



DAILY CHECKLIST

For Host Home Providers Using Therap

From Dashboard:

1. Click on the “**TO DO**” tab
Address any items that are in your “TO DO” list please!!!
2. Look at your “**SCOMM**” module.
Read, ‘MARK AS READ’ and reply to any SCOMMs that you may have.
3. **CLASSES:**
This is the module that will alert you to any trainings that you may have coming due. You may also use this module to sign up for Inservice Training days at Metro Support Services, Inc.

4. **INDIVIDUAL HOME PAGE**
This is a quick view of all recent activity for the Individual.
5. **INDIVIDUAL** Tab
Write daily T-Logs
Enter ISP Data
Write GER’s
6. **HEALTH** Tab
Appointments
Intake & Elimination
Height & Weight
Vitals
All other Health Tracking entries