



SIS[®] SUPER USER TRAINING

AAIDD

VIRGINIA VERSION



American Association
on Intellectual and
Developmental Disabilities

OPENING ROUND

LET'S TAKE A MOMENT TO GET TO KNOW WHO IS
HERE TODAY.



Outcomes for Today

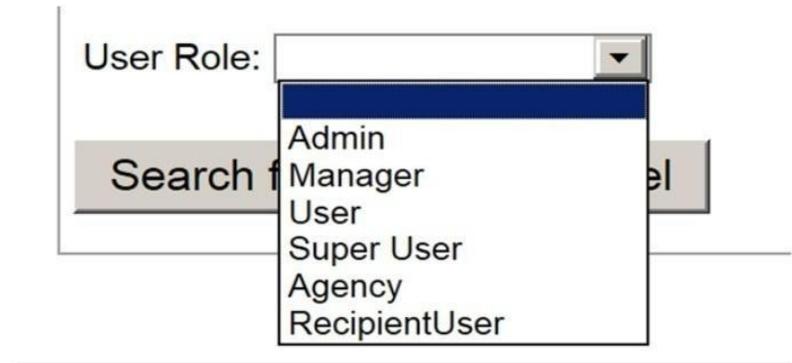
- Understand the roles and responsibilities of being a SIS Super User for your agency.
- Understand how to complete the tasks now associated with the Super User role within your agency.
- Understand how to support and train users at your local agency in accessing and utilizing SISOnline.
- Know the SIS assessment process as it pertains to the selected vendor (Ascend) for Virginia.

Roles of the CSB Super User

To have a working knowledge of the SISOnline® and oversee the on-line process. This includes:

- Adding/modifying users (includes resetting passwords)
- Deactivating users who have resigned or changed roles in the agency
- Moving assessments within the agency
- Moving assessments between agencies should an individual relocate.

SISOnline® Users:



- **User:** can see assessments assigned to his or her user account, upload data to individual assessments, print and sort assessments.
- **Super User:** can see all assessments in his or her agency/sub-group. Super User is able to create accounts, change passwords, etc.
- **Manager:** can see all assessments assigned to support staff designated under his or her supervision.
- **Agency:** CSB will not use this role in SISOnline

SISOnline® Users Continued:

- **Admin. (State Administrator):** can see all the assessments for the entire state or region (state and regional access only).
- CSB enrollees (both users and super users) will have **VIEW ONLY** access. **VIEW ONLY** cannot enter assessments but super users can still change passwords, move assessments and other administrative functions.

Where to Log In:

<http://www.sis-online.org>

American Association on Intellectual and Developmental Disabilities (AAIDD)



SIS-A™
SIS-C™

 [Case Study](#)

 [Interviewing Guidelines](#)

For help resetting your password contact your supervisor.

For technical Help:
help@sis-online.org
if urgent: 202-387-1968 ext 211

Login to the SIS System

Username:

Password:

Supports Intensity Scale: Computer Report™

James R. Thompson, Ph.D.	David A. Rotholz, Ph.D.
Brian R. Bryant, Ph.D.	Robert L. Schalock, Ph.D.
Edward M. Campbell, Ph.D.	Wayne P. Silverman, Ph.D.
Ellis M. Craig, Ph.D.	Marc J. Tasse, Ph.D.
Carolyn M. Hughes, Ph.D.	Michael L. Wehmeyer, Ph.D.

Supports Intensity Scale and the Supports Intensity Scale: Computer Report (tm) are published by the American Association on Intellectual and Developmental Disabilities.
Copyright © 2004 by the American Association on Intellectual and Developmental Disabilities. All rights reserved. May not be reproduced in whole or part in any form or by any means without the written permission of the American Association on Intellectual and Developmental Disabilities.

[Accessibility Policy](#)

SISOnline[®] : After Logging In

- You will see SIS Assessment List Page. From this page, you are able to:
 - See assessments assigned to your agency or sub-group. (User level access will only be able to see assessments assigned to his or her user name.)
 - See search assessment options located at the bottom of the screen
 - Access the “User Administration” function
 - Access miscellaneous items such as running reports, help, font size, and log out functions.

SIS ASSESSMENT LIST PAGE:

Others ▾

User Currently Logged In: PerkinsJ | News | Preferences

SIS ASSESSMENT LIST PAGE

Administrative Options

User Administration Bulk Move

18 results returned

Assessments		Data Reports ▾									
Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id	
Choose a report Short Report ▾	View Report	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked	Upload		
Choose a report Short Report ▾	View Report	vademo	Jack	Garner	44893	131546	02/25/2009	New	Upload		
Choose a report Short Report ▾	View Report	vademo	Robert	Center	10249	119547	04/24/2009	Completed -Locked	Upload		
Choose a report Short Report ▾	View Report	vademo	huckleberry	finn	13545	119546	04/23/2009	Completed -Locked	Upload		
Choose a report Short Report ▾	View Report	vademo	wendy	smith	135789	119544	04/21/2009	Completed -Locked	Upload		
Choose a report Short Report ▾	View Report	vademo	Justin	Time	9865	119541	04/23/2009	Completed -Locked	Upload		

SISOnline[®] Search Options:

Search Options: Part 1

Search Assessments **Clear Search Criteria**

Search Assessments

Level of Completion:

- New (No Ratings Yet)
- Completed
- Abandoned
- In Progress
- Completed-Locked

You need to select some of these check boxes to retrieve any assessments, except if sis_ids are entered. The other criteria will only further limit which assessments are returned.

First Name:

Tracking Number:

Last Name:

SIS_ID: (Max: 999 sis_ids)

Social Security Number:

Attention: if a SIS_ID is added as a search criteria, those assessments will be displayed no matter what the other search criteria.

Interview Date: From:  To: 

SISOnline[®] Search Options (2):

Search Options: Part 2

Normally Hidden Assessments: Training Archived

SIS Version: **All Assessments** (dropdown menu)
Options: All Assessments, Only Adult, Only Child SIS Field Test Version

Needs Score Index Range: [] []
Percentile Score Range: [] []
Standard Score Range: [] []

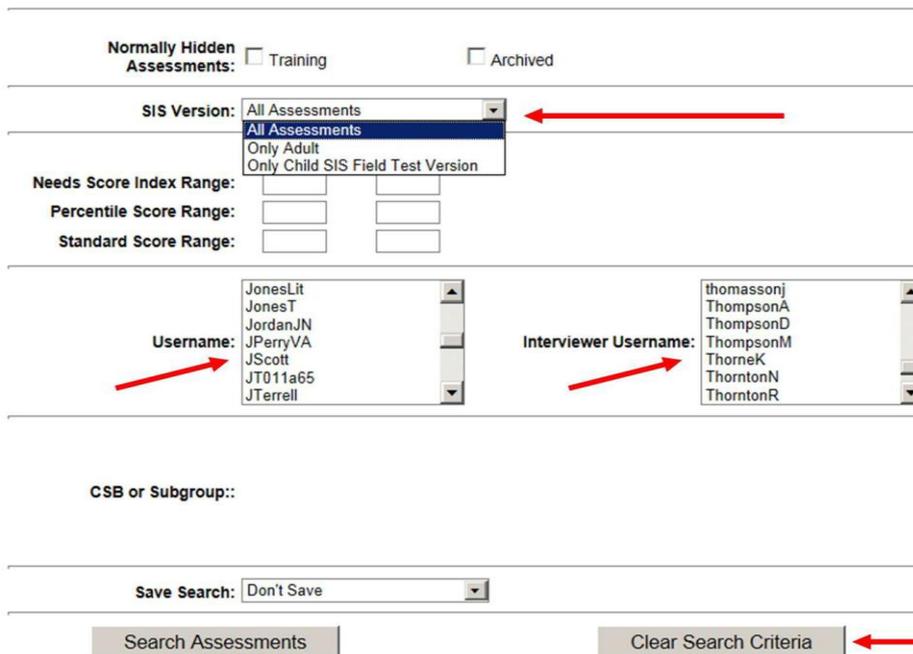
Username: JonesLit, JonesT, JordanJN, JPerryVA, JScott, JT011a65, JTerrell

Interviewer Username: thomassonj, ThompsonA, ThompsonD, ThompsonM, ThorneK, ThorntonN, ThorntonR

CSB or Subgroup::

Save Search: Don't Save (dropdown menu)

Search Assessments (button) Clear Search Criteria (button)



SISOnline® User Administration:

Administrative Options

User Administration **Bulk Move**

User Administration Picture

18 results returned

Assessments **Data Reports** ▼

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report ▼ View Report	<input type="text"/> Go	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked	Upload	
Choose a report Short Report ▼ View Report	<input type="text"/> Go	vademo	Jack	Garner	44893	131546	02/25/2009	New	Upload	
Choose a report Short Report ▼ View Report	<input type="text"/> Go	vademo	Robert	Center	10249	119547	04/24/2009	Completed -Locked	Upload	
Choose a report Short Report ▼ View Report	<input type="text"/> Go	vademo	huckleberry	finn	13545	119546	04/23/2009	Completed -Locked	Upload	
Choose a report Short Report ▼ View Report	<input type="text"/> Go	vademo	wendy	smith	135789	119544	04/21/2009	Completed -Locked	Upload	

SISOnline® User Administration:

User List												
	User Name	First Name	Last Name	Manager	Password Last Change	Ent_ID	Reliability	Reviewed Date	Email	Phone Number		
Open	BenderJ	Joan	Bender		10/08/2014	44	Add IRR Record		joan.bender@dbhds.virginia.gov	8047278441	User's Activity Report	Deactivate
Open	burnsj	Jennifer	Burns		08/25/2014	44	Add IRR Record		jburns@ascendami.com	8774311388	User's Activity Report	Deactivate
Open	CStierer	Cheri	Stierer		04/27/2009	44	Add IRR Record		cheri.stierer@co.dmhmsas.virginia.gov	8047860803	User's Activity Report	Deactivate
Open	FA4VA	Faythe	Aiken		09/08/2014	44	Add IRR Record		faiken@hsri.org	5039243783	User's Activity Report	Deactivate
Open	GuziewiczM	Michelle	Guziewicz		11/27/2013	44	Add IRR Record		Michelle.Guziewicz@dbhds.virginia.gov	8047585877	User's Activity Report	Deactivate
Open	Jim_va	Jim	Anderson			44	Add IRR Record				User's Activity Report	Deactivate
Open	KaurR	Rupinder	Kaur			44	Add IRR Record		rupinder.kaur@co.dmhmsas.virginia.gov	8047860803	User's Activity Report	Deactivate
Open	KH4VA	Katie	Howard		07/23/2014	44	Add IRR Record		KHoward@hsri.org	6178442525	User's Activity Report	Deactivate
Open	kurtzj	Jenifer	Kurtz			44	Add IRR Record		jennifer.kurtz@dbhds.virginia.gov		User's Activity Report	Deactivate
Open	lawsoncy	Cynthia	Lawson		10/20/2014	44	Add IRR Record		cynthia.lawson@dbhds.virginia.gov	8043714202	User's Activity Report	Deactivate
Open	MartinB	Brandy	Martin		10/20/2014	44	All Of	07/23/2013	brandy.martin@dbhds.virginia.gov	7573850578	User's Activity Report	Deactivate

1 2 3

Add User

See when password was last changed

User Admin: User List Screen

SISOnline® User Administration

Adding a user to the system:

User Admin: Adding a User

Add User

User Name:

First Name:

Middle Name:

Last Name:

Email:

Password:

Title:

User Role:

Enterprise ID:

CSB or Subgroup:

Manager:

Region:

Agency:

Check this box for new/first time users.

Users are grouped by a subscription ID number that corresponds to either a CSB or Training Center.

Users are assigned privileges here.

Select when finished

Force password Change on next login

Export Data

Add / Modify User:

Admin Reports

Set As View Only

Move Assessments

Unlock Assessments

Edit Locked Assessments

Delete Assessments

SIS Venture/Web Service Access

Block Assessment Creation

Training Module Access

Recipient Module Access

Archive Assessments

SISOnline® User Administration

Resetting a password:

User List													
	User Name	First Name	Last Name	Manager	Password Last Change	Ent_ID	User Role	Reliability	Reviewed Date	Email	Phone Number		
Open	kurtzj	Jenifer	Kurtz			44	Admin	Add IRR Record		jennifer.kurtz@dbhds.virginia.gov		User's Activity Report	Deactivate
Open	lawsoncy	Cynthia	Lawson		10/20/2014	44	Admin	Add IRR Record		cynthia.lawson@dbhds.virginia.gov	8043714202	User's Activity Report	Deactivate
Open	MartinB	Brandy	Martin		10/20/2014	44	Admin	All Of	07/23/2013	brandy.martin@dbhds.virginia.gov	7573850578	User's Activity Report	Deactivate
Open	MeadowsD	David	Meadows		04/02/2010	44	Admin	Add IRR Record		david.meadows@co.dmhmsas.virginia.gov	8047865813	User's Activity Report	Deactivate
Open	motenk	Karen	Moten		11/26/2013	44	Admin	Add IRR Record		karen.moten@dbhds.virginia.gov	8042253641	User's Activity Report	Deactivate
Open	NatH	Natalie	Holtz		08/25/2014	44	Admin	Add IRR Record		nholtz@aaid.org	2023871968	User's Activity Report	Deactivate
Open	PerkinsJ	Jason	Perkins		09/26/2014	44	Admin	Add IRR Record		jason.perkins@dbhds.virginia.gov	2769640434	User's Activity Report	Deactivate
Open	schockk	Keven	Schock							keven.schock@dbhds.virginia.gov	8042253413	User's Activity Report	Deactivate
Open	shanleyN	Nancy	Shanley							nshanley@ascendami.com	6154734554	User's Activity Report	Deactivate
Open	StiererC	Cheri	Stierer							cheri.stierer@dbhds.virginia.gov	8047860803	User's Activity Report	Deactivate
Open	valivetest	test	test		05/18/2011	44	Admin	Add IRR Record		casxc	2313131231	User's Activity Report	Deactivate

1 2 3

Update

Select "Open" to begin modifying a user in the system—i.e. to reset the account password.

Resetting password: Part 1

SISOnline® User Administration

Resetting a password:

Modify User

User Name: PerkinsJ

First Name: Jason

Middle Name:

Last Name: Perkins

Email: jason.perkins@dhhs.virginia.gov

Password: Password12345

Title: Regional Support Specialist

User Role: Admin

Enterprise ID: Virginia Live

CSB or Subgroup: 136-State of Virginia

Manager:

Region:

Agency:

Training History

Force password Change on next login

Export Data

Add / Modify User:

Admin Reports

Set As View Only

Move Assessments

Unlock Assessments

Edit Locked Assessments

Delete Assessments

Allow Search

SIS Venture/Web Service Access

Block Assessment Creation

Training Module Access

Recipient Module Access

Archive Assessments

Update Cancel

You will see:

1. Modify User screen

2. Input new password

3. Check “Force password Change on next login” (Same as when you are creating a new account.)

4. Select Update at the bottom of the screen.

SISOnline® User Administration

Searching for a user in the system:

The screenshot shows the 'User Search' interface. It includes input fields for 'User Name', 'Email', 'User Role', 'First Name', 'Last Name', 'Enterprise' (set to 'Virginia Live'), and 'CSB or Subgroup'. A 'Show Deactivated Users' checkbox is circled in red with an arrow pointing to it. A red box at the bottom right contains the text 'Your agency CSB identification information will appear here.' with an arrow pointing to the 'CSB or Subgroup' dropdown. At the bottom left, a red arrow points to the 'Search for Users' button.

User Search

User Name: First Name: Enterprise:

Email: Last Name: CSB or Subgroup:

User Role:

Show Deactivated Users:

Your agency CSB identification information will appear here.

Accessibility Policy

SISOnline® User Administration

Deactivating a user:

User List													
	User Name	First Name	Last Name	Manager	Password Last Change	Ent_ID	User Role	Reliability	Reviewed Date	Email	Phone Number		
Open	kurtzj	Jenifer	Kurtz			44	Admin	Add IRR Record		jennifer.kurtz@dbhds.virginia.gov		User's Activity Report	Deactivate
Open	lawsoncy	Cynthia	Lawson		10/20/2014	44	Admin	Add IRR Record		cynthia.lawson@dbhds.virginia.gov	8043714202	User's Activity Report	Deactivate
Open	MartinB	Brandy	Martin		10/20/2014	44	Admin	All Of	07/23/2013	brandy.martin@dbhds.virginia.gov	7573850578	User's Activity Report	Deactivate
Open	MeadowsD	David	Meadows		04/02/2010	44	Admin	Add IRR Record		david.meadows@co.dmhmsas.virginia.gov	8047865813	User's Activity Report	Deactivate
Open	motenk	Karen	Moten		11/26/2013	44	Admin	Add IRR Record		karen.moten@dbhds.virginia.gov	8042253641	User's Activity Report	Deactivate
Open	NatH	Natalie	Holtz		08/25/2014	44	Admin	Add IRR Record		nholtz@aaidd.org	2023871668	User's Activity Report	Deactivate
Open	PerkinsJ	Jason	Perkins		09/26/2014	44	Admin	Add IRR Record		jason.perkins@dbhds.virginia.gov	2769640434	User's Activity Report	Deactivate
Open	schockk	Keven	Schock		12/07/2012	44	Admin	Add IRR Record		keven.schock@dbhds.virginia.gov	8042253413	User's Activity Report	Deactivate
Open	shanleyn	Nancy	Shanley		08/22/2014	44	Super User	Add IRR Record		nshanley@ascendami.com	6154734554	User's Activity Report	Deactivate
Open	StiererC	Cheri	Stierer		08/18/2014	44	Admin	Add IRR Record		cheri.stierer@dbhds.virginia.gov	8047860803	User's Activity Report	Deactivate
Open	valivetest	test	test		05/18/2011	44	Admin	Add IRR Record		cascx	2313131231	User's Activity Report	Deactivate

1 2 3

Add User

User Admin: Deactivating a User

SISOnline® User Administration

Moving assessments – Single assessment move (from the SIS Assessment List Page)

SISonline: Moving an assessment

1. After locating desired assessment in the online system, utilize action key [“move” option] as outlined

The screenshot displays the 'Administrative Options' section with 'User Administration' and 'Bulk Move' options. Below this is the 'Assessments' table, which shows two results. The second row is selected, and the 'Action' dropdown menu is open, highlighting the 'Move' option. A red box and arrow point to the 'Move' option, with a text box explaining: 'Select "Move" from the action options to move an assessment from one assigned person to another assigned person.' The table columns include Report, Action, User Name, First Name, Last Name, Tracking Number, SIS_ID, Interview Date, Status Text, Attachment, and Interviewer User Id.

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report	<input type="button" value="View Report"/> <input type="button" value="Go"/>	StiererC	Alfonso	Zorro	1234	502202	07/29/2014	New	Upload	StiererC
Choose a report Child Long Re	<input type="button" value="View Report"/> <input type="button" value="Go"/>	StiererC	Daffney	Duck	123456	348066	09/25/2013	New	View Upload	StiererC

Assessment Count by Subscription and User Report

Search Assessments Clear Search Criteria

SISOnline® User Administration

Moving assessments – Single assessment move (from the SIS Assessment List Page)

2. After selecting “move,” click on “Go.” The screen will refresh following this step.

Administrative Options

User Administration Bulk Move

2 results returned

Assessments Data Reports ▼

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report ▼ View Report	<input type="text"/> Go	StiererC	Alfonso	Zorro	1234	502202	07/29/2014	New	Upload	StiererC
Choose a report Child Long Re ▼ View Report	Archive Delete Move Abandon Go	StiererC	Daffney	Duck	123456	348066	09/25/2013	New	View Upload	StiererC

Create Assessment

Assessment Count by Subscription and User Report

Search Assessments Clear Search Criteria

Search Assessments

SISOnline® User Administration

Moving assessments – Single assessment move (from the SIS Assessment List Page)

3. Select the username of the person to whom the assessment is being reassigned.

****Special Note**:** Before completing next step, make the sure the action column still reflects “move.” If it has reset, simply click on the drop down option and reselect “move” before proceeding.

The screenshot displays the 'Assessments' section of the SISOnline User Administration interface. At the top, there are 'Administrative Options' and 'User Administration' tabs. Below this, a 'Bulk Move' button is visible. The main area shows a table of assessments with columns for Report, Action, User Name, First Name, Last Name, Tracking Number, SIS_ID, Interview Date, Status Text, Attachment, and Interviewer User Id. The first row shows an assessment for 'Alfonso Zorro' with a 'Move' action and a 'User Name' dropdown menu set to 'PerkinsJ'. A red box labeled 'Special Note' points to the 'Move' dropdown, and a red arrow labeled '3' points to the 'User Name' dropdown. The second row shows an assessment for 'Daffney Duck' with a blank action dropdown. Below the table are buttons for 'Create Assessment', 'Search Assessments', and 'Clear Search Criteria'. A footer note reads 'Assessment Count by Subscription and User Report'.

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report	View Report Move	PerkinsJ	Alfonso	Zorro	1234	502202	07/29/2014	New		StiererC
Choose a report Child Long Re	View Report Go	StiererC	Daffney	Duck	123456	348066	09/25/2013	New		StiererC

SISOnline® User Administration

Moving assessments – Single assessment move (from the SIS Assessment List Page)

4. After verifying the “move” option is selected and after selecting the new username in the system, select “Update.”

The screenshot displays the 'Assessments' section of the SISOnline User Administration interface. At the top, there are 'Administrative Options' and 'User Administration' tabs. Below these, a 'Bulk Move' button is visible. The main area contains a table with columns: Report, Action, User Name, First Name, Last Name, Tracking Number, SIS_ID, Interview Date, Status Text, Attachment, and Interviewer User Id. Two rows of assessment data are shown. The first row has a 'Move' option selected in the 'Action' column, and the 'Update' button is circled in red. A red arrow labeled '4' points to this 'Update' button. The second row has a blank 'Action' column. Below the table are buttons for 'Create Assessment', 'Search Assessments', and 'Clear Search Criteria'. The text '2 results returned' is visible in the top right corner of the table area.

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report	View Report Move	Update PerkinsJ	Alfonso	Zorro	1234	502202	07/29/2014	New		StiererC
Choose a report Child Long Re	View Report Go	StiererC	Daffney	Duck	123456	348066	09/25/2013	New		StiererC

SISOnline® User Administration

Moving assessments – Single assessment move (from the SIS Assessment List Page)

5. After selecting “update,” a pop-up window will appear asking you to verify the transfer information. Please ensure the name listed is the correct person for transfer. If all material is correct, please select “OK.”
6. After verifying and selecting “OK,” the move is complete. An email will be generated to both the transferring and receiving parties to verify the move.

The screenshot displays the SISOnline User Administration interface. A red circle highlights a pop-up window titled "Message from webpage" with the following text:

Are you sure you want to move this assessment to this SISOnline user?
SISOnline User name: PerkinsJ
Person's Name: Jason Perkins
User's SubLabel:
User's Enterprise name:

Below the pop-up is a table of assessments. A red box highlights the "OK" button in the pop-up window, with a red arrow pointing to it and the text "Verify this is the correct person!". A red number "5" is placed below the "OK" button.

Report	Action	SIS ID	Interview Date	Status Text	Attachment	Interviewer User Id			
Choose a report Short Report	View Report Move	4	502202	07/29/2014	New	StiererC			
Choose a report Child Long Re	View Report	StiererC	Daffney	Duck	123456	348066	09/25/2013	New	StiererC

Assessment Count by Subscription and User Report

Search Assessments Clear Search Criteria

SISOnline® User Administration

Moving assessments – Single assessment move (from the SIS Assessment List Page)

- Special notes on moving (single) assessments
 - Important to verify correct user names prior to transferring.
 - Email confirmation will be sent to all parties involved in transfer upon completion.
 - The ‘moving’ process is identical for both interagency moving of assessments and moving of assessments to other agencies.

SISOnline® User Administration

Moving assessments – Bulk Move

Administrative Options

User Administration **Bulk Move**

Bulk Move of Assessments

Used for moving all assessments from one user to another user in the system.

19 results returned

Assessments Data Reports ▾

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked	Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Mary	Simms	6778	137498	07/01/2009	Completed -Locked	Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Jack	Garner	44893	131546	02/25/2009	New	Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Robert	Center	10249	119547	04/24/2009	Completed -Locked	Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	huckleberry	finn	13545	119546	04/23/2009	Completed -Locked	Upload	

SISOnline® User Administration

Moving assessments – Bulk Move

Bulk Move of Assessments 2

 **Move**

Select the user assessments you would like to move

Old User:  

New User:  

Accessibility Policy

SISOnline®: Uploading an Attachment

Uploading an attachment

Administrative Options

User Administration Bulk Move

19 results returned

Assessments Data Reports ▾

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked	Upload	
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	Mary	Simms	6778	137498	07/01/2009	Completed -Locked	Upload	
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	Jack	Garner	44893	131546	02/25/2009	New	Upload	
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	Robert	Center	10249	119547	04/24/2009	Completed -Locked	Upload	
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	huckleberry	finn	13545	119546	04/23/2009	Completed	Upload	

Both Super Users and Users have access to the “Upload” feature – accessed from the SIS Assessment List Page. The “Upload” feature allows a user (or super user) to attached relevant documentation to an entered SIS Assessment. To “Upload”: Begin by clicking the button identified above.

SISOnline®: Uploading an Attachment

Please select a file for Assessment 141820

Title (Optional):

Administrative Options

User Administration Bulk Move

19 results returned

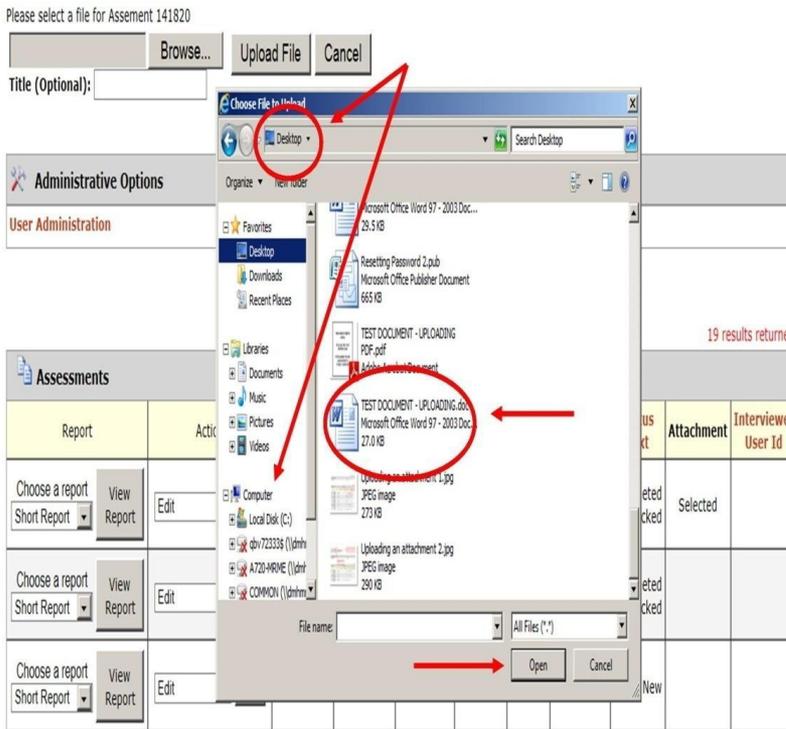
Assessments Data Reports ▾

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report ▾ <input type="button" value="View Report"/>	Edit ▾ <input type="button" value="Go"/>	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked	Selected	
Choose a report Short Report ▾ <input type="button" value="View Report"/>	Edit ▾ <input type="button" value="Go"/>	vademo	Mary	Simms	6778	137498	07/01/2009	Completed -Locked		
Choose a report Short Report ▾ <input type="button" value="View Report"/>	Edit ▾ <input type="button" value="Go"/>	vademo	Jack	Garner	44893	131546	02/25/2009	New		

Screen will refresh with this new option now available.

Select "Browse" to locate the file on your computer.

SISOnline®: Uploading an Attachment



After selecting “Browse,” you will be prompted to select the file you wish to upload.

If you do not see your document, verify you are searching the correct file/folder location.

After selecting the file, please select “Open.”

SISOnline®: Uploading an Attachment

Please select a file for Assesment 141820

C:\Users\jason.perkins@ Browse... **Upload File** Cancel

Title (Optional): Test Document - Upload

After selecting your file and clicking "open," you will be brought back to the SISOnline screen. If the file is correct, you can enter an Optional Title for the file and then select, "Upload File."

Administrative Options

User Administration Bulk Move

19 results returned

Assessments		Data Reports ▾								
Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked	Selected	
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	Mary	Simms	6778	137498	07/01/2009	Completed -Locked		
Choose a report Short Report ▾	View Report Edit ▾ Go	vademo	Jack	Garner	44893	131546	02/25/2009	New		

SISOnline[®]: Uploading an Attachment

Administrative Options

User Administration Bulk Move

19 results returned

Assessments Data Reports ▾

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked	View Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Mary	Simms	6778	137498	07/01/2009	Completed -Locked	Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Jack	Garner	44893	131546	02/25/2009	New	Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	Robert	Center	10249	119547	04/24/2009	Completed -Locked	Upload	
Choose a report Short Report ▾ View Report	Edit ▾ Go	vademo	huckleberry	finn	13545	119546	04/23/2009	Completed -Locked	Upload	

Document uploaded successfully if you see this new "View" option appear. You can select this option to view and/or print the attachment.

SISOnline®: Useful Reports

Administrative Options

User Administration Bulk Move

You can run two beneficial reports from the SIS Assessment list page: MedBeh4Rpt and Report of Last Completed SIS.

2 results returned

Assessments Data Reports ▾

Report	Action	User Name	First Name	Export	Charts	CSV	XML	Access	PDF	ID Profile Short	Long	Interviewer User Id
Choose a report Short Report ▾	View Report	StiererC	Alfonso	Zorro						MedBeh4Rpt	Report of Last Completed SIS	StiererC
Choose a report Child Long Re ▾	View Report	StiererC	Daffney	Duck	123456	348066	09/25/2013	New	View Upload			StiererC

Create Assessment

Assessment Count by Subscription and User Report

Search Assessments Clear Search Criteria

SISOnline[®]: Useful Reports

Assessments		Data Reports ▾									
Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id	
Choose a report Short Report ▾	View Report Edit ▾ Go	StiererC	Alfonso	Zorro	1234	502202	07/29/2014	New	Upload	StiererC	
Choose a report Child Long Re ▾	View Report Edit ▾ Go	StiererC	Daffney	Duck	123456	348066	09/25/2013	New	View Upload	StiererC	

Create Assessment

Assessment Count by Subscription and User Report

Search Assessments

Clear Search Criteria

Search Assessments

- Level of Completion:
- New (No Ratings Yet)
 - Completed
 - Abandoned
 - In Progress
 - Completed-Locked

You need to select some of these check boxes to retrieve any assessments, except if sis_ids are entered. The other criteria will only further limit which assessments are returned.

First Name:

Last Name:

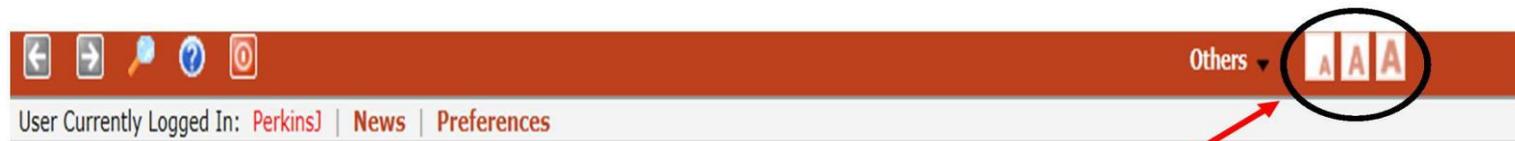
Tracking Number:

SIS_ID:

(Max: 999 sis_ids)



SISOnline®: MISC – Font Size



Others ▼

User Currently Logged In: PerkinsJ | News | Preferences

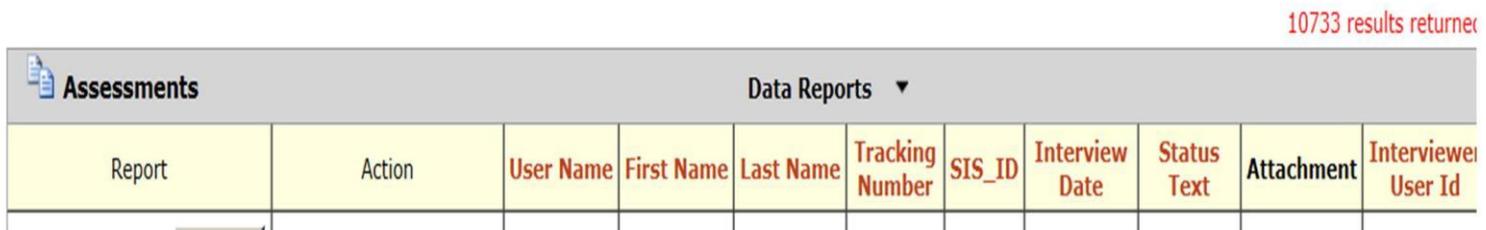
You can change FONT size by using these buttons in the top right corner of the Assessment List Page.



 **Administrative Options**

User Administration Bulk Move

10733 results returned



Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id
--------	--------	-----------	------------	-----------	-----------------	--------	----------------	-------------	------------	---------------------

SISOnline®: MISC – Help Articles



User Currently Logged In: PerkinsJ | News | Preferences

You can access HELP articles for SIS by using either option above.

 **Administrative Options**

User Administration Bulk Move

10733 results returned

 **Assessments** Data Reports ▾

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id

SISOnline®: MISC – Log Out!

User Currently Logged In: Perkins | News | Preferences

Use the button above to log out of the SISOnline system.

Administrative Options

User Administration Bulk Move

10733 results returned

Assessments Data Reports ▾

Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status Text	Attachment	Interviewer User Id

SISOnline®: MISC – User Info

User Currently Logged In: PerkinsJ | News | **Preferences**

Administrative Options

User Administration Bulk Move

19 results returned

Assessments		Data Reports ▾									
Report	Action	User Name	First Name	Last Name	Tracking Number	SIS_ID	Interview Date	Status	QA Review Status	Attachment	Interviewer User Id
Choose a report Short Report ▾	View Report Training Review ▾ Go	vademo	Mary	Smith	9191	141820	08/08/2009	Completed -Locked			View Upload
Choose a report Short Report ▾	View Report Training Review ▾ Go	vademo	Mary	Simms	6778	137498	07/01/2009	Completed -Locked			Upload
Choose a report Short Report ▾	View Report Training Edit ▾ Go	vademo	Jack	Garner	44893	131546	02/25/2009	New			Upload
Choose a report Short Report ▾	View Report Training Review ▾ Go	vademo	Robert	Center	10249	119547	04/24/2009	Completed -Locked			Upload
Choose a report Short Report ▾	View Report Training	vademo	hurlsharr	fin	119445	110466	04/17/2009	Completed			Upload

User Currently Logged In: PerkinsJ | Preferences

User Preferences

Change the number of assessments shown at a time:

Change the number of users records shown at a time*: *Note: only used if you have access to the user administrative module (i.e. "Add / Modify User" permission)

Update my contact information

Save

Accessibility Policy

User Currently Logged In: PerkinsJ | Preferences

Update Profile

First Name Middle Name

Last Name Email

Phone Number Extension

Position Organization

Address City

State/Province Zip/Postal Code

Don't send me AAIDD information.

Change Password

Save & Close

Accessibility Policy

SISOnline[®]: MISC.

- To delete or archive a SIS assessment, please email SIS ID to your regional support specialist.
- To move a user from one agency to another – please contact the State SIS Coordinator or Regional SIS Supervisor.
- Only the State SIS Coordinator or Regional SIS Supervisor can “undelete” an assessment
- Remember – Super Users and Users will have “View Only” access.

Contact Information:

Region 1: Kenneth Haines – Kenneth.Haines@dbhds.virginia.gov

Region 2: Betty Vines – Betty.Vines@dbhds.virginia.gov

Region 3: Jason Perkins – Jason.Perkins@dbhds.virginia.gov

Region 4: Maureen Kennedy – Maureen.Kennedy@dbhds.virginia.gov

Region 5: Brandy Martin – Brandy.Martin@dbhds.virginia.gov

Regional SIS Supervisor: Joan Bender – Joan.Bender@dbhds.virginia.gov

State SIS Coordinator: Cheri Stierer – Cheri.Stierer@dbhds.virginia.gov

Questions?

