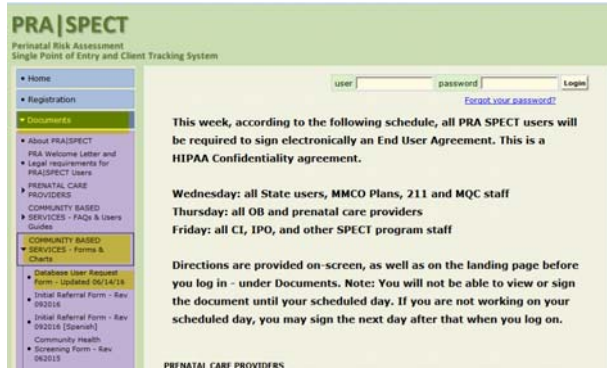


Getting Started with On-Demand On-Line Training Modules

1. New user completes "PRA|SPECT Database User Registration Form"

- ❖ From the landing page of www.praspect.org, click Documents > Community Based Services > Forms & Charts > Database User Request Form



Getting Started with On-Demand On-Line Training Modules

2. New user submits "PRA|SPECT Database User Registration Form" to FHI

- ❖ Email scanned form to SPECT@snjpc.org
- OR
- ❖ Fax completed form to FHI at 856-409-5699

DATABASE USER REGISTRATION FORM
(Please Print Clearly)

Name Smita Smith Title Healthy Families Supervisor

Agency FHI Training Institute

Agency Address 2500 McClellan Avenue, Suite 270, Pennsauken, NJ 08108

Phone 856-665-6000 Email asmith@traininginstitute.com

Upon completion of training, you will receive an email with your Username AND Password, which can be changed after successful login.

PLEASE INDICATE YOUR ROLE(S):

Central Intake Administrator / CI Liaison / CI Specialist

Program Supervisor / Program Administrator / Data Entry for Program

Program Staff (CHW, Nurse, FSW, PE, Case Mgr, etc.)

DOH/DSS or other State Designee

Community Agency – Completion / Submission of Initial Referral Forms Only

OTHER (Be Specific): _____

FOR WHICH PROGRAM(S) DO YOU NEED ACCESS:

CENTRAL INTAKE Healthy Families, HF/TIP, TIP Parents as Teachers

CI Managed Healthy Start Public Health Nursing

Community Health Workers Nurse Family Partnership OTHER _____

DOH/DCF/Program Officer Access for PRASPECT Data Only

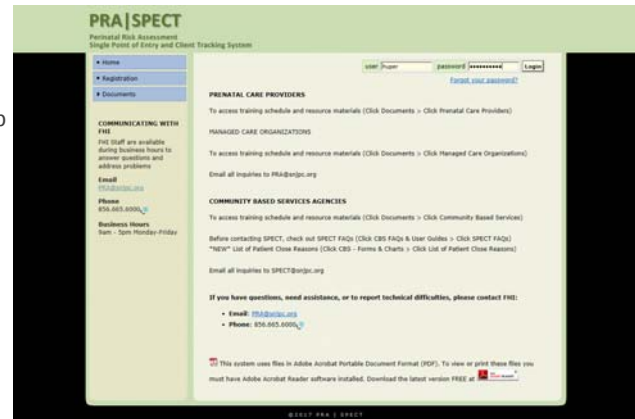
Early Head Start Community Agency – Completion / Submission of Initial Referral Forms Only

PLEASE INDICATE COUNTY(S):

Atlantic Cape May Hudson Monmouth Salem Warren

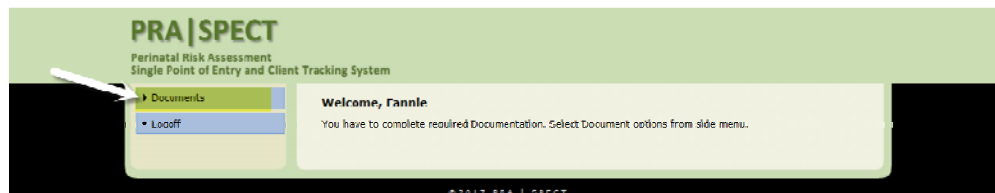
Getting Started with On-Demand On-Line Training Modules

3. FHI will acknowledge receipt of Database User Request Form.
4. FHI will set up new user within 3 business days and email Username and Password when set up is complete.
5. New User logs on to www.prspect.org and completes required training course(s) based on user level.



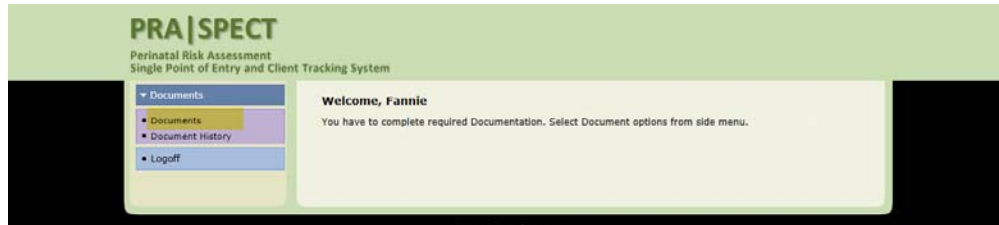
Getting Started with On-Demand On-Line Training Modules

6. You will first need to sign FHI "End User Agreement" – Hipaa Confidentiality Agreement
 - ❖ Click "Documents"



Getting Started with On-Demand On-Line Training Modules

❖ From the drop down menu, Click “Documents”



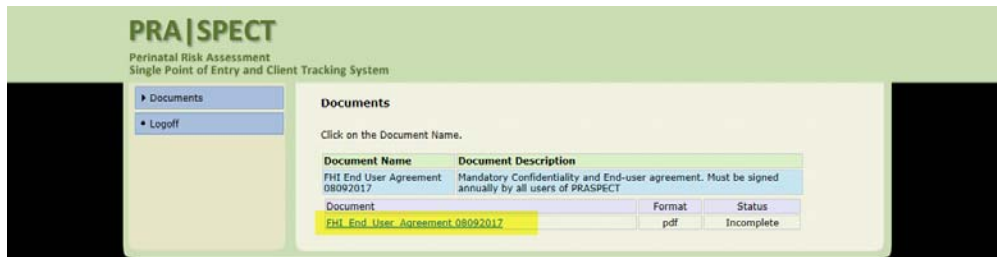
Getting Started with On-Demand On-Line Training Modules

❖ Click “FHI End User Agreement 08092017”



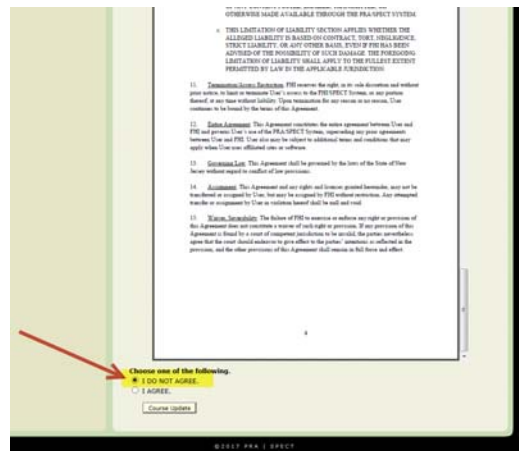
Getting Started with On-Demand On-Line Training Modules

❖ Click the [FHI End User Agreement 08092017](#) hyperlink



Getting Started with On-Demand On-Line Training Modules

❖ Read through the document, then click "I Agree"



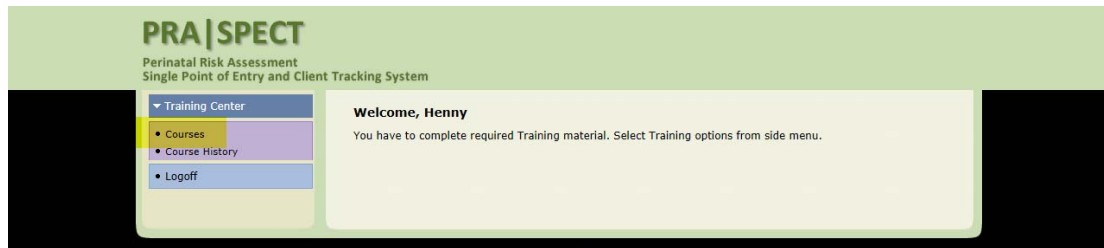
Getting Started with On-Demand On-Line Training Modules

7. To Begin Training Modules, Click "Training Center"



Getting Started with On-Demand On-Line Training Modules

8. Click "Courses"



Getting Started with On-Demand On-Line Training Modules

9. Click "Course Name"

PRA|SPECT
Perinatal Risk Assessment
Single Point of Entry and Client Tracking System

▶ Training Center
• Logoff

Training Courses

Click on the Course Name to view individual lessons / status.

Course Name	Course Description
Community Home Visiting (CHV) Orientation	Orientation training covering an overview of the PRA SPECT web portal for CHV Supervisor level, assigning clients to staff, and managing client status and contacts. This course also appropriate for Data Entry Assistants.

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Getting Started with On-Demand On-Line Training Modules

10. Click "Course Name"

PRA|SPECT
Perinatal Risk Assessment
Single Point of Entry and Client Tracking System

▶ Training Center
• Logoff

Training Courses

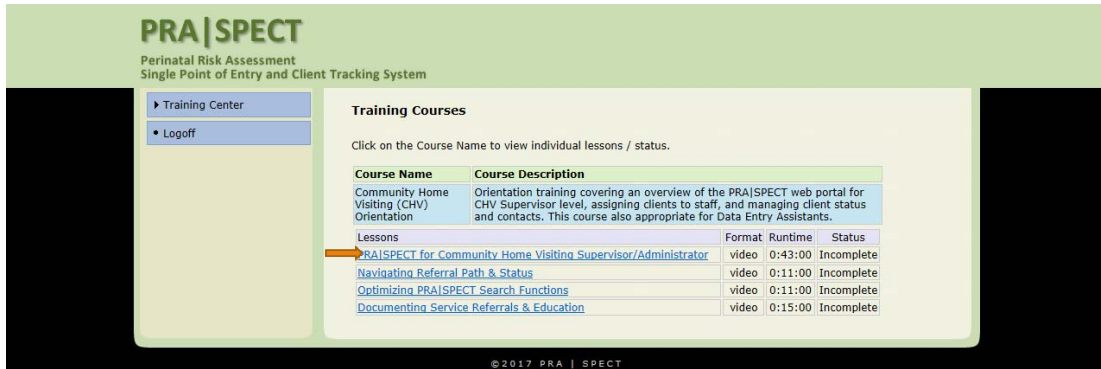
Click on the Course Name to view individual lessons / status.

Course Name	Course Description
Community Home Visiting (CHV) Orientation	Orientation training covering an overview of the PRA SPECT web portal for CHV Supervisor level, assigning clients to staff, and managing client status and contacts. This course also appropriate for Data Entry Assistants.

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Getting Started with On-Demand On-Line Training Modules

11. Click the hyperlink of the lesson you wish to begin



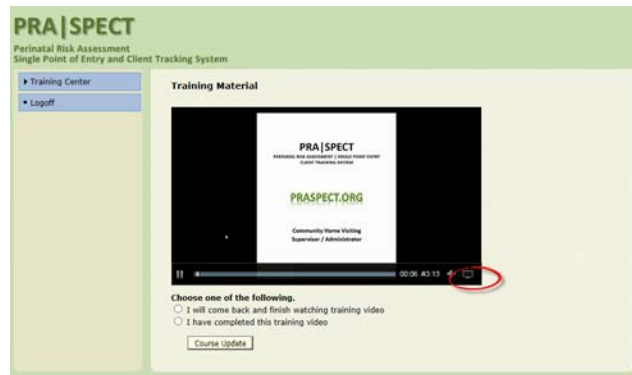
Getting Started with On-Demand On-Line Training Modules

12. Click the large "play" button to begin



Getting Started with On-Demand On-Line Training Modules

13. Click the screen icon (circled in red at the bottom right corner) to enlarge the screen.



Getting Started with On-Demand On-Line Training Modules

14. Click "I have completed the training video" when you have finished. Note: the system will not let you select this until you have watched 100%)



Getting Started with On-Demand On-Line Training Modules

15. Once you have completed watching all videos,

PRA|SPECT
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Single Point of Entry and Client Tracking System

▶ Training Center
• Logoff

Training Courses
Click on the Course Name to view individual lessons / status.

Course Name	Course Description	Format	Runtime	Status
Community Home Visiting (CHV) Orientation	Orientation training covering an overview of the PRA SPECT web portal for CHV Supervisor level, assigning clients to staff, and managing client status and contacts. This course also appropriate for Data Entry Assistants.	video	0:43:00	Completed
PRA SPECT for Community Home Visiting Supervisor/Administrator		video	0:11:00	Completed
Navigating Referral Path & Status		video	0:11:00	Completed
Optimizing PRA SPECT Search Functions		video	0:11:00	Completed
Documenting Service Referrals & Education		video	0:15:00	Completed



Getting Started with On-Demand On-Line Training Modules

You will see the following screen.

PRA|SPECT
Perinatal Risk Assessment
Single Point of Entry and Client Tracking System

• Logoff

Welcome, Henny
You have no required Training or Documentation to complete. Please logout and log back into the system.



Getting Started with On-Demand On-Line Training Modules

16. Log off, then log back on. You will be able to access PRA|SPECT successfully.

