



## Pathways' MIS Database Manual Access for Foster/Adopt Families

**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](http://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 enter a PROGRESS LOG:

Single Click on LOGS

Single Click on PROGRESS LOG

Single Click on ADD for new note or VIEW to edit a previous note

Follow the on-screen instructions for refining the search.

**\*\*You do not have to enter something in every category but any category you enter in please fill in narrative box under that heading. Each empty box next to each description of behavior should contain the approximate number of those behaviors during the time period you are documenting (i.e. Johnny was aggressive 3 times over the last week).**

Click on SAVE to ensure what you have entered is stored in the system.

**STEP 5:** 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.

**STEP 6:** Any of the other links will allow you to view a variety of information on your child/children such as HEALTHCARE LOGS, INCIDENT LOGS, DIAGNOSIS, 72 Hour Plans, Intakes, etc.

### HAVE QUESTIONS OR NEED HELP?

- 1) Go to [www.pathway.org](http://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.*