Georgia Department of Family and Children Services

Case Record Review Online Tool
Summer 2006

ONLINE INSTRUCTION GUIDE

Please read all instructions before completing the online assessment tools.

❍ Complete the Case Record Review Online Tool on paper first, then enter and submit this data online.

❍ In order to access the online tool copy and paste the appropriate web address listed below into your web browser and press enter.

❍ You will be directed to a popup screen where you will then need to enter the USER ID and PASSWORD for the online tool as listed below.

❍ The next page will ask you for your *Personal ID* and *Personal Password*. Be sure to choose a password you will remember so that you will be able to Save & Resume the data in case you are unable to finish entering at one sitting. For example, if you are in the middle of entering the data and need to stop before finishing, select the Save & Resume button at the end of the page. Once you are ready to resume entering data you will access the tool in the same manner via the web address, user id and password. Then enter the same personal id and personal password you originally used and you will be able to access previously entered data.

❍ If you have to complete more than one of the same tools, it is important that you choose a *different* password for each tool in order to use the Save & Resume function as detail above.

TOOL	WEBADDRESS	USERID	PASSWORD
Case Record Review	http://cwte.louisville.edu/start/ga/record.htm	record	sunflower

❍ When you have entered all the data, select the "Submit" button to send the data. You will then be directed to a page that reads "Thank you for your submission. Click here to continue."

❍ If you would like to have a "Confirmation Page" as a record of your submission of the data, you must select the "Click here to continue" link. You will then be directed to a page that reads,

"Congratulations you have successfully completed the Case Record Review". Click the CONFIRMATION PAGE button in order to get a printable record.

○ On the CONFIRMATION PAGE, you can type in your name and the date of completion. You may keep the CONFIRMATION PAGE as proof of completing the online tool; however, the CONFIRMATION PAGE is only valid if you have in fact submitted all the appropriate data.

○ Please fax a copy of the CONFIRMATION PAGE to Julie York, Education and Training Services Section, at (404) 657-4058.