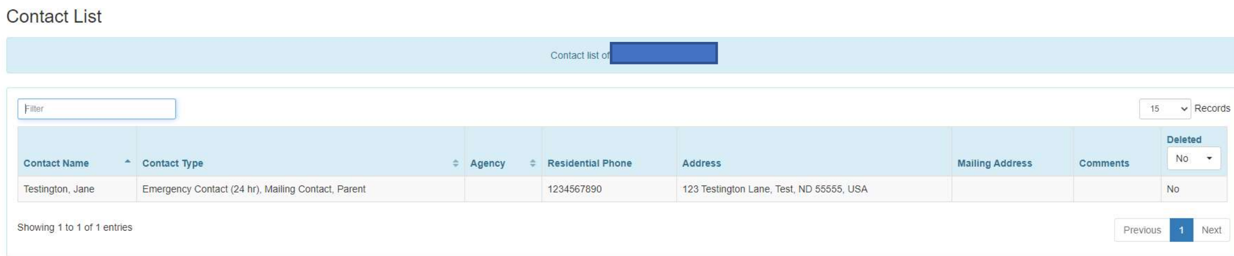
Add the individual's address and phone number in the last section(s).



4. Select "Save" at the bottom of the page to add to the individual's Contact List.

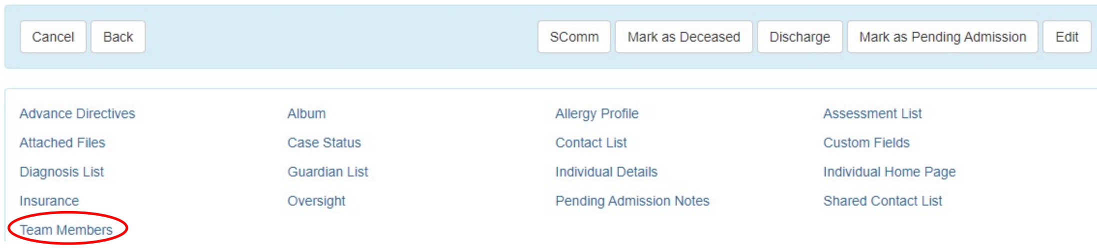


5. The individual you just added will now appear in the individual's Contact List.

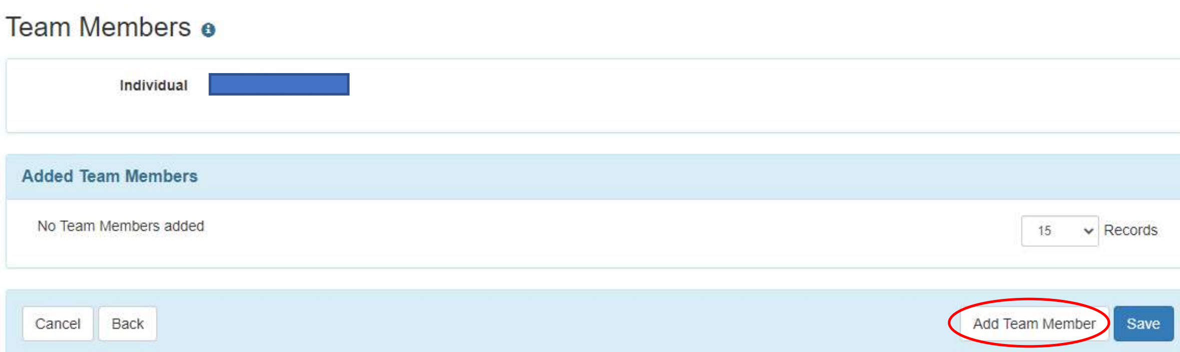


Adding Shared Contacts, Contacts and User's to a Client's Team (DDPM and PEIP):

1. On the IDF page select "Team Members". Note that Team Members MUST be added for the IFSP to function properly.

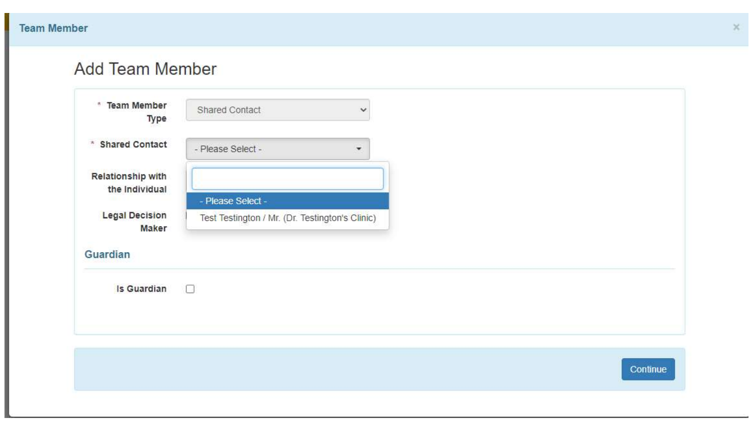


2. Select "Add Team Member" at the bottom of the page.

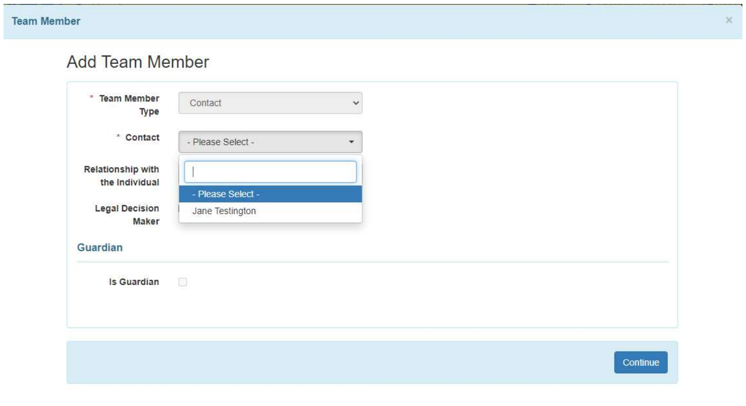


3. Select the type of contact you'd like to add.

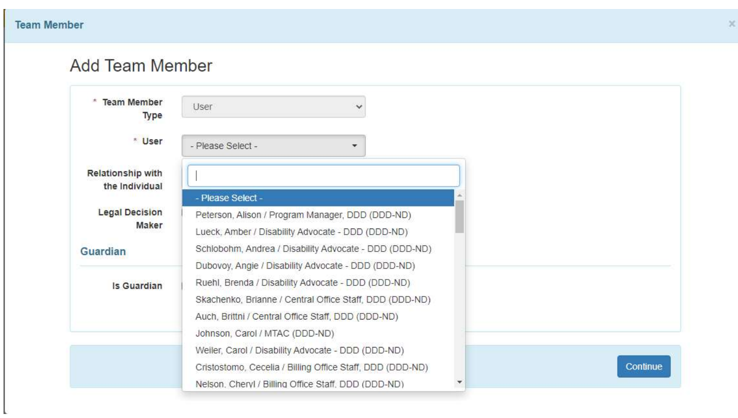
If you select ***Shared Contact***, you'll see the Shared Contact you added earlier. Click on the individual, complete the relationship and indicate if s/he is the legal decision maker. Select "Continue" at the bottom of the page.



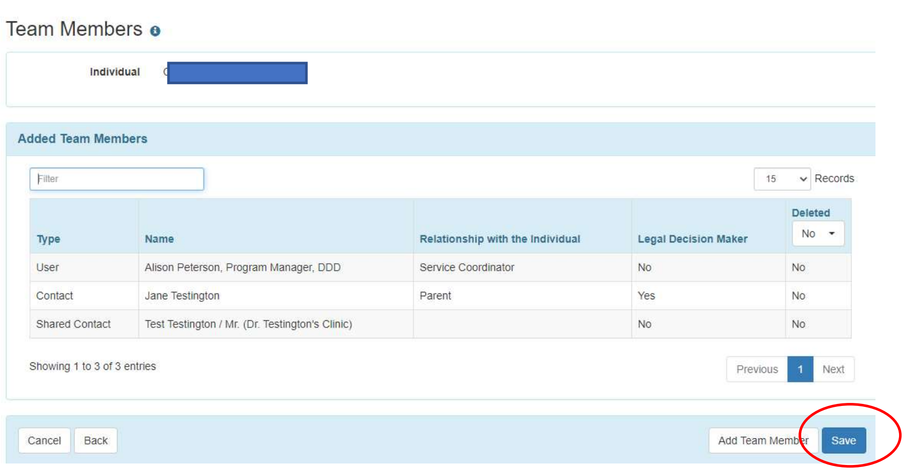
If you select ***Contact***, you'll see the contact you added earlier. Click on the individual and if s/he is the legal decision maker. The relationship with individual field will be automatically filled in. Select "Continue" at the bottom of the page.



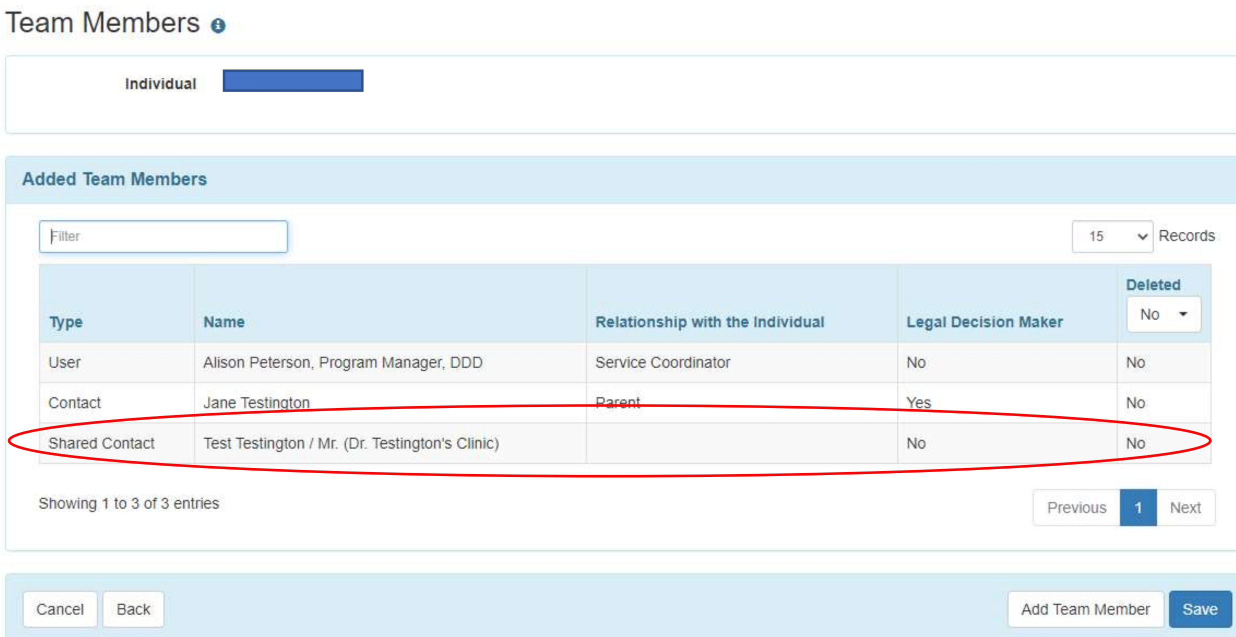
If you select ***User***, you'll see a list of people who have accounts in Therap. Here you'll see the PEIP or other people working with the client. Click on the individual, complete the relationship and indicate if s/he is the legal decision maker. Select "Continue" at the bottom of the page.



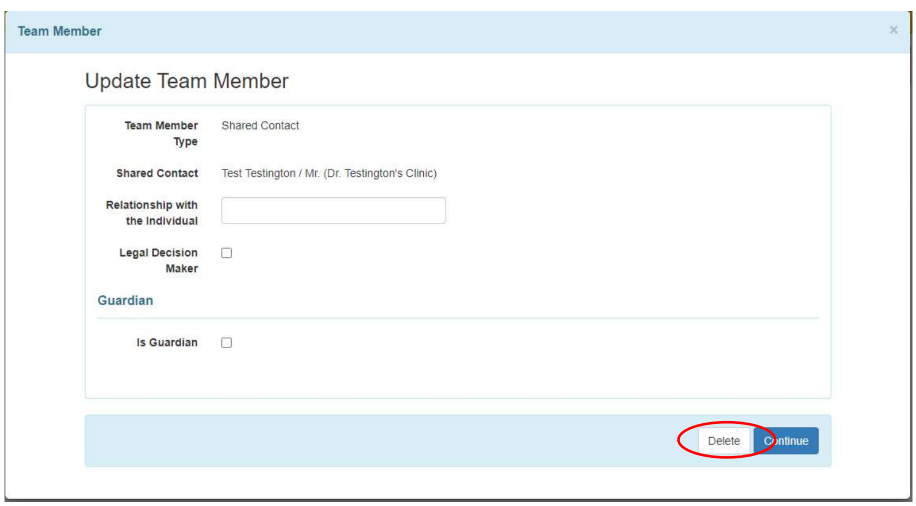
4. You'll see all the people you've added to the client's team when you click on "Team Members" now. Select "Save" when you've finished adding Team Members.



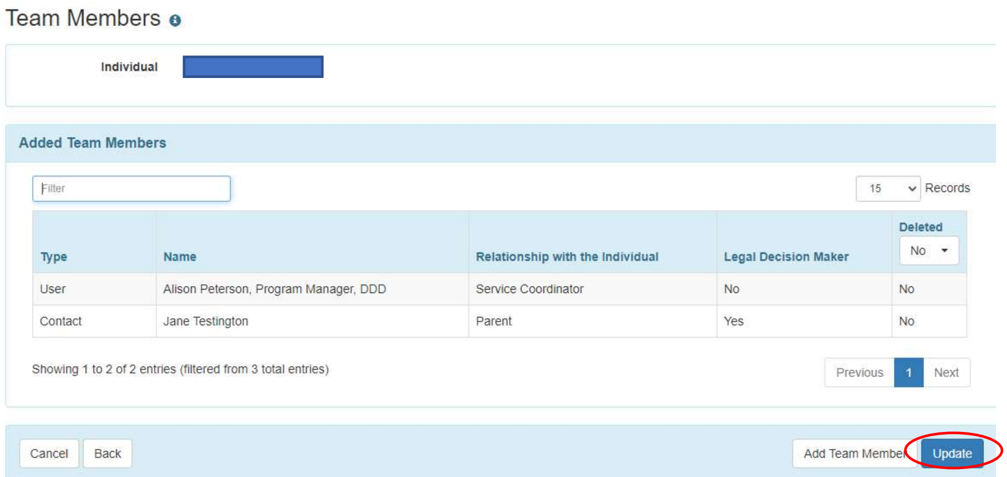
5. To delete a team member, click on the individual's line.



6. At the bottom of the page, select "Delete" to remove this individual from the client's team. This does not delete the individual from Contacts, Shared Contacts, or Users.

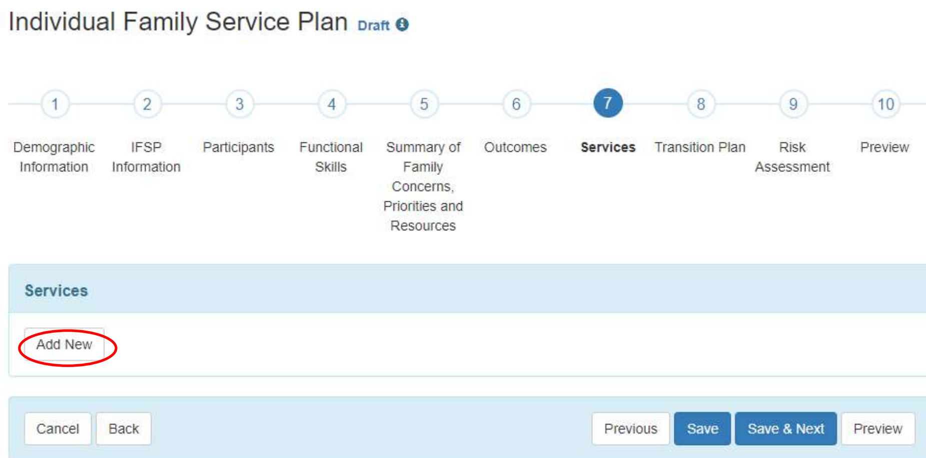


7. This individual is now no longer part of the client's team. Click "Update" at the bottom of the page to save the client's team.

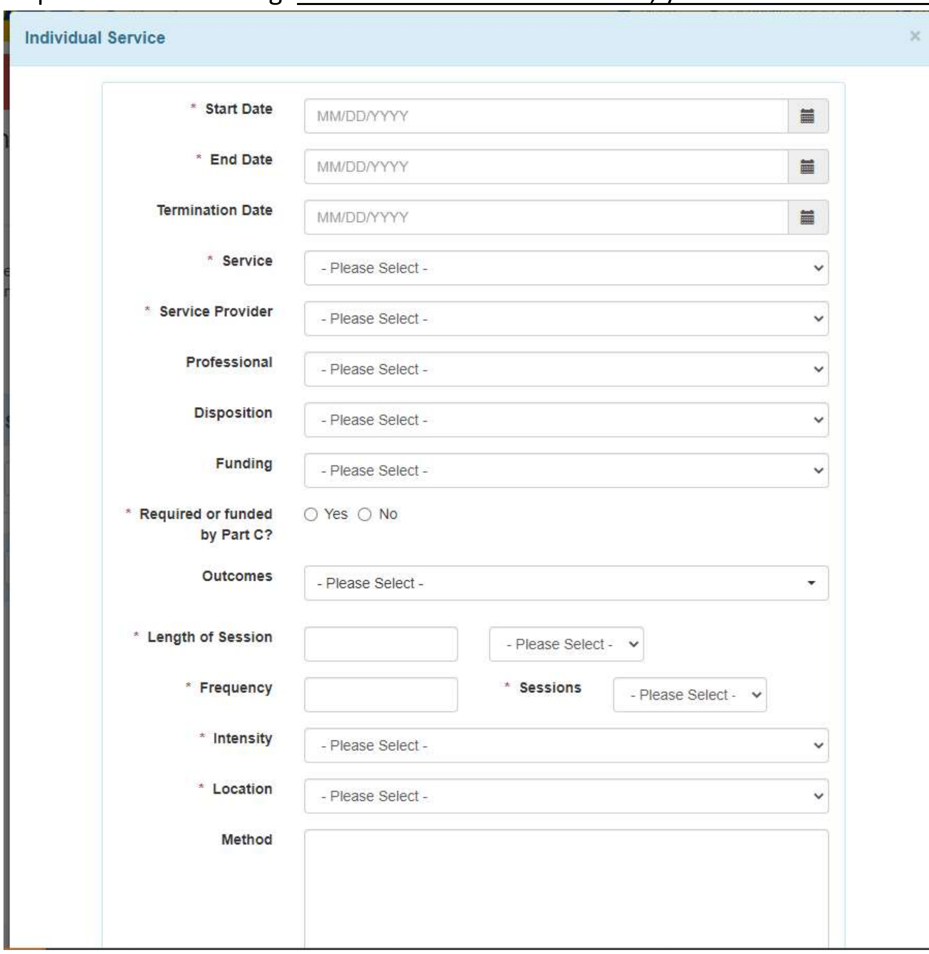


Adding Services to the IFSP (DDPM Only):

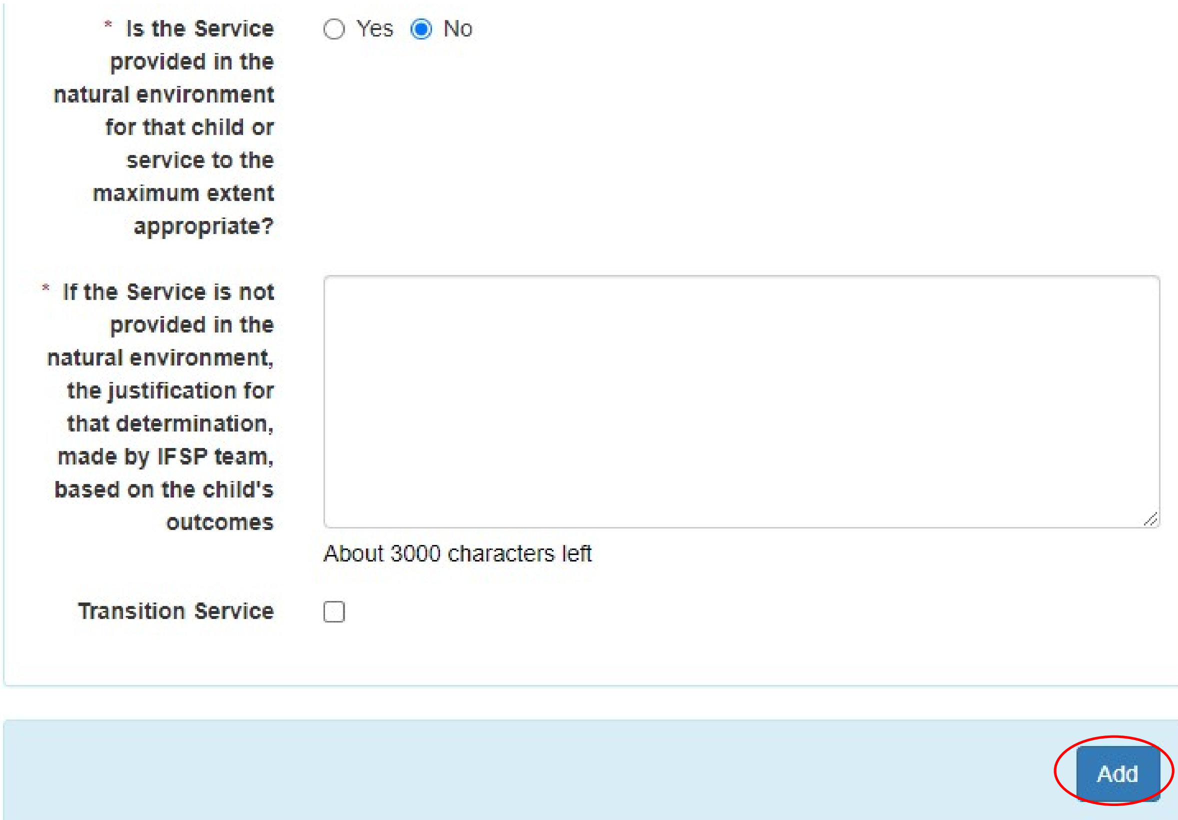
1. In the child's IFSP, select the "Services" section.
2. On the Services page, select "Add New"



3. On the page that comes up, you will need to enter all of the starred information as well as disposition and funding. <u>If the service is a consultation, you must also select an outcome.</u>



If you select “No” under the question about natural environment, you will need to enter a justification statement in the box that appears. Once you have entered all the required information, select “Add” at the bottom of the page.


* Is the Service provided in the natural environment for that child or service to the maximum extent appropriate? Yes No

* If the Service is not provided in the natural environment, the justification for that determination, made by IFSP team, based on the child's outcomes

About 3000 characters left

Transition Service

Add

Note: At the IFSP meeting, the team should be discussing which outcomes require a consultation as well as if the service is being provided in the natural environment. If you are unsure of these items, please discuss it with the PEIP to get the correct information entered into this section.