

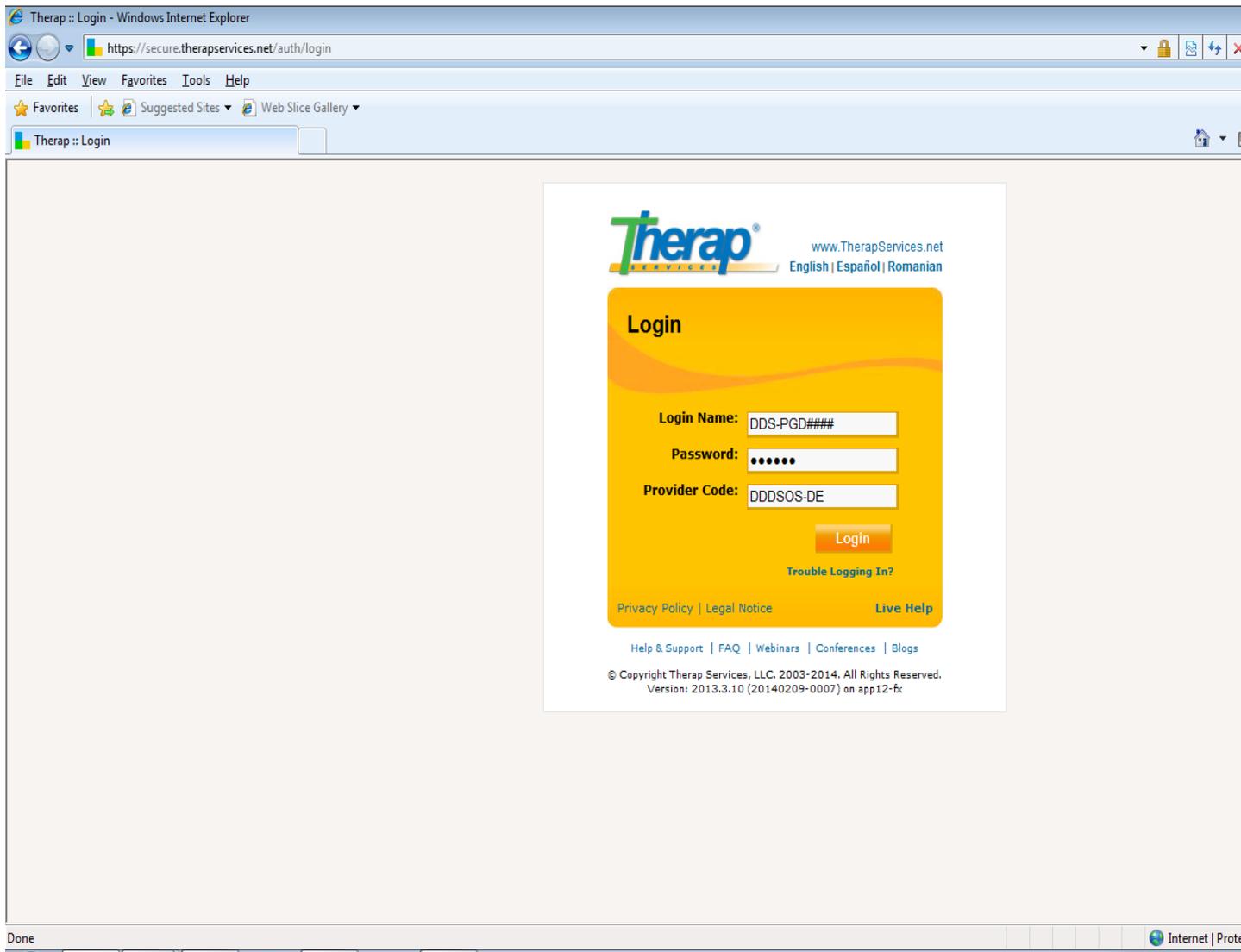
## ECRS Guidance 2014-2 – Parent/Guardian Access via the Oversight Account

### Parent Access to Individual's Record Through the DDDS Oversight Account

Parents/Guardians will now be set up with a user ID in the DDDS oversight account within Therap. The reason for this is that it allows the parent/guardian to access all of the records for their individual without requiring separate log in ID for each provider agency that they wish to access.

To begin:

Log in using your assigned Oversight ID. The User ID will be in the following format



1. After logging in you will need to change to the provider record that you are looking to access.
2. Click on the "Switch Provider" tag near the top of the screen just to the right of "State of Delaware – Oversight Account".

Therap :: FirstPage - Windows Internet Explorer  
 https://secure.therapservices.net/ma/fpage/unifiedDashboard

File Edit View Favorites Tools Help

Therap :: FirstPage

Therap® FirstPage | Quick Links

State Of Delaware - Oversight Account  
 Test User, ...

Provider: **State Of Delaware - Oversight Account** [Switch Provider](#)  
 Profile: Initial

**T-Log**

	High	Medium	Low
View	808	845	2767
Search			

**General Event Reports (GER)**

View Search

**Individual Data**

Search

**Comprehensive Health Assessment**

Search

**Individual Support Plan**

Search  
 Acknowledge  
 Active Change Form

**Personal Focus Worksheet**

Search

**ISP Agenda**

Search

**Billing**

New Funding Source  
 Funding Source List

**My Account**

Personal Details  
 Super Admin List  
 Change Password

**Secure Communications**

Compose **High Medium Low**  
 Inbox  
 Sent Items  
 Drafts  
 Trash

Manage Folder  
 Settings  
 Custom User Group

**Test FirstPage**

Switch to Test mode

Help & Support Feedback Ideas Website Live Help

Done

3. Click the radio button next to the provider whose records you would like to access.
  4. Scroll to the bottom of the screen and click on the “Switch” icon. The new screen should have the name of the provider agency listed on the top left side of the screen just after “Provider”. In the example below it appears “Bancroft Neurohealth” When Bancroft is selected during the switch function.
  5. Click on the “Individual” icon on the left side of the screen.
  6. Then access the information that you are looking to access from the options on the middle and right side of the screen.
- For Example, accessing daily documentation for the individual that you have been authorized to access. You will click on “Search” to the right of the ISP Data.

Therap :: Dashboard - Windows Internet Explorer  
 https://secure.therapservices.net/ma/newfpage/individual

File Edit View Favorites Tools Help

Therap :: Dashboard

**Therap** Bancroft Neurohealth  
 Dashboard | Quick Links Test User, Test Logout

Provider: Bancroft Neurohealth Switch Provider  
 Profile: Initial

To Do	Care	
<b>Individual</b>	T-Log	Search
Health	General Event Reports (GER)	Search
Individual Home Page	ISP Data	New   Search   Report   Search Report
Settings	Delaware ELP	Search   Review
	Habilitation Plan	Search
	ISP Program	Search
	ISP Program Template Library	New   Draft   Published   Search
	Global Template Library <small>BETA</small>	Search ISP Template
	Behavior Event	Search   Interval Search   Report   Archive
	Behavior Plan	Search
	Emergency Data Form	Search
	Individual Data	Search
	Individual Medical Information	Diagnoses List   Advance Directives   Allergy Profile   Medication Profile   Medication Reconciliation
	IPOP General Information	Search   Archive
	IPOP Residential Information	Search   Archive

Issue Tracking  
My Issues

FirstPage  
Switch Back

T-Task  
T-Task Search

Classes  
View Sign ups  
View Results/Notes  
Training History  
Training Profile

**Tuesday**  
**18**  
February 2014

- To access the plan of care click on search to the right of the Delaware ELP.



### Delaware ELP Search

Form ID	<input type="text"/>
Status	<ul style="list-style-type: none"><li>Approved</li><li>Pending Approval</li><li>Deleted</li><li>Discontinued</li></ul>
Individual	<input type="text" value="Type Individual's Name Here"/>
Entered By	<input type="text"/>
Effective Date	From <input type="text"/> To <input type="text"/>

Cancel

- To access medical information click on the “Health” tab on the left side of the screen.

The screenshot displays the Therap dashboard interface. At the top, the browser address bar shows the URL <https://secure.therapservices.net/ma/newfpage/health>. The dashboard header includes the Therap logo, navigation links for 'Dashboard' and 'Quick Links', and user information for 'Bancroft Neurohealth' (Bob Goodhart, Quality Assurance Administrator) with a 'Logout' option.

The main content area is divided into three sections:

- Left Navigation Menu:** Contains tabs for 'To Do', 'Individual', 'Health' (selected), 'Agency', 'Billing', 'Admin', 'Individual Home Page', and 'Settings'.
- Health Tracking Table:** A central table listing various medical categories with associated links:
 

Category	Links
Appointments	New   Search
Blood Glucose	New   Search   Report
Height/Weight	New   Search   Report
Immunization	New   Search
Infection Tracking	New   Search   Report
Intake/Elimination	New   Search   Report
Lab Test	New   List
Lab Test Result	New   Search   Report
Medication History	New   Medication Review   Import from Excel   Search   Report   Custom Report   Archive
Menses	New   Search
Resp. Treatment	New   Search
Seizures	New   Search
Skin/Wound	New   Search
Vital Signs	New   Search   Report
Health Tracking Reports	Monthly   Detailed
Health Care Report	New   Search
- Right Sidebar:** Contains several utility sections:
  - Issue Tracking:** My Issues
  - FirstPage:** Switch Back
  - T-Task:** T-Task Search
  - Classes:** View Sign ups, View Results/Notes, Training History, Training Profile
  - Date Widget:** Thursday, 06 March 2014

- There you can access medical appointments, etc. based upon the access that you have requested.

Should you wish to access information from a different provider, you would begin with step 2.

Should you have difficulties, please feel free to contact your case manager and they will assist you to getting to the appropriate party to orient you to the process.