

Hints & Answer Guide

- 1. Hint:** Try the Knowledgebase.
Ans: To notify users of unread/new T-Logs.
- 2. Hint:** Search in FAQ section.
Ans: Can use iespell with internet explorer, Mozilla Firefox (has built-in spell checker), or the spellchecker on toolbar with Google.
- 3. Hint:** Look in the FAQ for “How do you create T-Logs without an individual?”
Ans: Anyone with access to that program or individuals in it.
- 4. Hint:** Type “followup” as keyword, for T-Log knowledgebase search.
Ans: Click on the ‘Add New Followup’ button towards bottom right of an open T-Log.
- 5. Hint:** Try Live Help, if you are not familiar with typical Therap roles—you may also figure it out from the roles you have in the ‘My profile’ section.
Ans: T-Log Delete Role.
- 6. Hint:** Search in Therap Knowledgebase with keywords: “Create T-Log”.
Ans: Both a file and a picture.
- 7. Hint:** Click ‘New’ to create a T-Log. You will have to select a type when creating and all types will be listed.
Ans: Any 3 among General, Health, Notes, Behavior, Contacts, Followup.
- 8. Hint:** Search in User Guide section.
Ans: Someone who has given information to report in the T-Log, but is not the person creating the T-Log.
- 9. Hint:** Try Therap Training materials on T-Logs.
Ans: Click on Mark as Read when T-Log is open.
- 10. Hint:** Click ‘Search’ in T-Log area and be sure to set date back far enough.
Ans: “Feeling better today”
- 11. Hint:** Look in the Training section at Therap website.
Ans: Click on ‘Training’ tab from Therap website, you’ll see a link for Offline Forms in orange to the right. You may use this form for a variety of reasons, including, record data when in the community, when there is no power, or no internet access.
- 12. Hint:** It is part of our compliance with HIPAA—try to ask us for your password and see what happens.
Ans: No, only the Provider Administrators at an agency can help with this.
- 13. Hint:** Use the T-Log Search feature.
Ans: Search.
- 14. Hint:** From Therap website, click on ‘Community’, then ‘Blogs’ to find Justin’s Blog.
Ans: 12/06/2007.
- 15. Hint:** Check the Therap website for ‘Conferences’
Ans: 12/05/2007-12/07/2007
- 16. Hint:** Open a created T-Log, look toward the right corner
Ans: Click ‘View Read Status’ which is a blue link toward the top right corner of an open T-Log
- 17. Hint:** Look at the bottom or top of the FirstPage.
Ans: Click on either ‘Help’, ‘Feedback’, ‘Live Help’.
- 18. Hint:** Use the T-Log Search feature.
Ans: PM report.
- 19. Hint:** Use the T-Log Search feature
Ans: Maureen Noonan
- 20. Hint:** Look in the Therap Knowledgebase
Ans: High, Medium, and Low.