UNIVERSITY OF MARYLAND
INSTITUTE FOR GOVERNMENTAL SERVICE & RESEARCH

SMART Tip Sheets
TAP Assessment

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Treatment Assignment Protocol (TAP)

TAP Assessment
TAP Narrative

This Tip Sheet outlines the steps required to complete each section of the TAP Assessment.

Total Pages: 4

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Behavioral Health System Baltimore

MARYLAND.gov DEPARTMENT OF JUVENILE SERVICES

MARYLAND COURTS
mdcourts.gov

TAP Assessment

The TAP is the Treatment Assignment Protocol assessment instrument, required for all ADAA funded clients effective January 1, 2011.

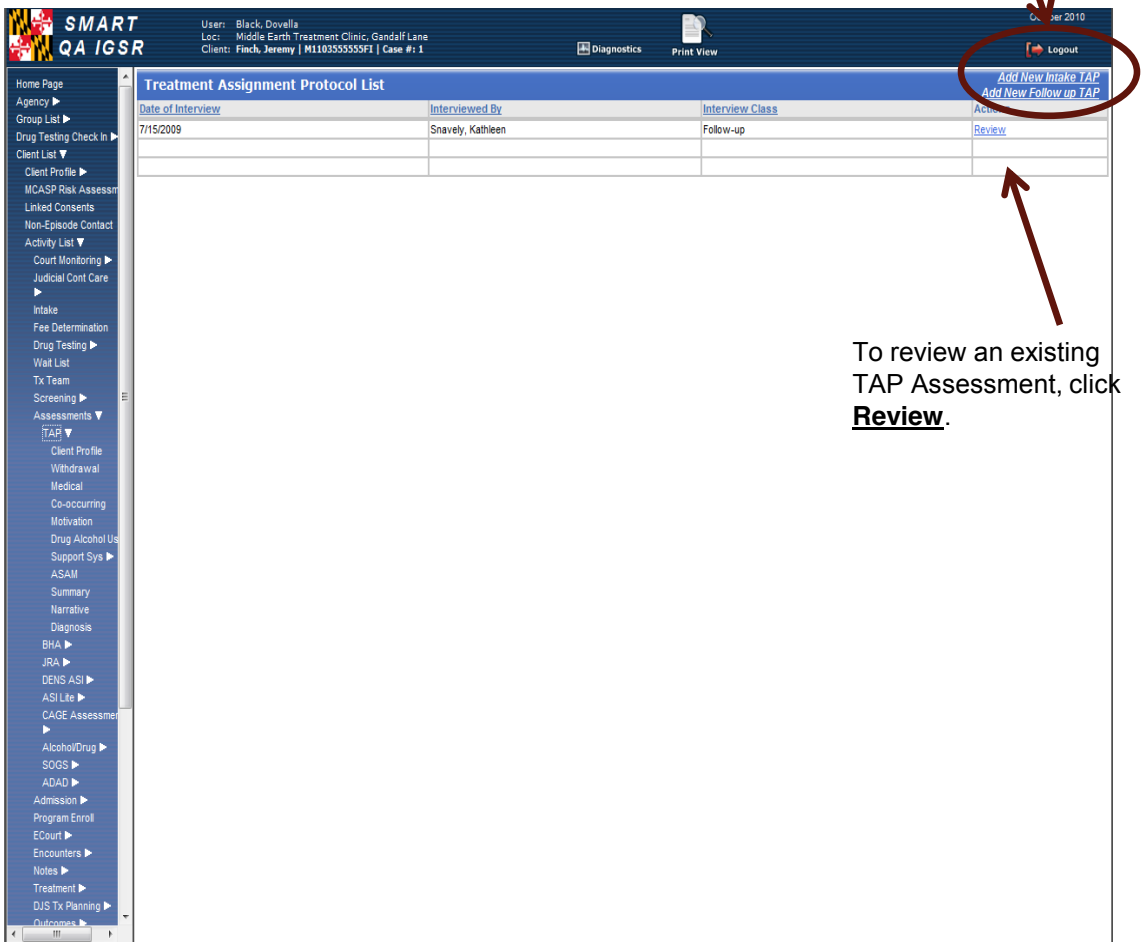
1. **Entry Steps:** Login, select Facility, select Client List, select Client, select Activity List, select Assessments. A list of Assessments will appear on the menu tree.

2. Select **TAP** . This will generate the TAP List Screen. (The List Screen lists all the TAP's completed for this client.)

3. To enter a new **TAP Assessment**, click on the yellow link **Add New Intake TAP** if this is the first TAP Assessment for this client for this episode of care and is completed prior to the ADAA Admission. If the TAP Assessment is completed after the admission, it is a follow-up assessment,. Choose **Add New Follow-up TAP.**

4. To review an existing TAP Assessment, on the List Screen click on **Review** under Actions.

To enter a New Intake or Follow-up TAP Assessment, click the appropriate link.



To review an existing TAP Assessment, click **Review**.

TAP Assessment Navigation

- The first screen is the **Client Profile**. This sub-module consist of one screen.

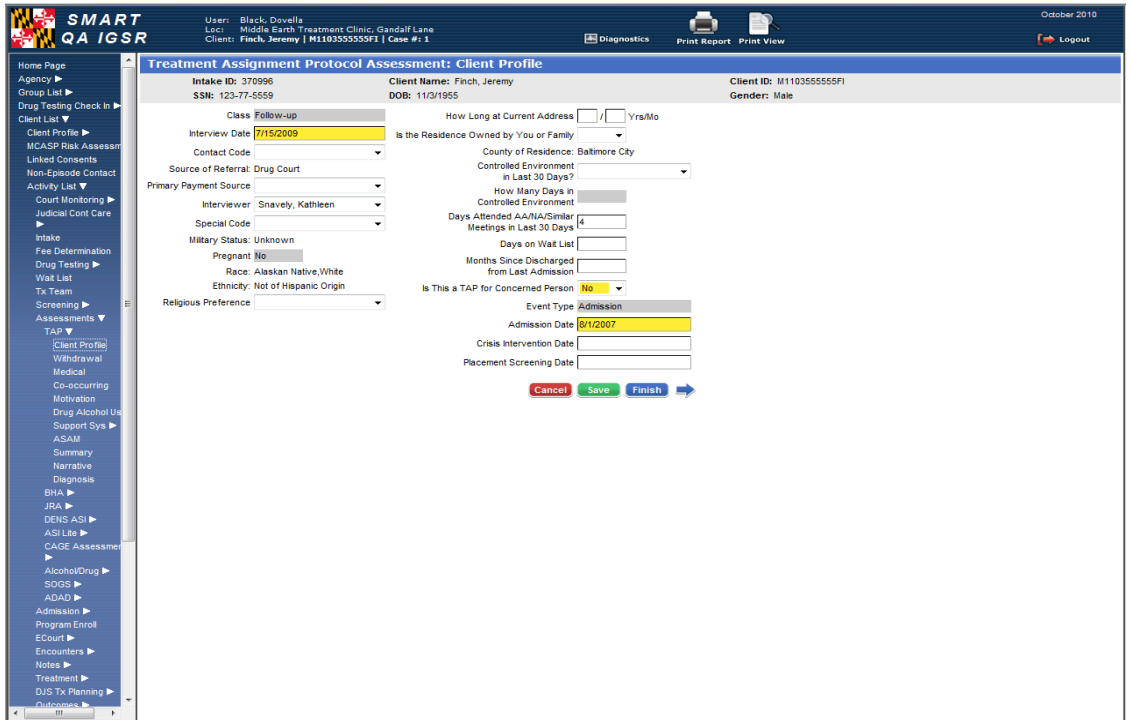
- Yellow highlighted areas must be completed on each screen to in order to save the record. The best way to ensure this is done is to click **Next** at the end of each screen. If all required fields on the screen are not completed the system will not allow you to proceed . You will either have to cancel or complete the highlighted areas . To save the current information and not continue click **Save.**

- All ADAA funded programs are required to complete all fields in the TAP Assessment.

- You can always refer to the menu on the left side of the screen to see the module or sub module for which you are currently entering information.

- Enter the response for each question by selecting the appropriate response from the drop-down box or typing in the text box.

- For certain questions throughout the TAP the system will populate a response based on a response to a previous questions or based on the type of TAP. For example, intake TAPS have an event type of "Placement screening."



Summary/Narrative

- The ***SUMMARY*** is the last module of the TAP. It consists of **one screen.**

- When you have completed this screen click **Next,** you will be taken to the **Narrative Report** screen.

- The *Narrative* is produced by SMART using the responses entered in the preceding screens of the TAP. **You may review the narrative for accuracy, and then go back to change responses as needed on previous screens. You can not change the narrative directly.** After clicking "save" you may print the report by clicking "Print Report."

- Click **Finish** to exit this module.