

Division of Specialized Care for Children

DSCC Family Portal Homepage Overview

Welcome to the Division of Specialized Care for Children's (DSCC) Family Portal homepage. This tip sheet explains the menu options and sections of the portal's homepage.

To access, the portal, go to <https://go.uic.edu/DSCCFamilyPortal> or scan the QR code.



At the top of the homepage, you will see the menu. It's a dark gray bar that goes across the top of the screen. The menu lists the portal's menu options.

There are four main options or choices:

- Division of Specialized Care for Children
- Communication
- Participant Information
- Signature Requests

The menu options will help you navigate the site to find the information you need. Here's a more detailed look at each menu option.

Division of Specialized Care for Children Option

On the far left of the menu bar next to the house icon is the "Division of Specialized Care for Children" option. Click on this option anytime you want to return to the homepage.

Communication Option

Click on this option to go to a screen where you can send and receive messages from your DSCC care team.

Click the drop-down arrow next to the word "Communication" to expand the menu. "Letters" will appear in a white box (see the screenshot below). Click on Letters to see a complete list of letters your family has received from DSCC care team members since March 2020.



Participant Information Option

This option shows the information DSCC has gathered for your child/participant. This information may include the participant's:

- Name
- Birth date
- Medicaid number
- Telephone numbers
- Email address
- Mailing address
- Child's ethnicity and race

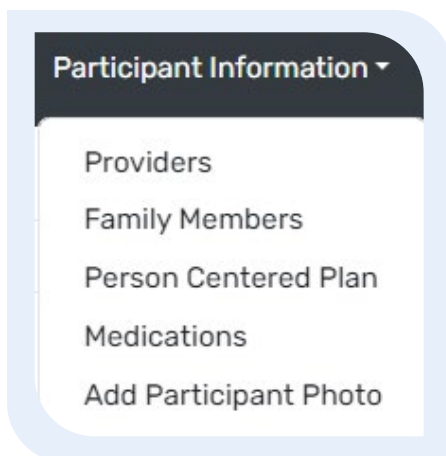
If any information is wrong, please message your care team.

This profile screen also has an arrow in front of the Contact Information and Participant Demographics sections (see the screenshot to the right):

- When the arrow points down, all the information for that section shows on the screen.
- When the arrow points to the right, the information for that section is hidden.

You can click on the arrows to show or hide the information.

The screenshot displays a web form titled "Participant Identifying Information" with a blue information icon. Below the title is a note: "To update information regarding the participant, please send the Care Coordination Team a message via the portal." The form contains several input fields: "Name" with sub-fields for "Entity", "Middle", "Notification", and "Suffix"; "Birth Date" with a calendar icon and "Age 14"; "Pregnancy Status" with a dropdown menu showing "Data not collected"; "Medicaid Recipient Number" with the value "987654321"; and "Medicaid Case Number" with the value "92012815263746". Below this is a section for "Contact Information" with a right-pointing arrow and the text "Your current mailing address and telephone contact information." It includes a "Preferred Phone Number" dropdown set to "Home Phone" and a "Best Time to Contact" dropdown set to "afternoons". A red "Characters remaining: 90" indicator is at the bottom right. At the bottom is a section for "Participant Demographics" with a right-pointing arrow and the text "Use this section to record demographic information about the Participant."



The Participant Information menu option also includes links to more detailed information. Click the down arrow next to Participant Information to see all the options (see screenshot to the left).

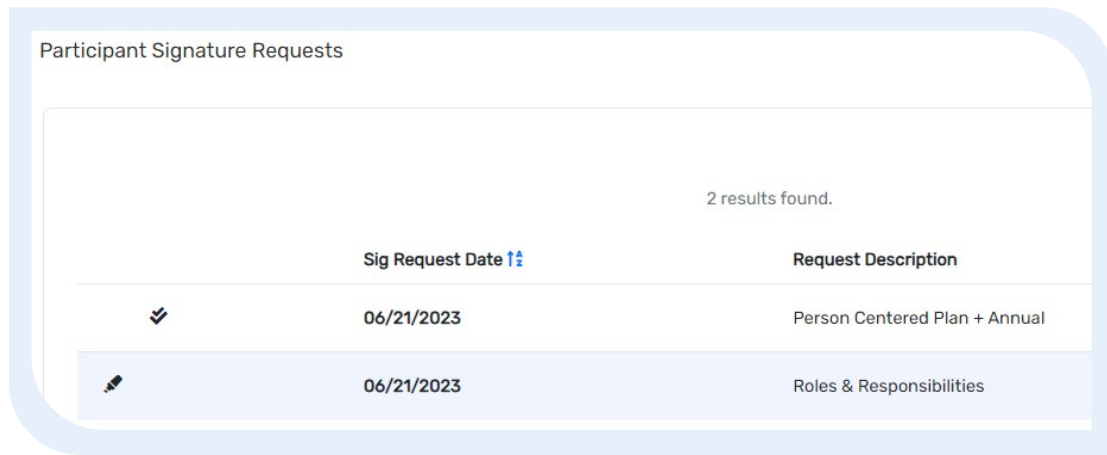
This is where you can review:

- Providers who are working with your child
- Family members
- The person-centered plan you and your care team have put together for your child.
- Your child's prescribed medications




You can also add a photo of your child. Click the "Add Participant Photo" option.

Signature Requests Option

This option shows you the forms you must sign to receive DSCC's support and assistance. These forms include Authorizations to Release Health Information, Roles and Responsibilities of the Family and the Care Team, and the Person-Centered Plan (see the screenshot below).



The screenshot displays a web interface titled "Participant Signature Requests". It shows a table with two columns: "Sig Request Date" and "Request Description". There are two rows of data. The first row has a date of "06/21/2023" and a description of "Person Centered Plan + Annual". The second row has a date of "06/21/2023" and a description of "Roles & Responsibilities".

	Sig Request Date 	Request Description
	06/21/2023	Person Centered Plan + Annual
	06/21/2023	Roles & Responsibilities

For more tip sheets and videos explaining how to use the DSCC Family Portal, visit our website at dsc.uic.edu.

