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# School User Guide for the PCS Student Information Management System

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The PCS Application is a collaborative record keeping and notification system to allow stakeholders to manage their workflow and needs for information within Peace Collaborative Services.

As a school user you may be able to (based on your specific access):

1. Create support requests for specific students for one or more professional services
2. Approve (or deny) existing support requests to be forwarded to PCS
3. Review Student Reports submitted by Specialists

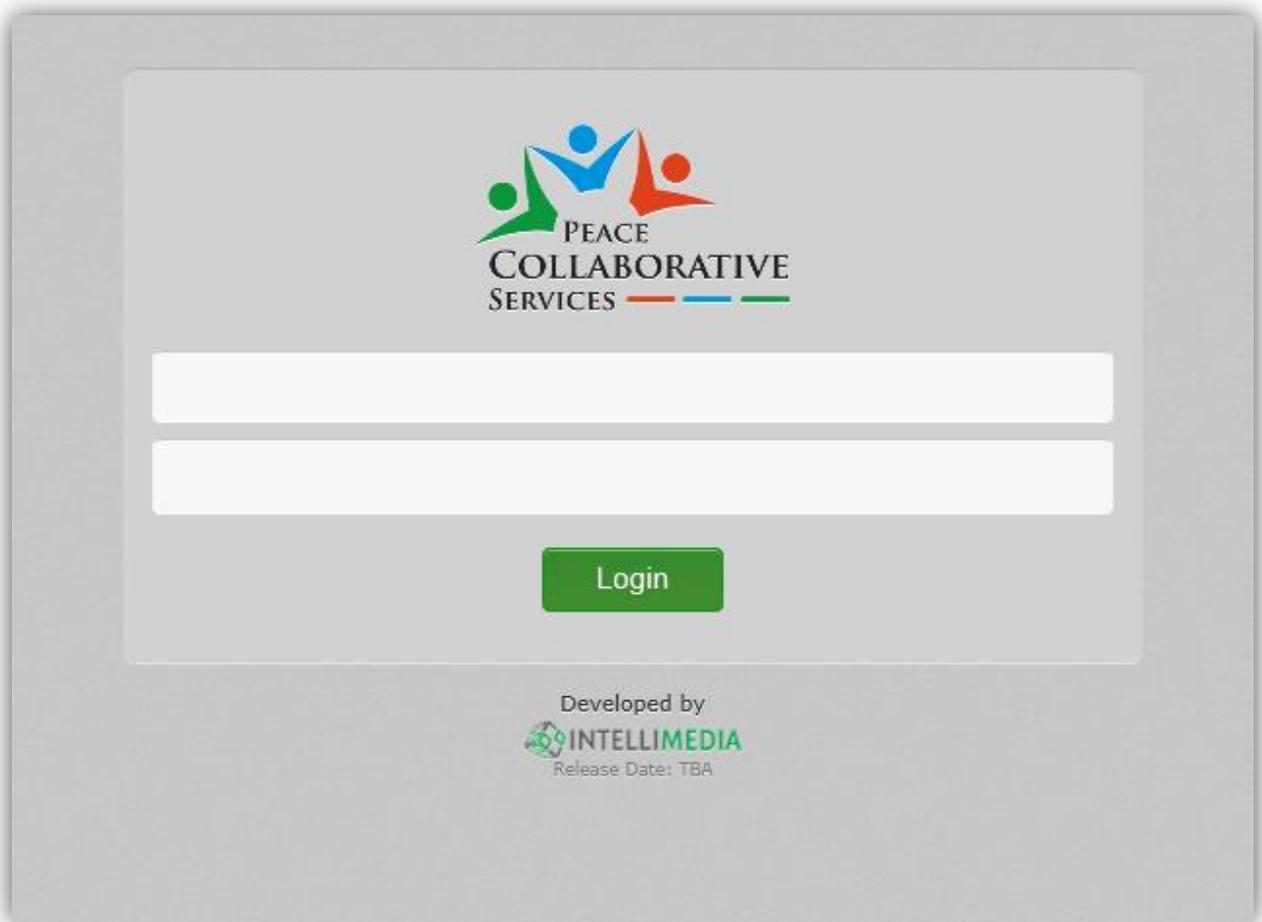
Note: The following documentation will show screens based on each of these application abilities but you may or may not have access to each of the described areas.

The application has been developed and tested targeting Internet Explorer 10 + on pc and surface tablet IE app.

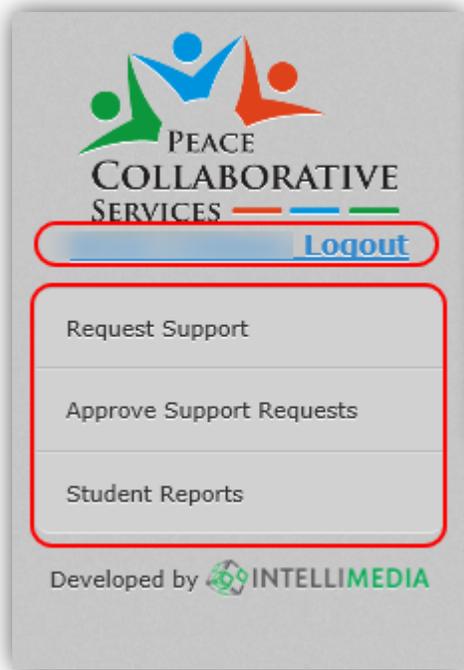
## Accessing the System

The web address (url) for this application is <https://pcs.gppsd.ab.ca>. Your District will be assigned a Application System Administrator to access and provide credentials to log into the system.

Upon accessing the url the following login screen will be seen. Entering your provided credentials will provide secure access into the system.



The image shows a login interface for Peace Collaborative Services. At the top center is the logo, which consists of three stylized human figures in green, blue, and red, with the text "PEACE COLLABORATIVE SERVICES" below them. Below the logo are two white rectangular input fields for username and password. A green button with the text "Login" is positioned below the input fields. At the bottom of the screen, it says "Developed by INTELLIMEDIA" with a small logo, and "Release Date: TBA" below that.



After login you will be presented with a screen that contains the areas that you have access to in the application.

Note that only the sections that you have access to will be visible.

Above the navigation items a link with [\[YOUR NAME\], Logout](#) is available to securely logout of the system.

The documentation following will describe each of:

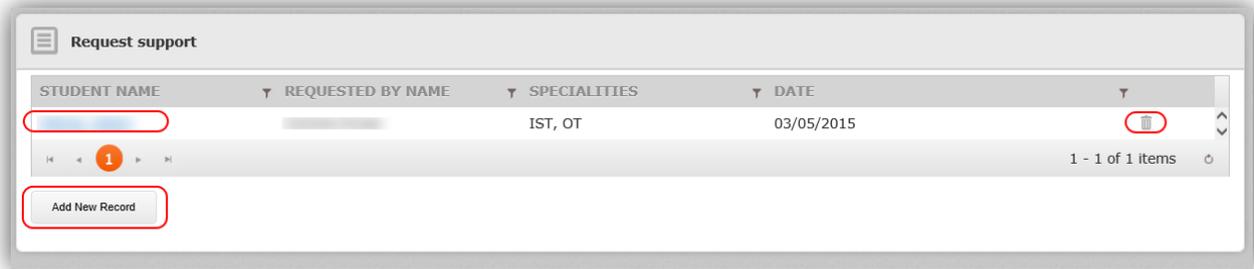
1. Requesting Support Services for Students
2. Approving requested supports – access will be given to those individuals with proper roles within the school/district
3. Student Reports – This section allows access to view and print the reports in progress or submitted by the professionals working with the students

## Request Support

The request support section allows for supports to be requested by users within the school/district. Until these requests are approved they are internal to the district.

Requests can be:

1. Started and saved before submitting for approval (I.E. you may begin the process, collect more information, add on or modify the request before final submission.
  - a. A Request for Support is comprised of:
    - i. A single student whom the request for support is for
    - ii. One or more professional services
    - iii. A list of school/district staff (other than yourself) who will be notified when reports are finalized by specialists
    - iv. Notes – describing the reason for request
    - v. One or more files
2. Continued (or completed) and submitted for approval

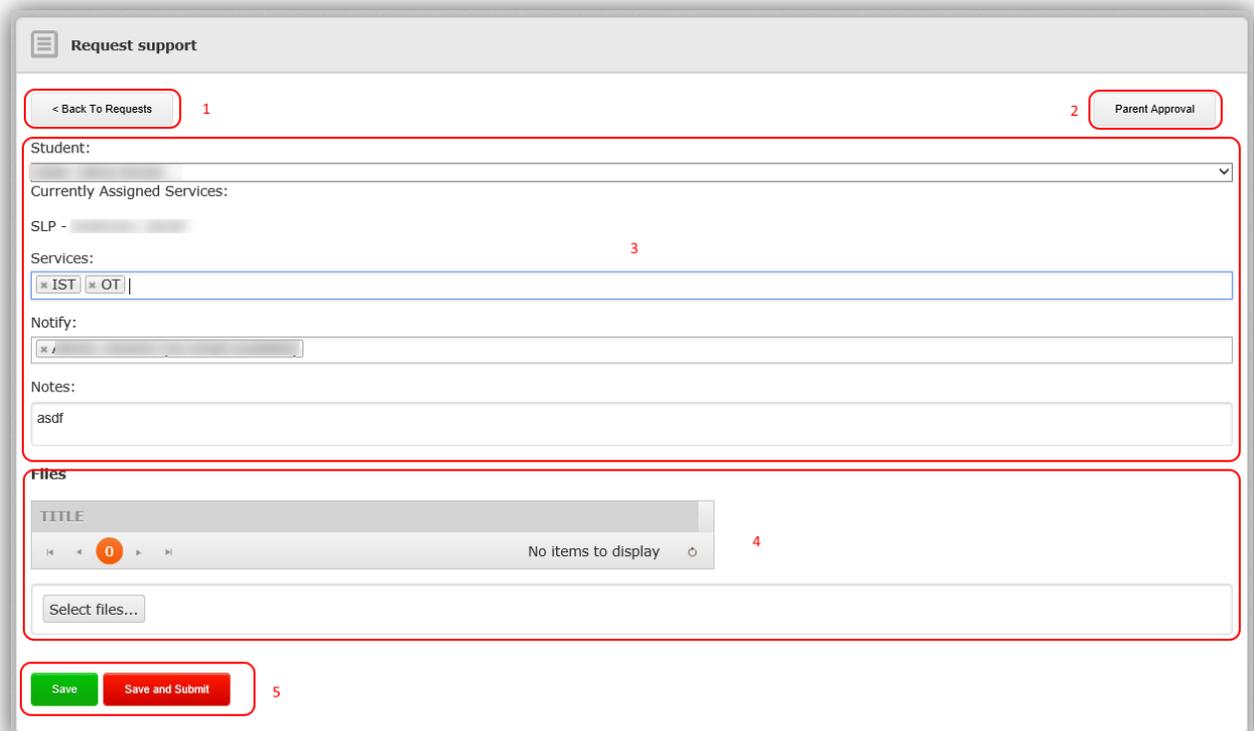


The initial screen presented will be a (potentially empty) list of Support Requests entered but not yet submitted.

You may:

1. Click on the student name of an existing record to edit
2. Click the trashcan to delete the record
3. Click "Add a new Record" to begin a new support request

Whether adding or editing you will see the following screen:



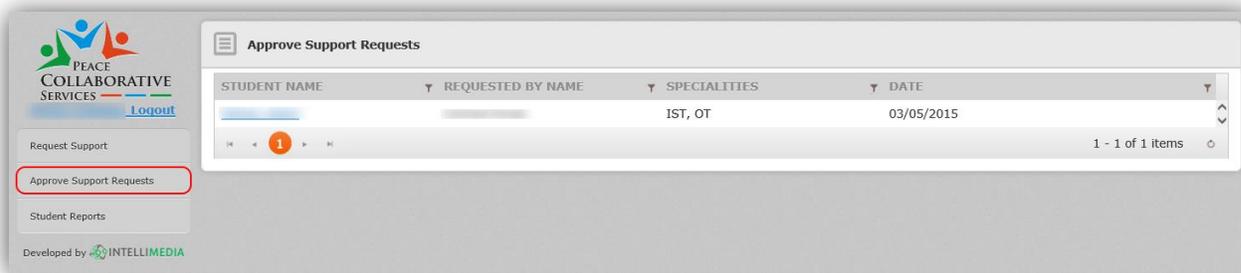
1. Button to abandon changes and return to the list of support requests

2. Generate a parent approval form (will contain items entered such as the student name and the services being requested. The parent approval form should be generated, printed and signed by the parent as part of the process. The signed copy is then scanned and uploaded as one of the files attached to the support request
3. Request details
  - a. The student for whom the request for services is for
    - i. Once a student is selected – any current services already being provided are displayed and currently assigned services are not able to be selected.
  - b. The list of services being requested. Again any current services will not be available for selection
  - c. Individuals (in addition to the user requesting the supports) to be notified when student reports are finalized. **NOTE: It is important to know who should be notified regarding the selected student prior to starting the request.**
  - d. Notes describing the reason for the request, need of supports and any required descriptive documentation
4. Files – supporting files required for the support request. This should include a signed scan of the parent approval form if required
5. Save and/or Submit
  - a. Save will keep the entered information to continue work at a later time. For example you may need to enter the information and generate a Parent Approval form that may take time to have signed. You may save the request and edit at a later time to upload the document
  - b. Save and Submit will only be available (red if not) when the following criteria are met:
    - i. Student selected
    - ii. Services selected
    - iii. Notes entered
    - iv. At least one file uploaded (may be supporting documentation or Parent Approval)

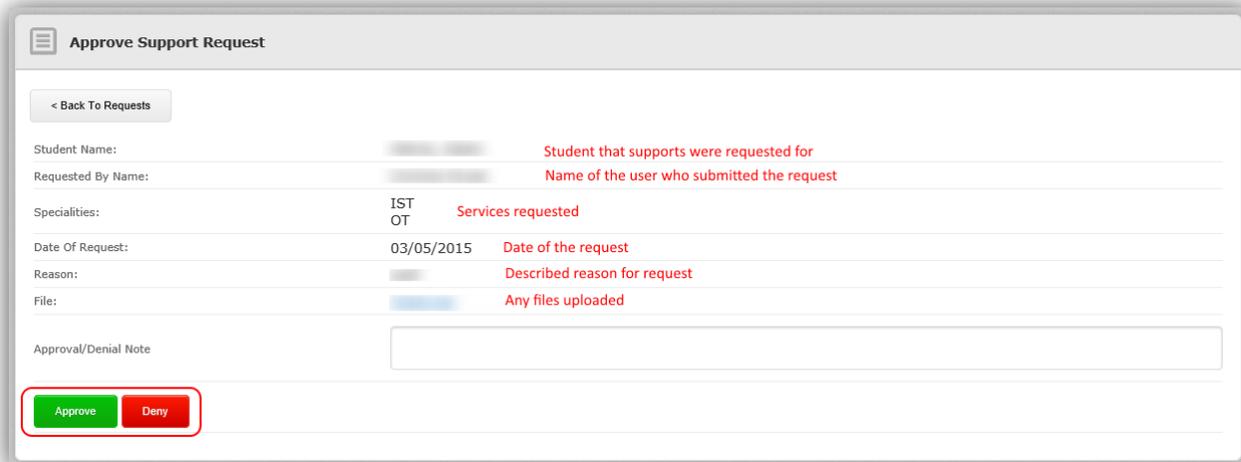
When a request is submitted it will no longer appear in the list of requests **and notification via email is sent to users within the school who have access to approve** support requests.

## Approving Support Requests

If you as a user have been given the access to approve support requests you will be able to access this screen



Listed will be support requests made by school users that have been submitted for approval. On the list will be the name of the student supports were requested for, who requested, the specialties involved and the date. Clicking on the student name will allow the user to review the request, record notes and either Approve or Deny the request.



Upon review the request can either be Denied or Approved:

1. Deny – an email notification will be sent to the user who requested
2. Approve – an email notification will be sent to:
  - a. PCS Managers to notify them that a new request has been approved for support so they can review and manage the request
  - b. Notified users selected for the request
  - c. Professionals assigned to the student: The system on the PCS side allows for professionals to be designated as the default for a specialty for specific schools or the district as a whole. When a support request is approved a specialist (if a default is found) will automatically be assigned to the student’s case

After either Denial or Approval the request will be removed from the list

## Student Reports

Also available if access is granted is each student report entered by professionals for services requested. As a user you will be notified that a report has been finalized if you:

1. Were the original individual requesting the support
2. One of the users selected to be a notified user

The email will be structurally similar to:

Subject: PCS Application - Report Finalized

Body: A report has been finalized by [Specialist Name] for [Student Name] at [Student's School]. Please access PCS site to access the report

\*this email is an automated message, please do not reply to this email\*

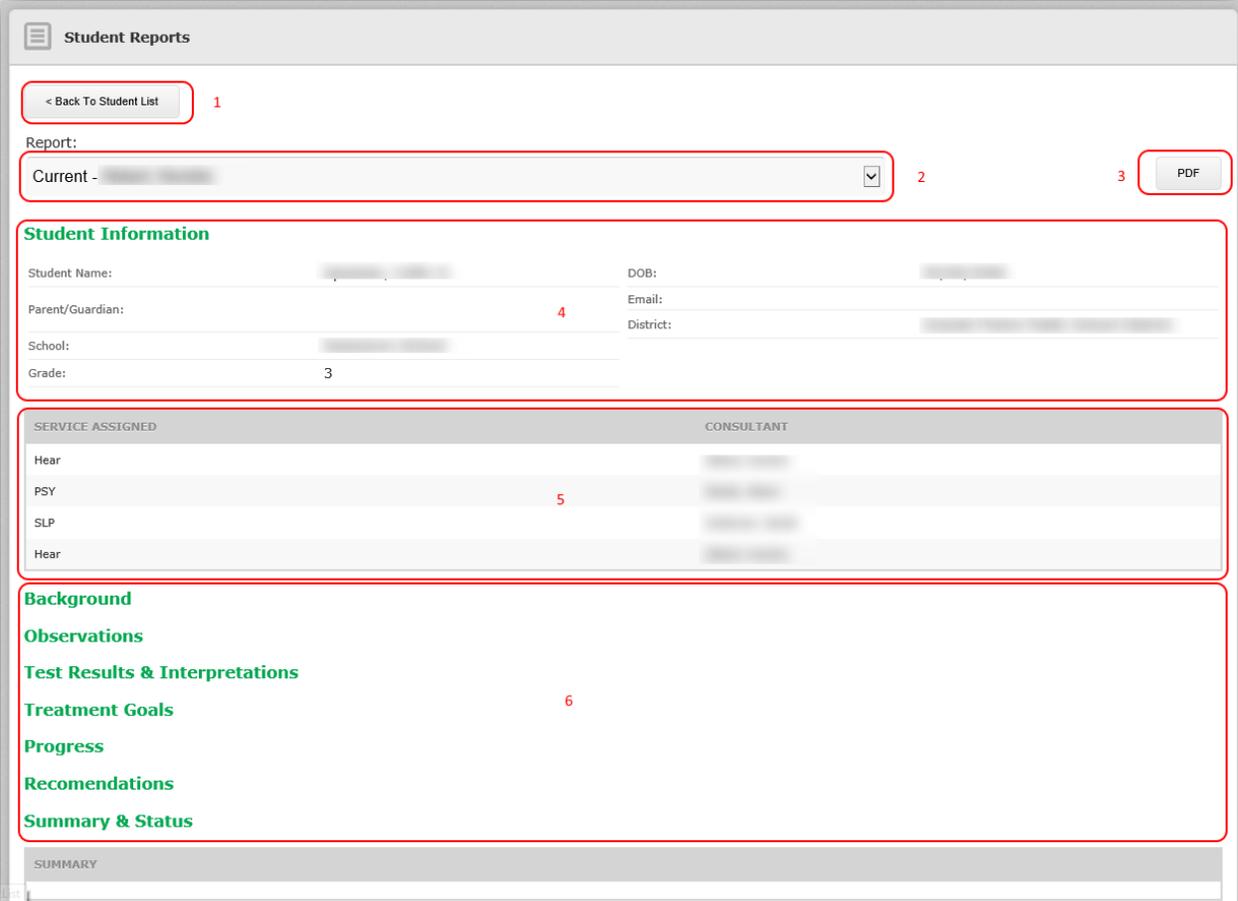
You may access the PCS site and access student reports to review.

The screenshot displays the 'Student Reports' interface. On the left is a sidebar with the 'PEACE COLLABORATIVE SERVICES' logo and a 'Logout' button. Below the logo are navigation links: 'Request Support', 'Approve Support Requests', and 'Student Reports' (which is highlighted with a red box). At the bottom of the sidebar, it says 'Developed by INTELLIMEDIA'. The main content area is titled 'Student Reports' and features a search bar at the top. Below the search bar is a table with the following columns: SCHOOL, STUDENT NAME, GENDER, DOB, GRADE, and SERVICES. Each column header has a small downward arrow icon. The table contains 17 rows of student data. At the bottom of the table, there is a pagination bar showing '1 - 20 of 171 items' and a page number '1' highlighted in a red box.

SCHOOL	STUDENT NAME	GENDER	DOB	GRADE	SERVICES
		Female	09/26/2008	1	SLP
		Male	01/07/2008	1	OT
		Male	05/29/2010	-1	SLP
		Female	10/01/2005	4	SLP
		Male	05/06/2006	3	Hear, PSY, SLP, Hear
		Female	07/30/2009	0	SLP
		Female	04/11/2009	0	SLP
		Female	09/05/2007	2	SLP
		Female	10/10/2006	2	OT, PSY, SLP
		Female	01/24/2010	-1	SLP
		Male	06/01/2010	-1	SLP
		Female	01/04/2010	-1	SLP
		Male	09/04/2008	1	OT
		Female	08/03/2007	2	OT, PSY, SLP
		Male	06/28/2011	-1	OT, SLP
		Female	10/17/2010	-1	SLP
		Male	09/23/2006	3	OT, PSY, SLP
		Male	06/07/2008	1	SLP, OT
		Male	11/28/2010	-1	SLP
		Female	10/25/2011	-1	OT, PSY, SLP

The Student Reports list will display students with approved support requests. The list may be filtered and sorted to refine or find a specific student:

1. Search input – the text area can be used to search student name, school and other fields – click the  icon to see search functionality
2. Each of the headers in the list can be used to:
  - a. Sort by clicking will cycle through [Ascending, Descending, remove sort]
  - b. Clicking the  icon will open a filter control. For example you could filter to a specific school in combination with student names containing “John”
3. The list itself is paged and at the bottom displays controls for moving to specific pages (left hand side) and the total number of records in the list (right hand side, based on current filtering)
4. Clicking on a specific student name will open the report display



**Student Reports**

[< Back To Student List](#) 1

Report: Current - [blurred] 2 PDF 3

**Student Information**

Student Name: [blurred] DOB: [blurred]

Parent/Guardian: [blurred] 4 Email: [blurred]

School: [blurred] District: [blurred]

Grade: 3

SERVICE ASSIGNED	CONSULTANT
Hear	[blurred]
PSY	[blurred]
SLP	[blurred]
Hear	[blurred]

**Background**

**Observations**

**Test Results & Interpretations**

**Treatment Goals** 6

**Progress**

**Recommendations**

**Summary & Status**

SUMMARY

1. Return to the student list
2. Select the specialist report to view. The contents of the drop down are:
  - a. Each currently assigned specialist and the current ongoing report
  - b. Any Finalized Team Consultations for the student
  - c. Finalized Specialist Reports (By name and date the report was finalized) as seen below

Current -	
<b>History</b>	
01/08/2015 09:20AM -	
01/30/2015 02:25PM -	
<b>Team Consultings</b>	

- d.
3. Click the PDF button to generate a electronic copy of the report currently selected. If the report is ongoing a generic unfilled signature area will be shown. If a finalized report is selected the signature area will contain the specialists uploaded signature content
  4. Student information: student demographic information
  5. Services for the student by service and provider. Red entries will indicate a support services that has been discharged