



Pathways' MIS Database Manual Access for CASA Workers

System Requirements: Internet Connection, Internet Explorer 6 or higher for Windows. Other operating systems and browsers are not supported at this time.

STEP 1: Launch Internet Explorer

STEP 2: Go to the Pathways Home Page at www.pathway.org

STEP 3: Type your User ID and Password into the MIS DB Login box in the lower left corner of the home page

User ID: _____ (will be provided by Pathways staff)

Password: _____ (will be provided by Pathways staff)

STEP 4: To view or to print a Case Note:

Single Click on LOGS

Single Click on CASE NOTE

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

This will take you to a subsequent screen where you will see 2 drop-down lists at the top of the page.

This will allow you to sort multiple reports by the criteria you chose.

STEP 5: To view or to print a Therapy Session Note:

Single Click on LOGS

Single Click on SESSION LOG

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

This will take you to a subsequent screen where you will see 2 drop-down lists at the top of the page.

This will allow you to sort multiple reports by the criteria you chose.

STEP 6: To view or to print a Pathways Service Plan:

Single Click on TREATMENT & ASSESSMENT SERVICES

Single Click on SERVICE PLAN

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

HAVE QUESTIONS OR NEED HELP?

- 1) Go to www.pathway.org
- 2) Click the 'Contact Us' button
- 3) Choose "Request Tech Support"
- 2) Complete the form and click 'Submit'

You will receive a response within 24 hours.