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MIRA

To: Alta Mira Families & Contractors  
Cc: Alta Mira Staff  
From: Sean Murphy, FSS Program & Training Manager  
Date: March 1, 2024  
Subject: New Software Implementation Memo

Dear All,

I am writing to inform you about upcoming software implementations that will positively impact our operations and enhance our agency's efficiency, as well as yours. This memo serves to provide you with an overview of the new software, their benefits, and the timeline for implementation.

#### Software Description:

The new documentation software, iTherapyDocs, has been carefully selected to address specific needs within our organization. It is a web-based application that can be accessed on any device and will allow you to complete your work requirements more efficiently. Key functionalities include:

- Electronic documentation of monthly paperwork
- Access anywhere on any device
- Enhanced collaboration with your Service Coordinators and Nurses

The new accounting software, Bill.com, will allow for a more streamlined payment process for contractors.

#### Benefits:

The implementation of iTherapyDocs and Bill.com is expected to bring several advantages to you and our agency:

- Increased Efficiency: Daily documentation will be done electronically rather than on paper; no more lost paperwork, hand-written notes, paper or email, or driving to the office to turn in documentation.
- Enhanced Collaboration: Families and contractors will have more communication with support at the agency.
- Improved Data Management: The system will allow us to control the data of participants in a secure way.
- Increased Transparency: The ability for contractors to take ownership of their information.

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Supporting Families, Realizing Dreams.

Implementation Timeline:

The implementation of iTherapyDocs and Bill.com will follow the timeline outlined below:

- Training opportunities for staff and contractors: April and May 2024
- Transition for trained providers to begin April 2024
- Completion of implementation and migration to iTherapyDocs and Bill.com to be completed by June 30, 2024.

Key Points:

- We are committed to ensuring a smooth transition and will provide all necessary resources and training to facilitate this process.
- Your input is invaluable to help us fine-tune the software to meet our programs and services' specific need.
- For any questions or concerns related to the software implementation, please reach out to Sean Murphy, 505-366-2131, or Bobby Jones, 505-366-2179.

We are excited about the positive impact that iTherapyDocs and Bill.com will have on our operations, and we appreciate your cooperation and support throughout this transition. Thank you for your dedication and hard work as we embark on this exciting new chapter in our agency. Together, we will make this transition as smooth and successful as possible.

Kind Regards,



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