

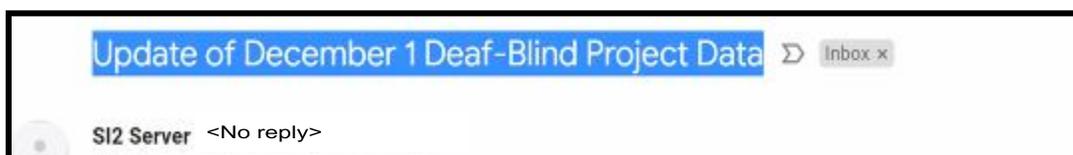
CAYSI Deafblind 2022 December 1 Child Count: Electronic Instructions

Please read this document carefully *before* reviewing your student's information. This document will assist you in accessing, reviewing, correcting, and adding information about your student who is on the national registry of students with deafblindness. This data is managed by CAYSI, stored and compiled securely in the new SI2 database system.

Protection of student data is critical. As a result only designated LEAs and/or agency administrators will receive permission to review and update in the protected database system. Confidentiality and accountability in reporting is essential.

Below are the instructions of what you can expect to see as you gain access and complete the census.

STEP 1. Designated LEAs and agency administrators from developmental centers will receive an email from **SI2 Server <No Reply>** with the **subject heading, Update of December 1 Deaf-Blind Project Data**. Your firewall may prevent this email from going to your inbox. Watch for this in your junk/quarantined mail. **Keep this email until you have reported all of your students on your list** to reference again if you cannot complete the review and update process the first time.



- In the initial email, you will receive access with a secure link by choosing a security question and providing an answer for it as part of your log in process.
- Once you have set your answer to the security question, you will be asked to go back to your email to use a link sent in the new email,
- Click on the "Service Provider Portal Link" to sign in again with your password.

If you leave the SI2 database without completing the review process or if it times out, go back to your initial email from "SI2 Server" <No Reply> with the subject heading, "Update of December 1 Deaf-Blind Project Data", and repeat the process, using your original answer to the security question and password you had created.

See SI2 Portal Link illustrations on following page

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Services Impact Information
Differently Abled Communications

Enter your login (email address)



Services Impact Information
Differently Abled Communications

Please create a challenge question and answer that will be used to identify you on login. Click the arrow to select a question from the list or type in your own question. Answers cannot be your email address, must be longer than 8 characters, and cannot be the same as the question. Long answer and phrases are encouraged. Answers are not case sensitive.

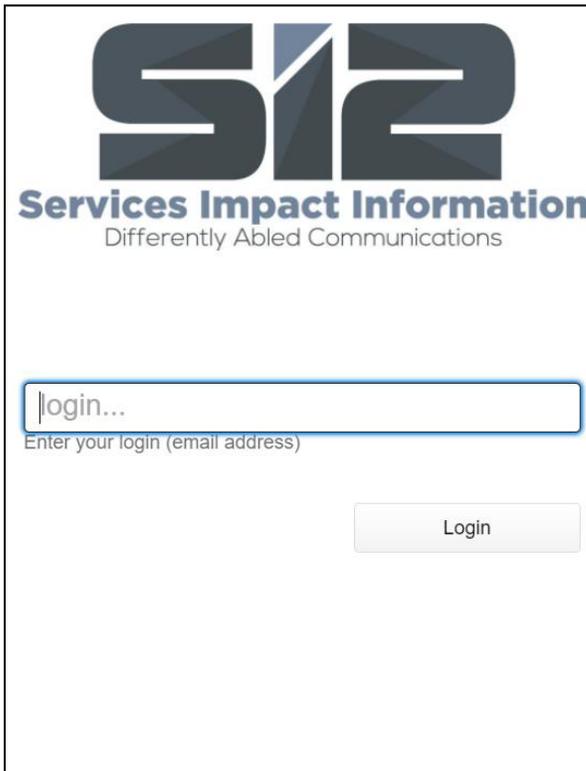


Services Impact Information
Differently Abled Communications

A login link has been sent to the e-mail address you provided. Please check your e-mail and click the provided link to complete the login.
If you did not receive an e-mail check your spam folder or click "Start Over".

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STEP 2. This second link you will receive by email provides a **one-time use** link. ***Each link is unique, and you cannot access it without the answer you created to the security question you choose.***



The screenshot shows the SI2 login interface. At the top is the SI2 logo with the text "Services Impact Information" and "Differently Abled Communications". Below the logo is a text input field containing "login...". Underneath the field is the instruction "Enter your login (email address)". To the right of the field is a "Login" button.



The screenshot shows the SI2 challenge question page. At the top is the SI2 logo with the text "Services Impact Information" and "Differently Abled Communications". Below the logo, the text reads: "Please answer your challenge question. Answers are NOT case sensitive. What was your favorite childhood movie?". Below this text is a text input field containing "answer...". At the bottom of the page are two buttons: "Show Answer" and "Login".

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STEP 4.. Review “Service Providers” and “Family” sections

- Family: Review family contact information (email, phone. address) and, if necessary, click on a family member that needs updating or you can add a family member to the list by clicking “Add Family Member” at the top right corner of the box and give the information.

Name	Relationship	Email	Phone	Address
[Redacted]				

- Service Providers: Review Service Provider information and, if necessary, click on the service provider and indicate changes and their contact information. If a new service provider is needed, such as teacher, administrator, SLP, etc. click “Add Service Provider” and give new information.

Name	Email	Agency	Job Title
[Redacted]			Administrator
[Redacted]			EI Service Coordinator
Jennifer Walkup	jennifer.walkup@ade.arkansas.gov	Children and Youth with Sensory Impairments (CAYSI)	DB Technical Assistant

- The changes that are requested will show up in blue; CAYSI staff will be notified and confirm these changes.

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STEP 5. After completing the appropriate fields for that student, you will have to verify that the information is complete and accurate by clicking on “Verify” and ensuring “Verification Message” is confirmed (See below). CAYSI will be able to see who and when the Dec. 1 Count info was last verified.

Verification

I verify that the information provided in this form is or will be complete and accurate as of December 1, 2020.
Do not "verify" if any information is missing.

Verify ✓

Assistive Technology	1 - Yes
Intervener Services	1 - Yes (from an individual with the title and function of an intervener OR from an individual with the function of an
Verification	Verified by: markcampano@gmail.com Date: 10/17/2020 9:34:11 AM

Please note:

- Please indicate in Part B Exiting codes if your student has transferred to another school, moved out of state, died, aged out, dropped out, graduated, etc, AND email tracey.soto@ade.arkansas.gov with the date of the occurrence and contact information that will help us locate the student and family.
- If you believe you have received a student who is not your responsibility or if you believe you are missing a student contact Tracey or Jennifer as soon as possible.
- If you believe you have a student who fits the criteria for eligibility of our services and he/she is not on the list, contact Jennifer Bishop at Jennifer.Bishop@ade.arkansas.gov or you can make a referral [here](#).

If you need assistance with logging in, reviewing, adding information, or verifying your students to the system please contact Jennifer Bishop at (501) 352-9197 or at jennifer.bishop@ade.arkansas.gov.