

K-12 Report Card in Remote Data Capture Train the Trainer Notes

The K-12 Report Card function that has been added to both the BB and Laptop version of RDC will behave in a manner similar to the other functions in RDC.

The new version of the application will be automatically downloaded to each case manager's device the first time they login after deployment on 6/15 at 6 PM EDT.

Powerpoint presentation

Slide 29 – Remote Date Capture

Already used for completing Child Visit Notes and for submitting child photos.

K-12 Report Card has been added as a new function to this existing application

(Slide numbers are approximate)

Slide 30 – System Component - RDC **Blackberry** Process – 1st

This slide shows the Participant List screen.

To get to this screen, the user would have already

1. logged into RDC which opens to the Case List screen,
2. Highlighted the desired case
3. Pressed the BB Menu key (one with the dots) and selected 'Participant List

Slide 31 - 2nd

To start a K-12 Report Card

Highlight the desired child

Press the BB Menu button and select K-12 Report Card option

Slide 32 - 3rd

First K-12 Report Card Domain is displayed.

Scroll down or up to highlight (in blue) the ratings.

To select a rating, highlight and press the BB trackpad

Slide 33 – 4th

A window will be displayed to allow you to move to the next screen.

Press the trackpad again to select Next.

Slide 34 – 5th

Continue selecting ratings and moving to the next domain.

The domains must be rated or 'answered' in order. You cannot move to the next without selecting a rating for the current on-screen domain. You can go back and change ratings at any time and you can save your report card and come back to it later. Selected ratings are shown in Green

Slide 35 – 6th

Comment screen is the last screen – Comments are required if any domain was rated with anything other 4 or 5. If you attempt to upload the Report Card without a comment, a customized error message will be displayed that will list the domains for which comments are needed.

Slide 36 – 7th

Save the K12 Report Card – The Report Card can be saved at any time from any domain screen or from the comment screen by pressing the BB Menu key and selecting 'Save'.

The current screen will continue to be displayed.

To return to the Participant List, press the BB 'Back' key and select OK to confirm.

Slide 37 – 8th

Confirmation message displayed when save is successful.

Good practice to save before scrolling back to check ratings.

Slide 38 – 9th

Participant List Indicators

No indicator if Report Card completed and sent.

If Completed and Saved – P

If Started, but not completed, and saved – I

Work Habit TIP

When working on Report Cards for multiple children in one case, Save completed Report Cards until all children are done. The 'P' or 'I' status indicators will show those that are completed or started. No indicator would mean no Report Card started.

There is no indicator at this time to show that a Report Card has already been submitted.

Slide 39 – 10th

Upload K-12 Report Card

On the BB, the completed, saved Report Card can be uploaded from the Participant List screen. The Menu options includes "Upload K-12 Report Card". Highlight Participant with 'P' indicators and select this option from the Menu.

It can also be uploaded from the K12 Report Card Comments Screen Menu list.

Slide 40 – 11th

Successful upload message

If the Upload transmission fails, the Report Card will remain saved on your BB with the 'P' next to the participant. It can be uploaded later when a better cell service signal is available.

Slide 41 – System Component - **RDC Laptop Process**

1st - This slide shows the Participant List screen.

To get to this screen, the user would have

1. logged into RDC which opens to the Case List screen,
2. Highlighted the desired case
3. Selected the Participant List Button

To start the K-12 Report Card process

1. Highlight the desired child
2. Select the K-12 Report Card Button near the lower right of the screen

Slide 42 – 2nd

K-12 Report Card screen is displayed.

Slide 43 – 3rd

Select appropriate rating for each domain/outcome

When a rating has been selected, the radio button is filled in and the text turns green

Slide 44 – 4th Comments Screen

In the Laptop version, you will be able to scroll up and down.

Continue selecting ratings until you reach the Comment Screen at the bottom.

Comments are required if any Domain/Outcome is rated anything other than 4 or 5, including NA and U.

Comment field is limited to 250 Characters to ensure that the upload will be transmitted successfully.

Slide 45 – 5th Save and Upload

A report card can be saved at any time by selecting the Save Button. A message will be displayed in the lower left of the screen.

The Report Card will continue to be displayed.

To go back to the Participant List screen, close the K-12 Report Card window by selecting the Red X for that window.

Upload to FSFN

For the Laptop version of RDC, the Upload to FSFN Button is found on the K-12 Report Card screen.

If the upload transmission fails, the Report Card will be saved to your laptop and will display a P in the Participant List screen Status column. The Report Card can be uploaded later when a better cell signal is available or when the Laptop is docked to your office network.

Once uploaded to FSFN, the report card cannot be changed. If a 2nd report card is uploaded before 6 PM of that day, the most recent report card will be used in reports.

FSFN Reports – Seeing the Report Card data

Because there is no screen within FSFN to view this data at this time, the K-12 Report Card Detail Report is the only way to see what was submitted.

Important Information about FSFN Data Availability

This report can be viewed from the FSFN Reporting Tool.

The FSFN Reporting Tool, in general, uses a copy of production data so data entered or submitted to FSFN today before 6PM will be available in the FSFN Reporting function tomorrow morning. Data entered or submitted to FSFN today AFTER 6 PM will not be available until the day after tomorrow.

Accessing FSFN Reporting does require additional authorization beyond the standard FSFN case manager profile. Check with your local security officer to confirm that the necessary access has been granted.

Powerpoint presentation – FSFN Reports

Slide 51 – 1st

To view a K-12 Report Card Detail Report

1. Login to FSFN and get to the User's homepage
2. Activate the 'Utilities' dropdown menu
3. Select 'Reporting'

Slide 52 – 2nd

A new window will open containing the SAP Business Objects Infoview screen
Select or expand 'Document List'

Slide 53 – 3rd

From the list of folders, select Education Reports

Slide 54 – 4th

The K-12 Report Card Prompt screen is displayed with options for selecting by

1. Participant Name (only one can be selected)
2. Case Name (produces reports for all children)
3. Case ID (multiple cases can be selected)
4. Person ID (multiple person IDs can be selected)

Case name and ID information, by default, is based on cases assigned to the logged in user.

Option also available for typing in any Case ID number.

Slide 55 – 5th

Move selections to the box on the right and

Select 'Run Query' button at the bottom of the Prompt window.

Detail Report for each child will be displayed

Note: Separate 'Legend' is available to provide a printable list of all domains/outcomes and ratings.