

# T-LOGS

## STAFF LOG

1. Login to Therap.
2. To create a new T-Log, simply click New.
3. Choose the supported living location you worked for during your shift.
4. Click "Create T-Log without an Individual" located under the title INDIVIDUAL LIST.
5. Mark the log as GENERAL.
  - a. If YOU sustained an injury on the job, you should also mark "HEALTH".
6. Select your notification level. (Generally is always Low unless you sustained an injury on the job.)
7. In the Summary, type the name of the shift you worked. (ex. day, swing or grave).
  - a. Use "Late Entry" if your TLog is being submitted late due to an emergency.
8. Document what you did to support the client(s) during your shifts.
  - a. Document hours you were in and out.
  - b. Never use clients names or initials in staff log.
9. Include any attachments as needed.
10. Click Submit.

The screenshot shows the 'T-Log New' form. At the top right, there are links for '+ T-Log - New | Search' and 'View'. Below this is a button labeled 'Create T-Log without an Individual'. The form itself has a header with 'Individual: N/A' and 'Program: Supported Living Location'. The 'Entered By' field is populated with 'Your Name, Title'. The '\* Type' section has radio buttons for 'Health', 'Notes', 'Follow-up', 'Behavior', 'Contacts', and 'General', with 'General' selected. The 'Notification Level' is set to 'Low'. The '\* Summary' field is empty, with an arrow pointing to it from the instructions. Below the summary is a large 'Description' text area. At the bottom of the form, there are 'Attachment(s)' sections for 'Document Attachment' (with 'Add File' and 'Scan File' buttons) and 'Photo' (with 'Add Image' button). At the very bottom, there are 'Cancel', 'Back', and 'Submit' buttons. The 'Submit' button is circled in red.

# T-LOGS

## CLIENT LOG

1. Login to Therap.
2. To create a new T-Log, simply click New.
3. Choose the supported living location you worked for during your shift.
4. Click the client you are doing the log for.
5. Mark the log as GENERAL
  - a. Health should be used when the client experiences anything medical related (ex. fever, sickness, etc.)
  - b. Behavior should be used when the client experiences a behavioral event.
6. Select your notification level. (Generally is always Low unless any of the other boxes are checked.)
7. In the Summary, type the name of the shift you worked. (ex. day, swing or grave).
  - a. Use "Late Entry" if you TLog is being submitted late due to an emergency.
8. Document what you did to support the client(s) during your shifts.
  - a. Document hours you were in and out.
  - b. Never use clients names or initials in staff log.
9. Include any attachments as needed.
10. Click Submit.

The screenshot shows the 'T-Log - New' form. At the top right, there is a 'View' button. Below it, the form title 'T-Log New' is visible. The form fields include: 'Individual' (Clients Name), 'Program' (Supported Living Location), 'Entered By' (Your Name, Title), 'Type' (Health, Notes, Follow-up, Behavior, Contacts, General), 'Notification Level' (Low), 'Summary' (with a text box and an arrow pointing to it), 'Description' (with a text box and an arrow pointing to it), 'Time In' (with a clock icon), 'Time Out' (with a clock icon), 'Reporter' (with a search icon), and 'Reported On' (with a date and time picker). At the bottom, there are 'Attachment(s)' options: 'Document Attachment' (Add File, Scan File) and 'Photo' (Add Image). At the very bottom, there are 'Cancel', 'Back', and 'Submit' buttons. An orange arrow points to the 'Submit' button.

Make sure to add in time in, time out, reporter and reported on.

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## TIPS

### Tips for T-Log Success:

- Submit T-Logs within the last hour of your shift, not before.
- T-Logs should NEVER be submitted after the end of your shift unless there is an emergency (e.g. police intervention call, EMT services provided, transportation to emergency room needed)
- Your T-Logs are NOT communication to other staff. They are a legal record of what did or did not happen on your shift.
- If you need to ask the next shift to do something, send them an Scomm, write it down, or tell them in person, T-Logs should not have comments such as, "Please label and put away groceries in fridge" or "The ramp is broken, please be gentle on it". This needs to be in an Scomm.
- Proofread your T-Logs for errors and typos.
- Use Google to check the spelling of words if you are not sure.
- Do not use AI software to write or proofread your T-Logs. They are not secure for the information you are documenting.
- NEVER use the name of anyone except the person the T-Log is for in a T-Log.
- Do not try to make T-Logs entertaining.
- Avoid using slang, abbreviations, or language "everybody knows". This is legal documentation.

NOTIFICATION LEVEL: Mark these according to content of the T-log.

Examples:

**HIGH** - Medical attention was required. PBSP intervention required. A supervisor or emergency line was called.

**MEDIUM** - First Aid was administered. Concerning or unusual behavior occurred. Anything out of the ordinary.

**LOW** - Average day, no challenging behaviors, no first aid required.