



"Creating Life Opportunities"

Policy and Procedure # 654

Therap Access and Use

Approval: /S/ Dani Cook

Effective Date: 8/30/2023

POLICY:

Therap is a web-based service that provides documentation and communication resources for EFI's Residential Client Services. Therap provides an electronic record for all of the activities related to client residential care.

Therap requires a computer to access online applications to compose, store and review client based documentation, as well as to send secure communication. Computers assigned to EFI supervised homes and internet capabilities are to be used only for designated Therap documents and applications as designated by EFI.

The Therap software is the property of Therap services. The equipment and information is the property of EFI and is to be used only for legitimate business purposes related to client care and communications. Users are provided degrees of access to the computer network to assist them in the performance of their jobs, which may or may not provide access to the internet through EFI's computer network.

All employees have a responsibility to use EFI's computer resources, Therap, and the internet in a professional, lawful and ethical manner, and consistent with EFI's **Policy and Procedure # 652, Harassment, Workplace Violence, Non fraternization, Internet, Internet Technology and Email**, and **Policy and Procedure #653, Social Media Policy**.

Personal use of EFI's communication systems, electronic data management, or abuse of EFI's computer network or the internet, or violation of this policy, may result in disciplinary action, up to and including termination of employment, and/or civil or criminal liability.

PROCEDURE:

1. Employees will choose a password of their choice to enable access to the system and to review activity tracking. The "electronic signature" tracks time and date stamps all employees' entries within Therap. Employees should never give this password to other employees.



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2. EFI computers and internet capabilities are not to be used for personal use at any time, including but not limited to, on-line purchases (personal or for clients), accessing personal email accounts, visiting social media sites, etc. and accessing websites of inappropriate content (offensive, violent, sexual content, etc.).
3. Communication through Therap must be professional, accurate, sensitive, and respectful toward all parties involved. No derogatory, slanderous, discriminatory, harassing, obscene or otherwise inappropriate documentation or communication is permitted.
4. To facilitate clear and effective communication all employees are required to check their secure communications (Scomms) and read any unread messages once per shift.
5. Any research including topics that could be related to the programs must be approved in advance by EFI management.
6. Employees are not permitted to install computer applications on program computers. There will be no exceptions.
7. Clients' friends, family, or guardians, are not permitted to access EFI computers.
8. The use of Secure Communication in sharing sensitive information is strictly confidential. Any unauthorized sharing of such information is a breach of confidentiality and will subject employees to disciplinary action up to and including termination.
9. EFI employees are given access to computers and Therap to assist them in the performance of their jobs. EFI employees should have no expectation of privacy in anything they create, store, send or receive using EFI's computer equipment and Therap. The computer network is the property of EFI, and may be used strictly for company purposes, per EFI's **Policy and Procedure #652, Computer Use Policy.**
10. EFI will monitor and log any and all aspects of its computer systems. Access will be allowed only to EFI approved programs.
11. Hourly employees are prohibited from signing onto Therap during their unpaid time, and are prohibited from signing onto Therap at any location other than client homes and/or the corporate office of EFI.



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12. All shift documentation required to be entered into Therap must be completed by the end of each shift, and incident reports entered into Therap must be completed per EFI and state requirements.
13. Use of on-line documentation entered into Therap should be efficient, and should in no way decrease direct interactions with clients who are receiving support.

REFERENCE:

Policy and Procedure # 652, Harassment, Workplace Violence, Non fraternization, Internet, Internet Technology and Email

Policy and Procedure #653, Social Media Policy

Signature and Date below means EFI Employee had read and understands Policy and Procedure #654.

Printed Name

Signature

Date Signed