IDD Case Management System
SIS Manager
User Guide

IDDD Connects

Disclaimer: Please note that screens used in this presentation are for demonstration purposes only and actual content may vary.
Introduction

The user guide for the IDD Connects System describes how a specific user will interact with the system based upon their role. This guide helps the user understand how to perform tasks and navigate through the system. Each task includes step by step instructions with the accompanying screenshot taken from the IDD Connects System and a description of the screen. Each user of the system accesses the IDD Connects System entering the URL https://IDDgeorgiacollaborative.com/IDDPortal/dbhdd.

User Role: SIS Manager

All pre-eligibility screenings/evaluations or discipline specific evaluations request submitted by user flow into clinical mailbox. Pre-eligibility screening/evaluation request populates in the Clinical Assessment Assignment. All discipline specific evaluations/screenings request (initial, RCR, Clinician requested) populate in the Clinical Request section where the Intake and Evaluation (I&E) manager determines the request. Once the determination is made the request flows into the Clinical Assessment Assignment section where it is assigned to a Clinical User. For SIS request, only the SIS manager can make the determination in the Clinical Request section and only the SIS Assessor is assigned as a Clinical User in Clinical Assessment Assignment section.

1.0 Clinical Mailbox

1.1 Clinical Mailbox Request

- Step 1: After Login system click on the Open Tasks tile.
- Step 2: Click on Clinical Mailbox tab.
- Step 3: Enter search parameters and click on filter button.
- Step 4: View the clinical request.
Figure 1: Clinical Mailbox Requests

1.2 Clinical Request Determination

- Step 1: Click on the Edit icon.
- Step 2: Select the evaluation type from the drop down box.
- Step 3: Select due date.
- Step 4: Click on the Save button.
1.3 Clinical Assessment Assignment

- Step 1: After Login system click on the Open Tasks tile.
- Step 2: Click on Clinical Mailbox tab and Clinical Assessment Assignment tab.
- Step 3: Enter search parameters and click on filter button.
- Step 4: View the clinical assessment assignment.

1.4 Assigning Clinicians

- Step 1: After Login system click on the Open Tasks tile.
- Step 2: Click on Clinical Mailbox Tab and Clinical Assessment Assignment tab.
- Step 3: Enter search parameters and click on filter button.
- Step 4: Click on the Clinical Assessment Assignment Edit icon.
- Step 5: Click on Edit Icon, assign clinician and click on Save Icon.
2. Evaluation Tab

2.1 Discipline Specific Evaluations

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the Discipline Specific Assessments on the left side of the navigation to view assessments.
- Step 6: Click on the hyperlink to view the assessments.

2.1 Clinical Recommendations

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the Clinical Recommendations on the left side of the navigation to view assessments.
- Step 6: Click on the arrow to expand each section to view the recommendations.
3.0 Support Intensity Scale (SIS)

3.1 Create SIS

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the HRST/SIS tab.
- Step 6: Click on the Create New SIS and system navigates to the SIS Site.
Figure 8: SIS Online Site

Login to the SIS System

You will redirected to your assessment after log in.

Username: 

Password: 

This is a public or shared computer

Login

Forgot your password?

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