

Quick Start Guide

Direct Support Person Training Registry



Introduction

The Direct Support Person Training Registry is an online registry system designed to enter applicant information into the Illinois State DSP Database. A single Program Coordinator is designated for each training program. Each Program Coordinator is responsible for setting up and managing the Instructor accounts for his/her assigned program.

This Quick Start Guide will assist the Program Coordinator in logging into the online registry, updating their account information, managing instructor accounts for their program, and entering applications into the registry.

Welcome Program Coordinators!

If you received this Quick Start Guide as an attachment to an invitation email, you have been designated the Program Coordinator for your training program. That means you have been designated the chief point of contact for your program and you are responsible for managing the instructor accounts for your program in the online registry. If you believe you have received this designation in error, please contact the DSP Project by phone at 618-453-1962.

Getting Started - Your First Visit

The *Direct Support Person Training Registry*, or *DSPR*, is a website designed to allow DSPR training programs to enter applicant information online. To begin using the registry, click the link in your invitation email to setup your account, or go to the website:

Direct Support Person Training Registry - <https://dspr.dxrgroup.com>

From the **Login screen** (see below), enter the temporary access credentials provided in the invitation email message.

Direct Support Person Training Registry



This registry system is for agencies with DSP training programs approved by the Illinois Department for Human Services to report the completion of DSP training to SIU for uploading to the Illinois Health Care Worker Registry.

Welcome

Please enter your e-mail address and password in the fields below and click *Enter*.

E-mail:

Password:

Forgot your password?

If you have forgotten your password, enter your e-mail in the field below and click *Retrieve My Password* to have it sent to that address.

E-mail:



Southern Illinois University Carbondale

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Update Your Account

Each time you log in to the registry you will first be asked to update your account information. On the Update Account screen you can update the contact information for the Program Coordinator including credentials (email address and password), first and last names, and phone number. Click the Update Account button to continue. If the information is all correct, leave the form as-is and click the Update Account button.

Update Account



Sample Program

Please enter your e-mail address, password you would like to use with this service (you will have to enter it twice to verify), first and last names, and phone number in the fields below and click *Create Account*.

E-mail:

Password: Must be between 8 and 12 characters, no leading or trailing spaces.

Password Verify:

First Name:

Last Name:

10-digit Phone: i.e. 123-456-7890

Applicants Screen

Once you have updated your account information, you will arrive at the Applicants screen. This screen allows you as Program Coordinator, to enter applications just as your Instructors can. To enter applications, click the Applicants tab at the top of screen.

On the Applicants screen, enter the applicant's information in the Applicant Information form on the right. Be sure to check the box at the top of the form indicating the applicant has given signed consent to submit his/her information to the DSP Registry. The Public Health number for your program is automatically entered at the bottom of the form and cannot be changed. **Remember the DSPR will accept applications ONLY for applicants who have completed their training program in the last 30 days, so it's important to enter applications in a timely manner.**

Once you have completed entering an applicant's information, review the information for accuracy, correct any mistakes, and click the Add to Applicants button. The applicant's name will appear in the Pending Applicants list on the left. You may edit or remove an application from the list by clicking the appropriate link next to each applicant's name. Once you are satisfied that each of the applications have been entered correctly, click Submit Applicants to add them to the DSPR database.

Each time any of your program's applicants are submitted to the state registry, you will receive a notification email containing a summary of your program's submissions including applicant's first and last names, date of birth, and the last four numbers of the applicant's social security number. It also includes the name of the person who submitted the application.

Note: This is the same screen that Instructors will see when logging in to enter applications. You may find it helpful to refer to this instruction page when answering your instructors questions about entering applications in the DSP Registry.

Applicants

Important!

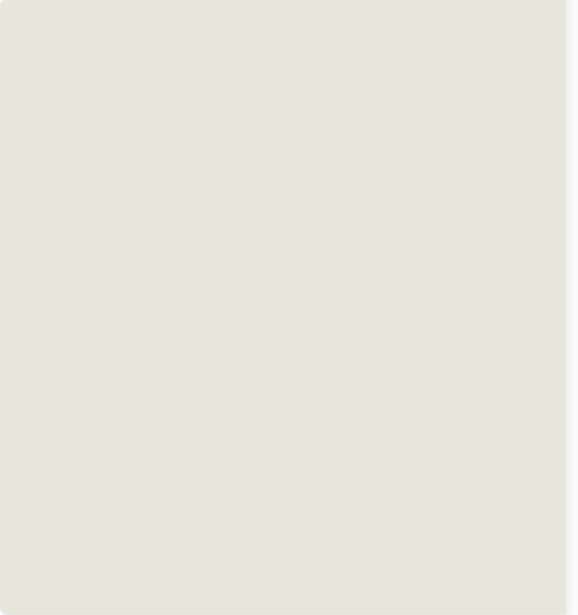
Applicants must be added to the batch within 30 days of completion of their training program. Attempts to submit applicants after 30 days from the completion of their training program will be rejected.

Use the *Applicant Information* form on the right to add applicants to the batch of applicants on the left. When finished, click the *Submit Applicants* button to send the batch of applicant records to the Illinois Department of Human Services. Records created will **not** be submitted to the IDHS until the *Submit Applicants* button is clicked.

Pending Applicants

Remember to click the *Submit Applicants* button below to complete this process.

Submit Applicants (0)

A large, empty rectangular box with a light gray background, intended for displaying a list of pending applicants. It is currently empty.

Applicant Information

Fill all fields below and then click *Add to Applicants*. All fields are required unless noted otherwise.

Has applicant signed to consent to place their information on the DSPR Registry?

Race:

Sex:

Eye Color:

Last Name:

First Name:

Middle Name: (if applicable)

Height: feet inches

Date of Birth: - -

Street:

Apartment: (if applicable)

City:

State:

Zip Code:

Social Security #: i.e. 123-45-6789

Phone: i.e. 123-456-7890

Public Health #:

Completion Date: - -

(Must be within last 30 days)

History Screen

You will use the History screen to view a table of applications that have been submitted by you or your program's instructors. In this table the applications are sorted in descending order by date/time submitted, and secondarily sorted by last name of applicant. The History table contains the following information for each submitted application: first and last name of applicant, date of birth of applicant, last four numbers in applicant's social security number, name of the person who submitted the application, the date/time submitted, and date/time submitted to the state registry. The History Screen helps you monitor the activity of your program's instructors and provides you a record of which applications have already been submitted. The History Screen displays only applications that have been submitted in the last 90 days.

Program Coordinator Home



History [Refresh](#)

Important!

Below is the list of applicants recently submitted by you. This list is for your records only and cannot be edited. If you need to edit one of the entries below, contact Illinois Nurse Aide Testing at 1-877-262-9259. **Entries will be automatically removed from this list 90 days after they have been submitted to the state.**

Search for:

| Applicant | Date of Birth | SSN | Submitted | Submitter | Submitted to State |
|------------------|--------------------|-------------|-------------------------------|-----------------|-------------------------------|
| Kidd, Dennis | October 05, 1940 | XXX-XX-3958 | November 24, 2012 11:14 AM | Whigham, Corie | November 26, 2012 11:22 AM |
| Wheal, Lawrence | July 06, 1955 | XXX-XX-8568 | November 19, 2012 11:39 AM | Sutton, Beth | November 20, 2012 08:41 AM |
| Wheal, Stephanie | November 27, 1967 | XXX-XX-2914 | November 19, 2012 11:39 AM | Sutton, Beth | November 20, 2012 08:41 AM |
| Hart, Dennis | April 26, 1967 | XXX-XX-2763 | November 19, 2012 11:39 AM | Sutton, Beth | November 20, 2012 08:41 AM |
| Wheal, Stephanie | September 05, 1967 | XXX-XX-6232 | November 16, 2012 05:37 PM | Hart, Stephanie | November 19, 2012 10:38 AM |

Instructors Screen

You will use the Instructors screen to manage the accounts of the instructors at your training program. The first step is to create an account for each of your instructors.

Creating Instructor Accounts

To create an instructor account, click the Add Instructor button. Instructions will appear in a dialog box. Read the instructions carefully and then enter the email address of the instructor for whom you are creating an account. Click the Submit button. An invitation email containing a link to the DSPR and temporary credentials will be sent to the instructor email address you entered. The instructor will then use the temporary credentials to complete his/her contact information and begin entering applications for your training program.

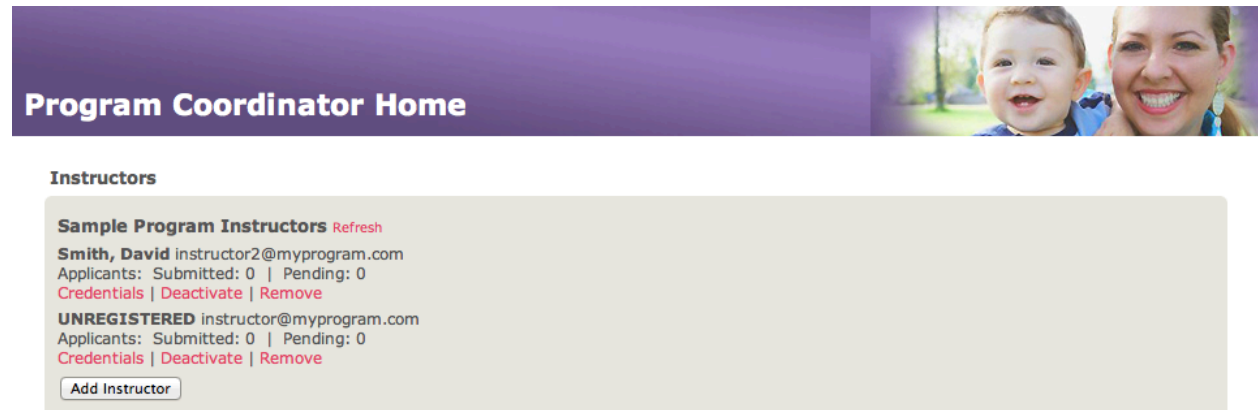
Add instructor for Sample Program

Enter the instructor's e-mail address in the field below and click *Submit* to automatically generate a new instructor account for this program. Upon submit, this application will automatically generate a password and send a notification e-mail to the address below with login credentials and instructions on how to access this application.

Note: this application will use the e-mail addresses provided as the user's login so only a single account can use a given e-mail address at any given time.

E-mail

When viewing your list of instructors, you can see the status of each instructor's invitation to the DSPR. If the instructor has not yet registered, "UNREGISTERED" will appear beside his/her email address. If the instructor has registered, you will see the instructor's name.



The screenshot shows a purple header with the text "Program Coordinator Home" on the left and a photo of a smiling woman and a young child on the right. Below the header, the word "Instructors" is displayed. A light gray box contains the following information:

- Sample Program Instructors** [Refresh](#)
- Smith, David** instructor2@myprogram.com
Applicants: Submitted: 0 | Pending: 0
[Credentials](#) | [Deactivate](#) | [Remove](#)
- UNREGISTERED** instructor@myprogram.com
Applicants: Submitted: 0 | Pending: 0
[Credentials](#) | [Deactivate](#) | [Remove](#)

At the bottom of the box is a button labeled "Add Instructor".

Managing Instructor Accounts

On the Instructor screen, there are a number of things you can do to monitor the progress of your instructors.

Beside each instructor's name, you can see his/her email address as well as the number of submitted and pending applications entered by that instructor. Note: An application is considered to have a status of 'pending' after it has been entered but before it has been submitted to database.

If an instructor forgets his/her credentials, you can retrieve them by clicking the Credentials link below the instructor name.

To delete an instructor account, click the Remove link below the instructor's name. **WARNING: Removing an instructor account will delete the instructor account. Any pending applications that have been entered using this account will be reassigned to you, the Program Coordinator.**

If you want to prevent an instructor from logging in but you don't want to delete his/her account, click the Deactivate link below the instructor's name.

To reactivate a deactivated account, click the Activate link below the instructor's name.

Instructors

Sample Program Instructors Refresh

Smith, David instructor2@myprogram.com
Applicants: Submitted: 0 | Pending: 0
[Credentials](#) | [Deactivate](#) | [Remove](#)

UNREGISTERED instructor@myprogram.com
Applicants: Submitted: 0 | Pending: 0
[Credentials](#) | [Deactivate](#) | [Remove](#)

[Add Instructor](#)

Updating Your Account Info and Logging Out

You can update your account information at any time by clicking your name in the bar at the top of the screen. This returns you to the Update Account screen.

To sign out of the DSPR, click the Sign Out link at the top of the screen.

Technical Support

If you have technical questions or problems to report, you can contact our Technical Support Team at DxR Development Group, Inc. in a couple of ways.

By Phone: Call and speak with a member of our Support Team between the hours of 8 a.m. and 4:30 p.m. Central Standard Time, Monday through Friday at 800-453-8040.

By Email: Email our Support Team at: support@dxrgroup.com