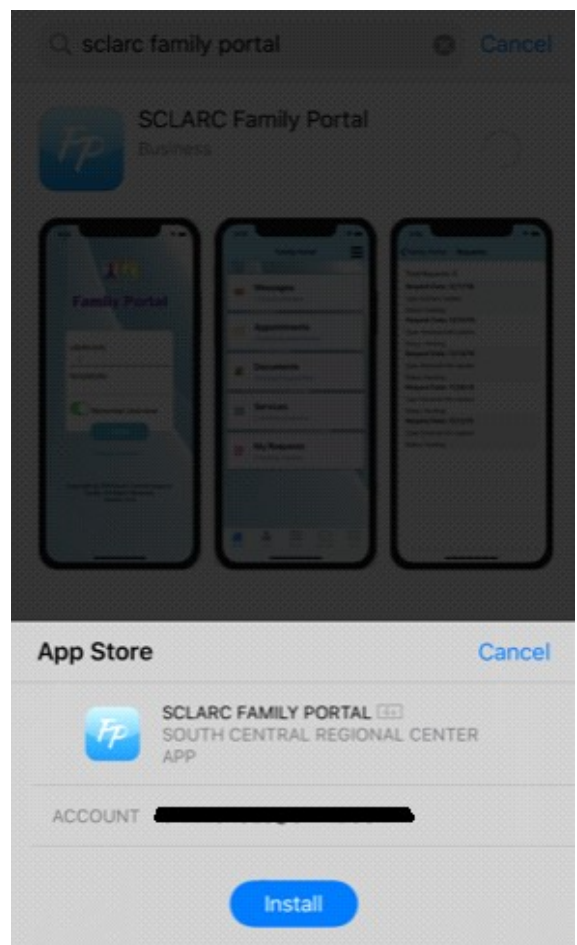




# FAMILY PORTAL

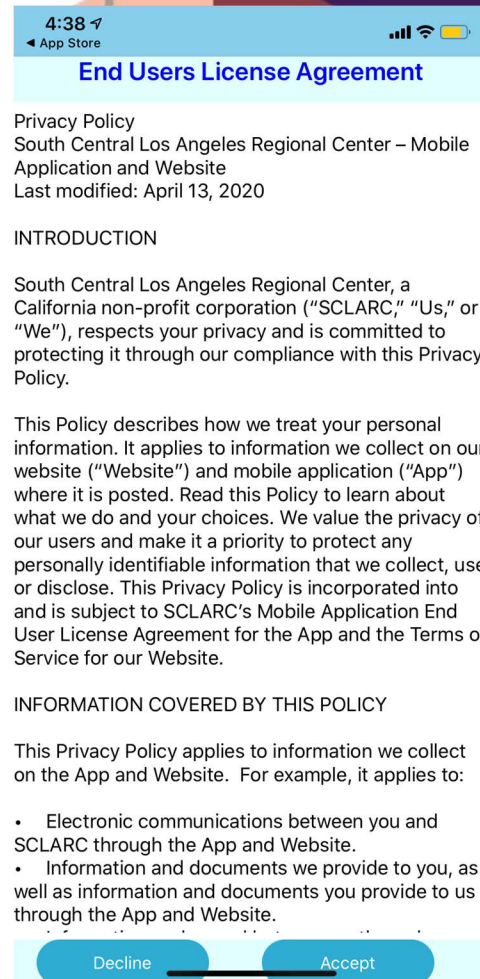
The following functions are included in the Family Portal:

1. **Registration page:** The registration page allows SCLARC's individuals to create an account on the Family Portal.
2. **Download SCLARC Family Portal App:** The SCLARC Family Portal application is available at the APP store. On your mobile device, search for 'SCLARC Family Portal' and follow the instructions to install the application on your device.



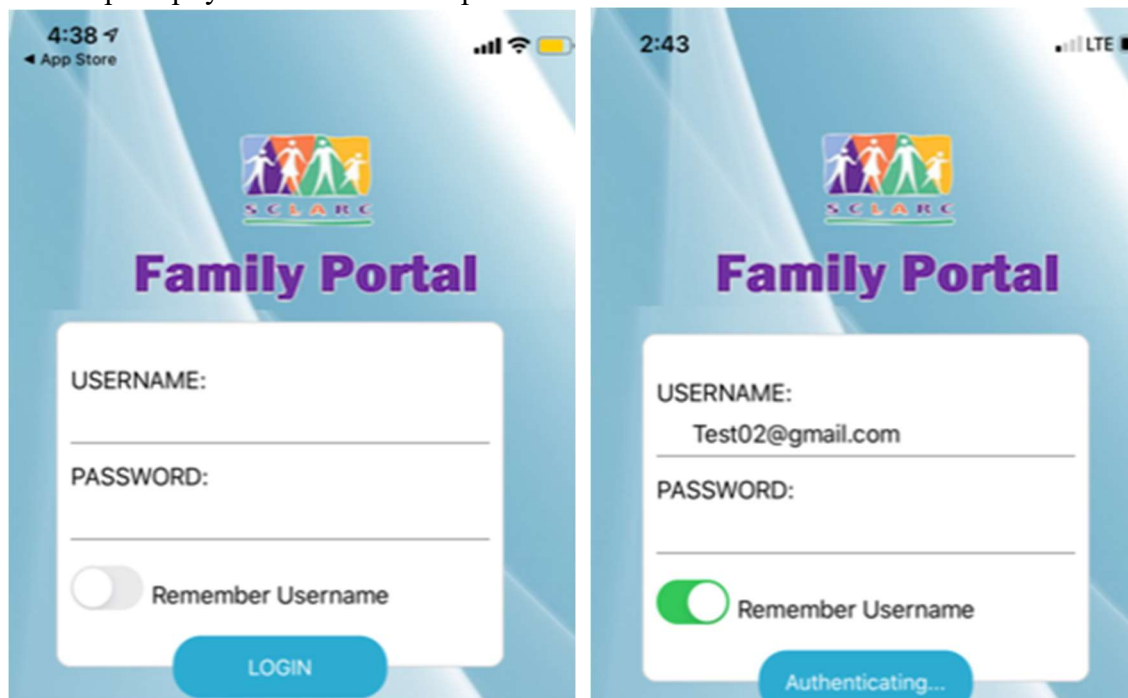
# Family Portal Function Continuation:

## 3. Open the application, read and accept the application's user agreement.



## 4. Login Page

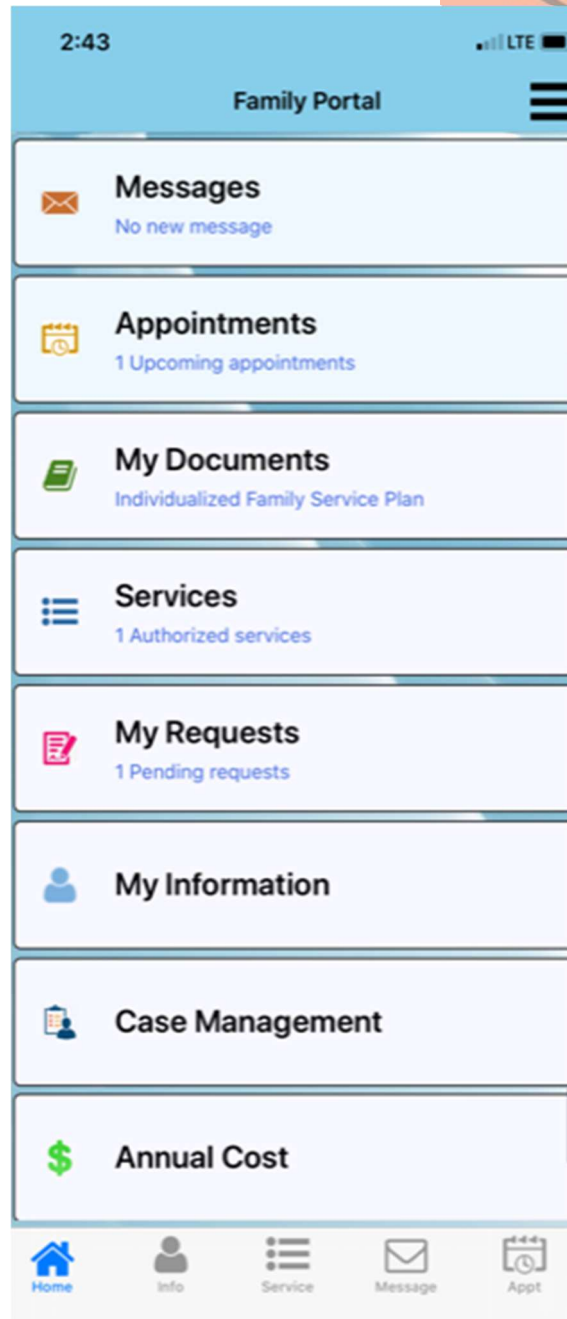
- Log into the Family Portal by entering the same email address residing in Smart Chart, the app will prompt you to create a new password.



## Family Portal Function Continuation:

### 5. Home Page

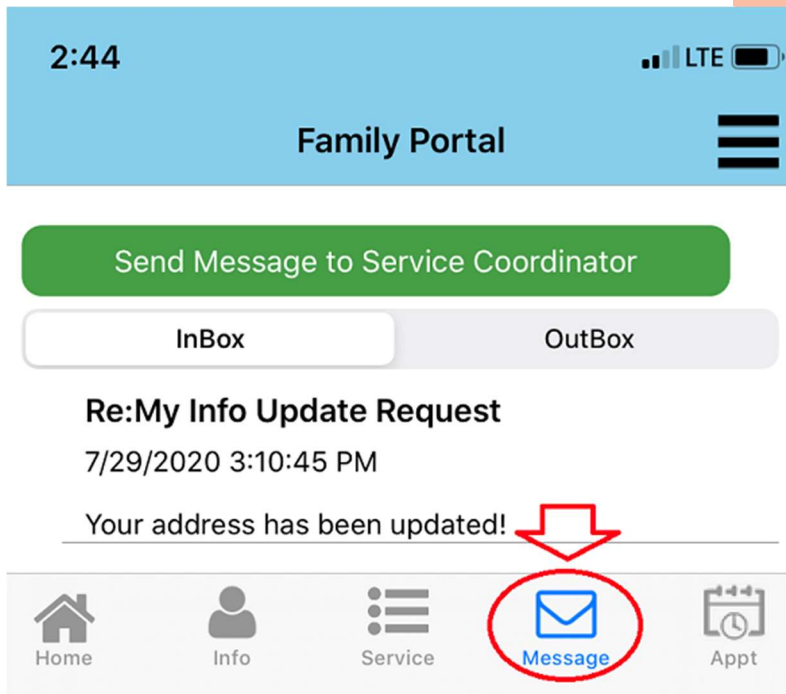
- a. The home page serves as the main menu and dashboard. The Individual can select items on the menu to access each page. Menu options include: Messages, Appointments, My Documents, Services, My Request, My Information, Case Management, and Annual Cost.



## Family Portal Function Continuation:

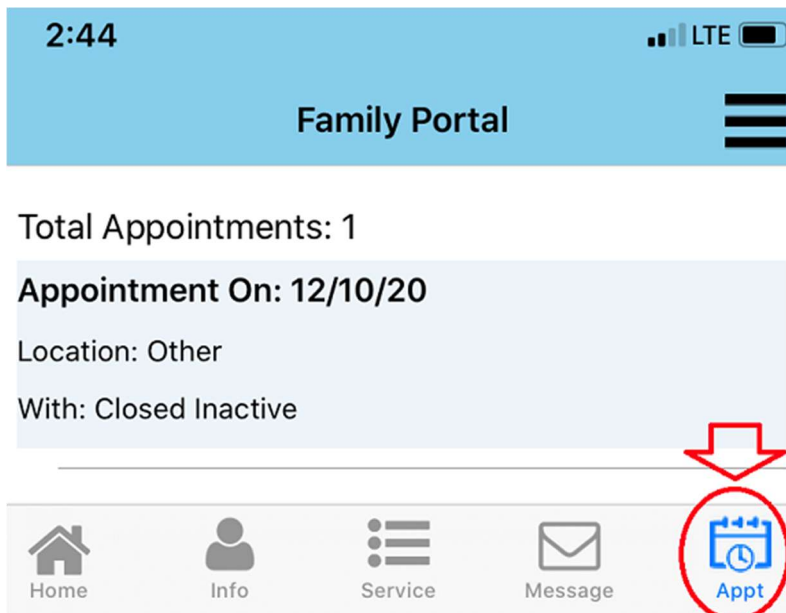
### 6. Messages

- The Individual is able to view the announcements from SCLARC.
- SCLARC can create announcements of upcoming meetings or trainings and broadcast the information to Individuals.
- Individuals can also send messages to their Service Coordinator through the app.



### 7. Appointments

- The Individual is able to view their upcoming appointments.
- The Individual is able to send emails to Service Coordinator regarding appointments.
- The inbox and outbox provides a history of emails sent and received.

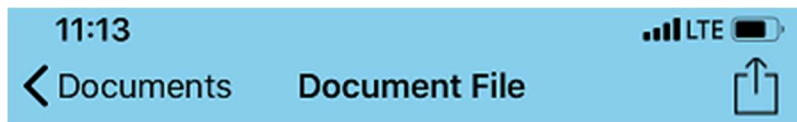




# Family Portal Function Continuation:

## 8. My Documents

- a. The Individual can view their Individualized Program Plan (IPP) or Individualized Family Service Plan (IFSP), and Transition Plan.



CONFIDENTIAL CLIENT INFORMATION - DO NOT RELEASE WITHOUT PRIOR WRITTEN PERMISSION  
SEE CALIFORNIA WELFARE & INSTITUTIONS CODE SECTION 4514

EARLY START INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)		
CHILD AND FAMILY IDENTIFYING INFORMATION		
Child's Name: ANNA TEST	DOB: 10/19/1972 GENDER: FEMALE	UCI: TEST02
Parent/Guardian Name: John Test and Mary Test	Relationship: MOTHER	Family Language: CANTONESE CHINESE
Family Address: 123 Main Street Los Angeles, CA 90000	Phone #: Home Phone: 323 888 9999 Work Phone: Cell Phone: 323 111 2233	Email: me@yahoo.com
OCFS/Other Contact Information (If Applicable):	Phone #:	Email:
HEALTH INSURANCE INFORMATION		
<input type="checkbox"/> Private Health Insurance Other:	<input type="checkbox"/> California Children Services	<input type="checkbox"/> Medi-Cal
		Copy of Health Benefits: On File <input type="checkbox"/> Yes <input type="checkbox"/> No
IFSP MEETING DATE(S) AND PARTICIPANTS		
Today's Meeting Date: 07/28/2020 Meeting Held (Location): Preferred Language: Language of Documentation:	IFSP TYPE: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Annual Review <input type="checkbox"/> Periodic Review <input type="checkbox"/> Transition Plan <input type="checkbox"/> Exit IFSP	Projected IFSP Meeting Dates: Periodic Review: N/A Annual IFSP: N/A Transition Plan: N/A Exit IFSP: N/A
Name/Title Closed Inactive, Service Coordinator	Agency/Phone/ Email SOLARC	Present <input checked="" type="checkbox"/> Consult <input type="checkbox"/> Report <input type="checkbox"/>
If you have any questions about this IFSP or any individuals working with your child and family, please contact your Service Coordinator.		
Reviewed By: Smart Admin		
South Central Los Angeles Regional Center 2500 S. Western Avenue Los Angeles, CA 90016		Child's Name: ANNA TEST DOB: 10/19/1972 UCI: TEST02 Page 1 of 7

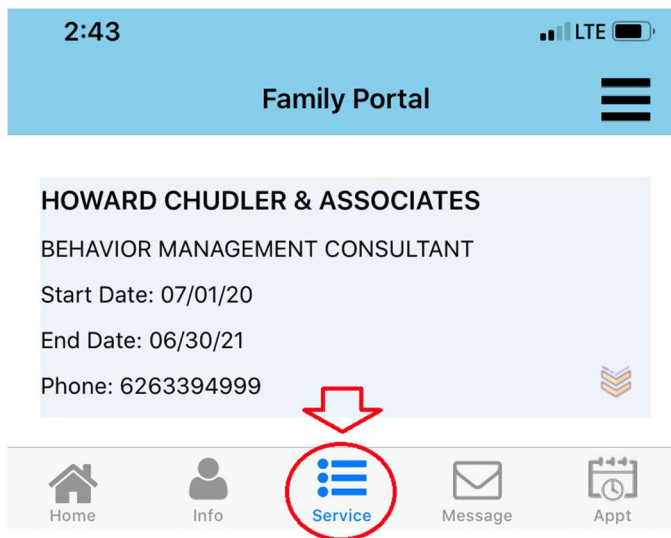
CONFIDENTIAL CLIENT INFORMATION - DO NOT RELEASE WITHOUT PRIOR WRITTEN PERMISSION  
SEE CALIFORNIA WELFARE & INSTITUTIONS CODE SECTION 4514

ELIGIBILITY CRITERIA FOR EARLY START SERVICES	
Your child is eligible for early intervention services based upon the review of pertinent medical records and/or results of our initial evaluation(s) completed by qualified personnel. Eligibility is based on the CSE category that is checked below	
<input type="checkbox"/> Developmental Delay: <input type="checkbox"/> Adaptive/Self-Help <input type="checkbox"/> Communication <input type="checkbox"/> Cognitive <input type="checkbox"/> Physical <input type="checkbox"/> Social or Emotional	
<input type="checkbox"/> High Risk: <input type="checkbox"/> Prematurity (< 32 wks) <input type="checkbox"/> Congenital anomalies <input type="checkbox"/> Clinical FTT <input type="checkbox"/> BW < 1500 grams <input type="checkbox"/> + Tox screen, NAS	

## Family Portal Function Continuation:

### 9. Services

- a. The Individual is able to view current Authorized services and if necessary send an email to their Service Coordinator with any questions.



### 10. My Requests

- a. The Individual can track requests, such as, address changes, updated phone number, etc. submitted to their Service Coordinator and monitor the approvals.



### 11. My Information

- a. The Individual can view following personal data:
  - i. UCI #
  - ii. Name
  - iii. Date of Birth
  - iv. Phone number
  - v. Email address
  - vi. Current mailing address
  - vii. Contacts list – detailed information for each contact person is available on the app.
- b. The Individual can send and update requests to their Service Coordinator.
- c. The Service Coordinator will verify the updated requests and enter the new information in Smart Chart that will update the app.

# Family Portal Function Continuation:

## 12. My Information continued..

2:43

LTE

Family Portal

Personal

Update

UCI

TEST02

Name

ANNA TEST

DOB

10/19/2019

Phone

Email

Address

Update

New

Current

Mailing

Contact List

(Tap List to view detail and request update)

Mary Test

MOTHER

John Test

AUNT

Home

Info

Service

Message

Appt

## 13. Case Management

- The Individual is able to view the name, phone number and email addresses of their Service Coordinator, Team Leader and Supervisor assigned to them.
- The Individual can send emails to their Service Coordinator and Program Manager.
- The Individual is able to view assistance received through the Navigator Program.

11:08

LTE

< Back

Case Management

Service Coordinator

Name

Closed Inactive

Phone

(213) 744-0000

Email

closed@sclarc.org

Program Manager

Name

Closed Inactive

Phone

(213) 744-0000

Email

closed@sclarc.org

Navigator Assistant

Name

Vacant Vacant

Phone

(213) 744-0000

Email

vacant@sclarc.org

## Family Portal Function Continuation:

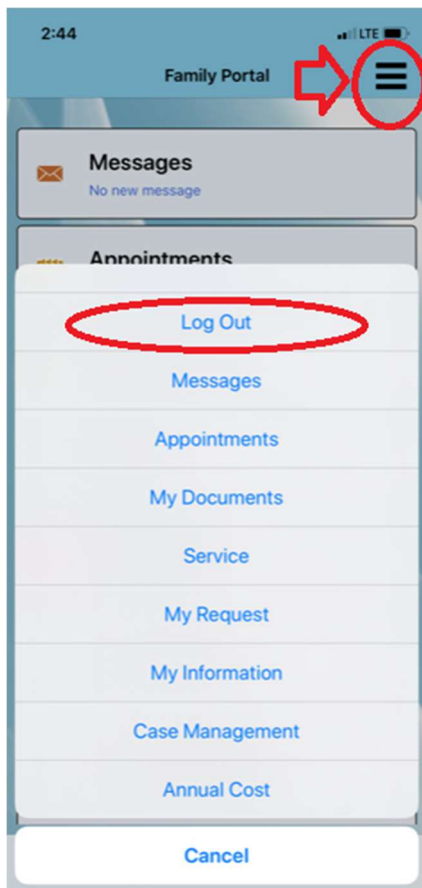
### 14. Annual Cost

- a. The Individual is able to view their annual cost statement in PDF format and email their Service Coordinator if there are questions.



2018 POS Statement

### 15. Logging Out



Application can be downloaded on your device's app store (i.e apple app store).

[www.SCLARC.org/](http://www.SCLARC.org/)



