

### **243. Therap Documentation**

Staff are required to complete all Therap documentation for each shift prior to the end of the shift. Errors on Attendance and ISP Data will cause a non-billable service.

The required documentation includes:

- T-log (daily communication log)
- Attendance (for billing times)
- ISP Data (for objectives and behaviors)
- Health tracking (for Intake and Elimination, Blood Glucose, Seizure Report, Vitals)
- GER (for critical incident reporting)
- S-com (for reporting health changes)
- MAR (if MAT trained)

MRSI guidelines are:

- When a staff person is notified regarding incomplete or missing Therap documentation, the staff is required to have the documentation completed/corrected by the end of their next scheduled shift.
- If staff fails to comply, they will receive additional training.
- If the issue persists, staff will be issued a training log.
- If the staff again fails to comply within six months of the training log, a written warning will be issued.
- If after the written warning, the staff fails to comply again, they will be placed on a contract for six months.
- If after being placed on a contract staff fail to comply, staff will very likely be released from employment.