

Online Training

Handout Two

Note: Complete the second section of the online training, **User Roles and Data Entry**, before beginning the activities outlined in this handout.

1. Log into the FIT-KIDS Training Website. Use the following URL (web address) for the FIT-KIDS Training Website:

<https://training.dohfit.maximus.com/FIT/Login.aspx>

If you see the following message, click on **“Continue to this website (not recommended)”**:



There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

- Click here to close this webpage.
- Continue to this website (not recommended).
- More information

2. Log into the FIT-KIDS Training Website using the User Name **“FITProvider1”** and the Password **“FITProvider1”**.
3. Practice adding a new user with the role **“Data Entry Clerk”**. This can be someone you know or you can make someone up. Log out of the FIT-KIDS Training Website and log back in using the new Data Entry Clerk user account you have just created.
4. Practice personnel data entry by creating at least two new Personnel records in the FIT-KIDS Training Website. These can be for actual staff at your agency, or you can make the records up.

5. Practice adding a new child's record. Create a fictitious child's record. Enter all data up to and through Eligibility Determination. **DO NOT ENTER DATA FROM AN ACTUAL CHILD'S RECORD AT YOUR AGENCY!**

6. Practice adding an Individualized Family Service Plan (IFSP). Add an IFSP for the fictitious child's record that you just created under #5. Make sure that the IFSP you create has at least two different services on it in addition to service coordination. **DO NOT ENTER DATA FROM AN ACTUAL CHILD'S RECORD AT YOUR AGENCY!**

7. Practice entering delivered service records. Enter at least five delivered service records for the fictitious child's record you created under #5. Select the personnel you created under #4 as the providers for the services you enter.

8. When you have completed your practice exercises, be sure to log out and close your browser.