

Welcome!

The session will begin
shortly

A trail of white footprints starts from the bottom left and moves diagonally upwards and to the right, ending near the top right corner of the slide.

TRAC-IT

New Consents Available in the Parent Portal!

- ✓ What is Parent Portal?
- ✓ Granting Access
- ✓ Parent Portal Tasks
- ✓ How to send a signature request?



What Is Parent Portal?

It is exactly what the name is... **a portal for parents and guardians to access information related to their child AND sign consents and IFSP-related tasks.**

Introduced in late June – already have 405 parent accounts!

Granting Access after Intake Visit

1. Create the **Parent Portal Request** ad hoc task
2. ***Verify the guardian email address*** in the Parent Portal Request task
3. Complete the request by clicking **Send Parent Portal invitation**

What can the Guardian *DO*?

Parents and guardians can sign:

- **NEW!** Consent for EI Service Coordination Plan
- **NEW!** Family Cost Share Agreement*
- **NEW!** Eligibility Determination
- **NEW!** Notice and Consent for ASP
- IFSP tasks (initial, review, annual, addendums)

*Temporary Family Cost Share Agreement and Family Cost Share Appeal tasks can also be sent to the Parent Portal.

How to send a signature request?

1. Check the box indicating the signature will be sent to the ***Parent Portal***
2. Select the guardian
3. Click **Send to Portal** in task

The guardian selected will receive an email letting them know a task was created for them to complete.

Removing Parent Portal Access

1. Create the **Remove Parent Portal Access** ad hoc task
2. Select the guardian you would like removed
3. Complete the task

*Completing this task will end the selected guardian(s) access to that child's case in the **Parent Portal**.*

If access is not removed through this task, guardian's access will end upon case discharge.

IMPORTANT: If the guardian has access to more than one child in the Parent Portal, removing access in one child's record ONLY impacts that child.



Open Floor

New Consents

LIVE

September 13th

Contact the Support Desk

Email: VATRACITsupport@ssg-llc.com

Call: 804-508-7229

8 – 5 pm ET

Monday - Friday