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[TAMES HRS](#)

## Contact Us

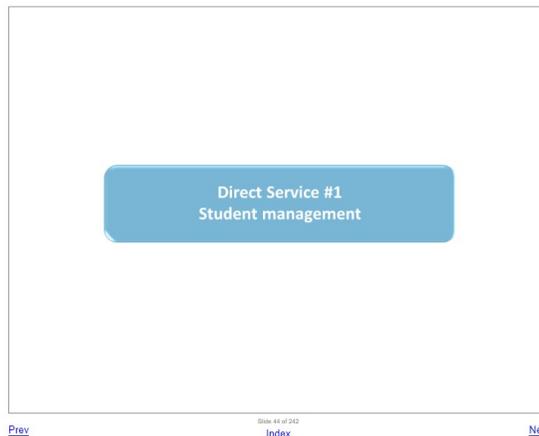
[info@tameshrs.com](mailto:info@tameshrs.com)

[bjohnson@tameshrs.com](mailto:bjohnson@tameshrs.com)

## Remote iTAMES Training

As schools work extra hard to adapt to the COVID-19 crisis, we're doing our best to support you by establishing safe and effective training methods, whether you have new hires who must be brought up to speed or a seasoned staff that wants a refresher course. In the past, our trainings have been done in person; since that's not a safe option right now, we're happy to schedule an online training session with your staff using the platform of your choosing (Zoom, Skype, Microsoft Teams, etc.).

Before any online training takes place, we simply ask that all attending staff read through the online Direct Service tutorial. This will only take around 20 minutes, and it will give your team all the basic information they'll need to ask informed questions.



The online [Direct Service tutorial](#) can be found on iTAMES.com by navigating to the **OTHER** menu, then clicking the **Direct Service tutorial** link.

To schedule an online training, please email our Executive Director, Mike Muckian, at [muckian@tameshrs.com](mailto:muckian@tameshrs.com).

## Detailed Reports Available On-Demand



TAMES provides reports for every voucher, detailing the money your district receives for every month of reporting. In the past, we have sent you two reports: a summary report, and a detailed report. If you work for a big district (or a co-op), you'll know this detailed report can be excessively long.

In an effort to reduce waste and streamline operations, **TAMES will no longer send the detailed report by default.** We will only send the summary report, which shows totals by discipline (and by district, for our co-ops). However, if your district still prefers to receive a printed copy of the detailed report, simply ask us to opt in and continue receiving it.

# iTAMES Tips & Tricks - Add ORP Info to a Student on Your Caseload

## ORP

ORP (Ordering, Referring, or Prescribing practitioner) can seem overwhelming, but adding ORP info to students on your caseload doesn't need to stress you out.

To begin, log on to iTAMES. Next, hover over DIRECT SERVICE, then Student Management, and finally, click on "Create or modify my caseload."

Next, find a student on your caseload without an Active ORP (evidenced by the lack of a checkmark in the "Active ORP" column). Click on the "Add ORP" button in the rightmost column.

### Branden Test's caseload

Add student

Remove selected student(s)

Remove from caseload	Name	DOB	School	Default diagnostic code	Active ORP	
<input type="checkbox"/>	Andretti, Mario	5-27-13	Mayberry Elementary School	R26.2: Difficulty in	✓	View ORP
<input type="checkbox"/>	Johnson, Ervin	8-29-07	Mayberry Middle School	R26.2: Difficulty in	✓	View ORP
<input type="checkbox"/>	McKellen, Ian	11-22-07	Mayberry Middle School	R26.2: Difficulty in		Add ORP
<input type="checkbox"/>	Meester, Leighton	9-14-04	Mayberry Jr High School	F88: Other disordr		Add ORP

Next, enter a **Start date** for the ORP (this is the date the prescription/referral was signed). The **End date** will be automatically filled out for one year from the start date, but this can be manually edited if necessary. Finally, select the **ORP practitioner** from the dropdown list, and click **Save and return to my caseload**. It's as easy as that!

### Ordering, Referring, Prescribing (ORP) data for Ian McKellen

#### Add new ORP data

Start date:

End date:

ORP practitioner:

Save and return to my caseload

(Note: If the ORP Practitioner is not in the dropdown list, contact your district's iTAMES administrator to get them added.)