

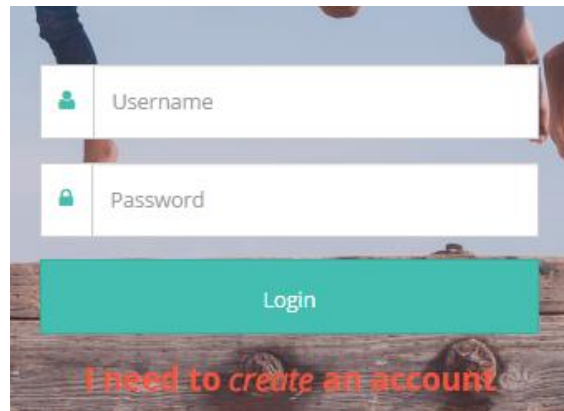
# **Office of System Integration**

## **Agile ADPQ Vendor Pool RFI 75001 - Quick Start Guide**

Quick start guide for using the Child Welfare Services CMS Prototype

## 1.1 CREATE AN ACCOUNT

User accounts for case workers and parents will already be created in the prototypes database, but if OSI staff wishes to create new users they will select the “I need to create an account” link at the bottom of the home page.



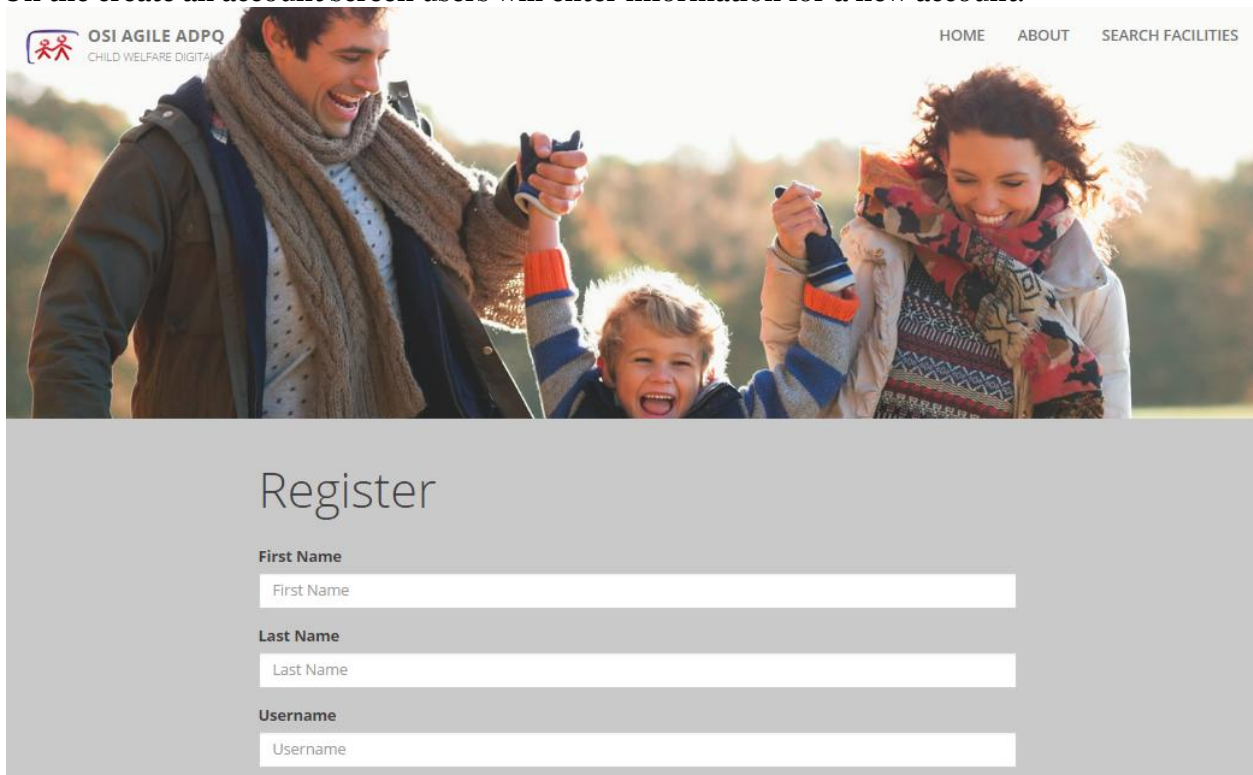
Username

Password

Login

[I need to create an account](#)

On the create an account screen users will enter information for a new account.



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HOME ABOUT SEARCH FACILITIES

# Register

First Name

First Name

Last Name

Last Name

Username

Username

For purposes of the demonstration, when creating a new account a user will be able to select if the account is for a case worker or not.

Case Worker?

No

No

Yes


## 1.2 MANAGE PROFILE

From the selection at the top of the web page users are able to select the “Profile” option in order to update any account holder profile information.

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About you

 Hello, Bill.  
Parent

[Upload](#)

First Name: Bill

Last Name: Parent

Phone Number: 1112223334




E-mail: parent1@aol.com

Home Address: 1315 10th St, Sacramento, CA 95814


License Number: 123456

All fields that are underlined are editable by the user, once selected a user will be able to type any edits and select a “check” icon to confirm their update. Conversely, a user could select the “X” icon to cancel any updates.

First Name

Under “Your preferences” a user is able to select/deselect, via a check box, applicable preferences.

 Your preferences

**Gender:**

☐ Girls

☒ Boys

**Ages:**

☐ Ages 1 - 5

☐ Ages 6 - 9

☒ Ages 10 - 18

**Other:**

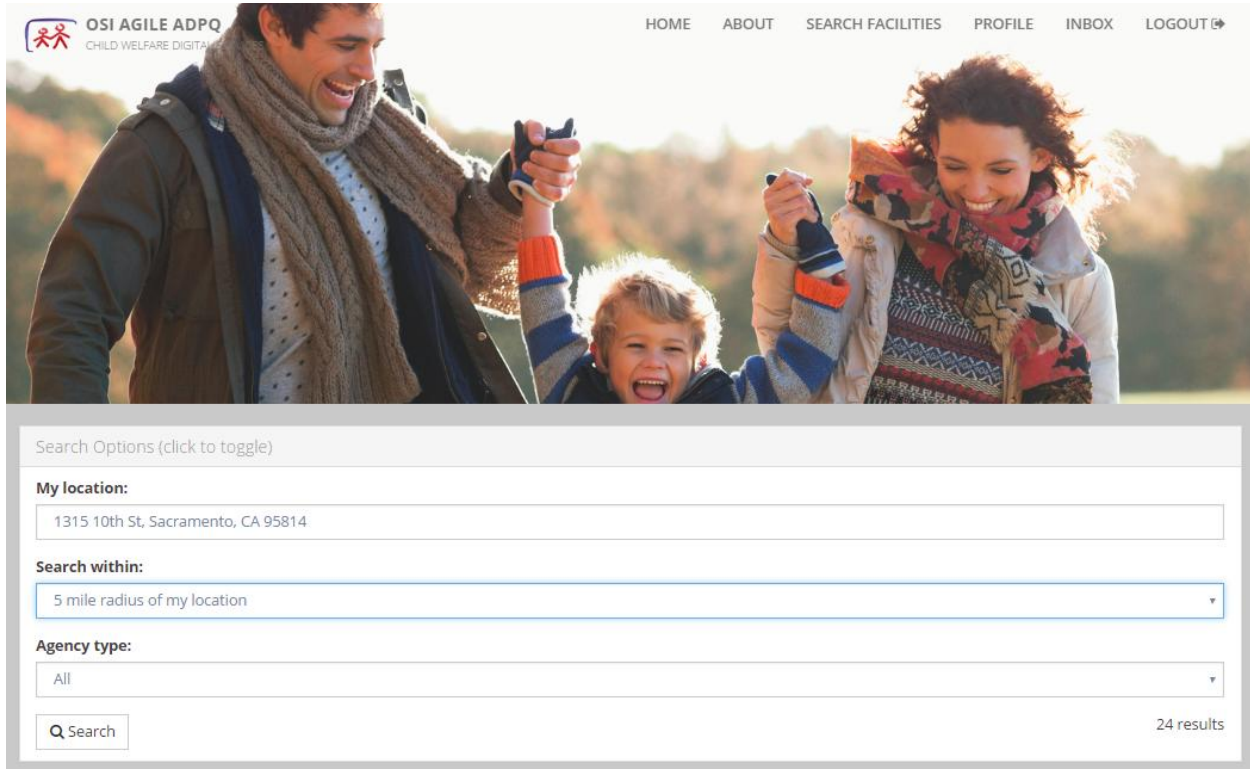
☐ Sibling Groups

☐ Emotional / Behavioral

☐ Respite Placements

## 1.3 SEARCH

From the selection at the top of the web page users are able to select the “Search Facilities” option in order to search for facilities nearby.



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Search Options (click to toggle)

**My location:**  
1315 10th St, Sacramento, CA 95814

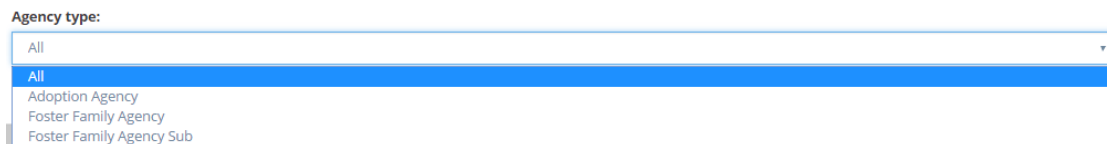
**Search within:**  
5 mile radius of my location

**Agency type:**  
All

Search 24 results

The search screen will automatically populate the “my location” field using the information entered in the profile; if a user searches without a profile the field will be blank. The user is also able to update the field with any location they choose.

The remaining fields are populated using a drop down selection as depicted below.



**Agency type:**

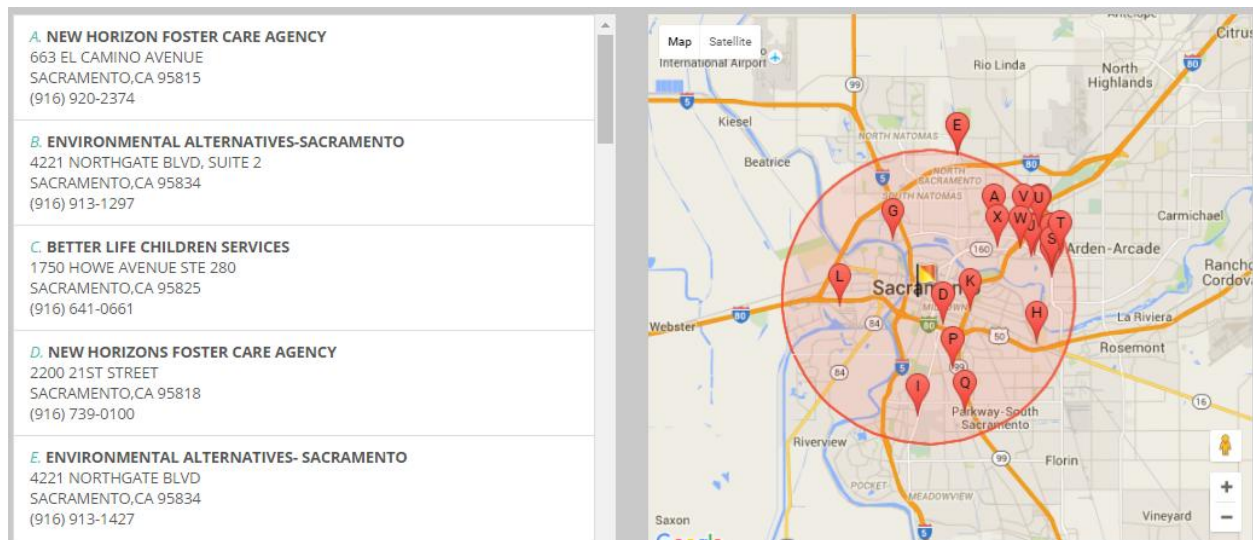
- All
- Adoption Agency
- Foster Family Agency
- Foster Family Agency Sub

Once the information is entered the user can select the “Search” button to find information in that location.



Search results return both a list and map view of the facilities in the area.

The list view (left) allows the user to view contact information and scroll through all the findings.

The map view (right) allows the user to visually determine the location of a facility.



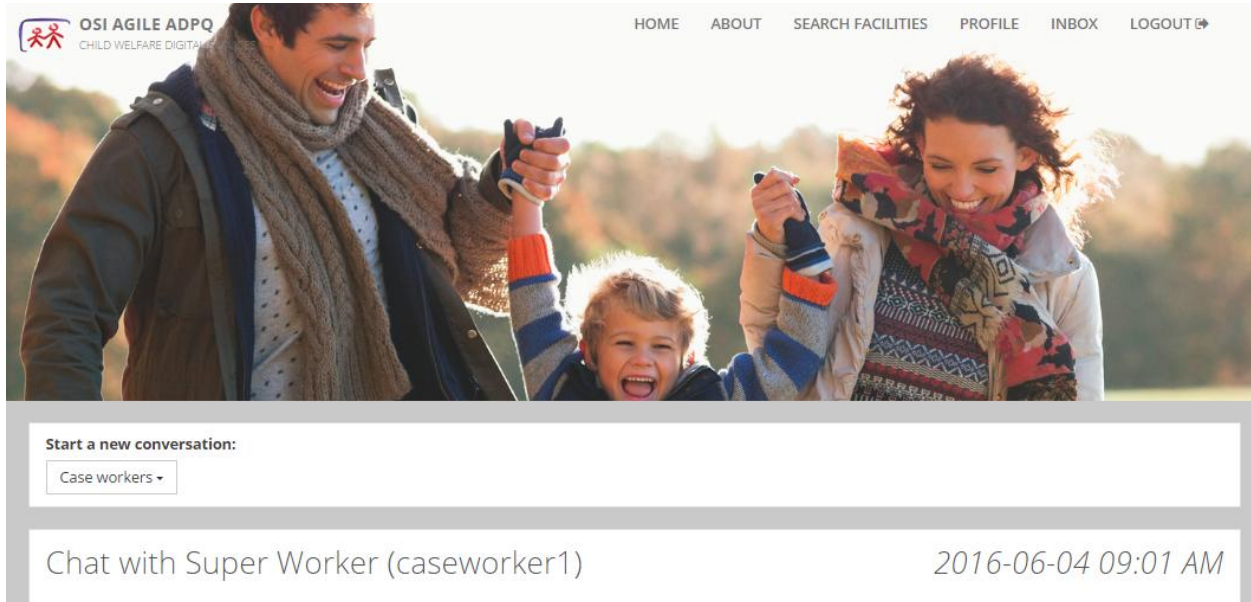
The map view includes the following functionality:

- Gold Flag (  ) – Identifies the users profile address
- Red Marker (  ) – Identifies the location of a facility

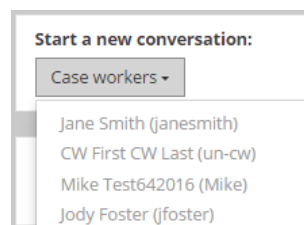


## 1.4 INBOX

From the selection at the top of the web page users are able to select the “Inbox” option in order to send messages to the user’s case worker.



Form this screen the user can continue conversations with existing case workers by selecting the chat that is listed. The user is also able to start a new conversation with a pool of case workers via selecting a worker from a drop down list.



Once a chat is initiated a user is able to view message history and send new messages via an instant message interface.

