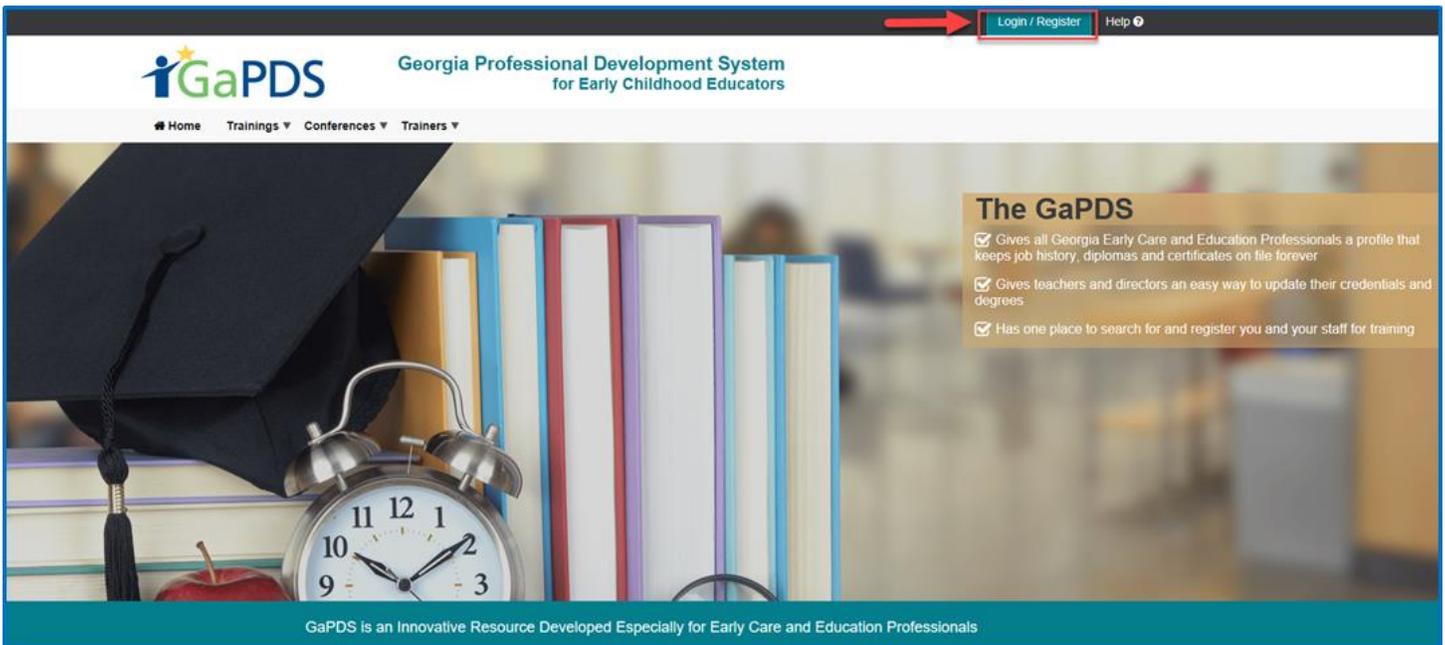


Administrator Accessibility: Home Visitor

Step 1: To create a GaPDS account, go to www.gapds.dec.state.ga.us

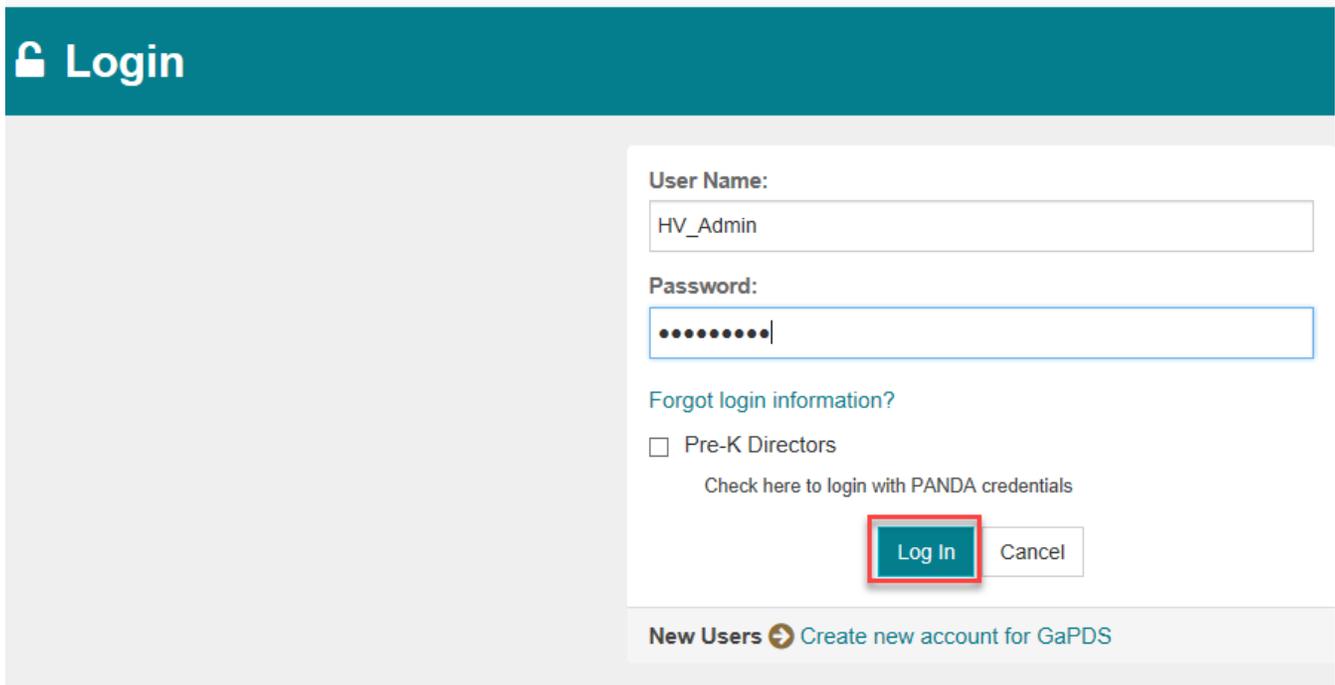
Step 2: The **GaPDS Home Page** displays:

- A. Click Login/ Register



Step 3: The **Login** page displays:

- A. Enter GaPDS Admin credentials



The screenshot shows the GaPDS Login page. At the top left, there is a teal header with a white padlock icon and the text "Login". Below this, the main content area is light gray. On the right side, there is a white login form. The form has two input fields: "User Name:" with the text "HV_Admin" and "Password:" with a masked password of ten dots. Below the password field, there is a link "Forgot login information?". Underneath that is a checkbox labeled "Pre-K Directors" with the text "Check here to login with PANDA credentials" below it. At the bottom of the form are two buttons: "Log In" (highlighted with a red box) and "Cancel". At the very bottom of the page, there is a link "New Users" with a right-pointing arrow and the text "Create new account for GaPDS".

Step 4: The **Manage Users** page displays:

****Note:** The Home Visitors Administrator has the ability to view Home Visitor registrants' profile, as well as Reports. To search User Records, Admin may search by:

- a. First Name
- b. Last Name
- c. Maiden Name
- d. Email
- e. GaPDS number
- f. Username
- g. GaPDS Status or
- h. Last four of SSN

Manage Users

Search User Records

First Name:

Email:

PDS Status:

Last Name:

PDS #:

SSN (4-digits):

Maiden Name:

UserName:

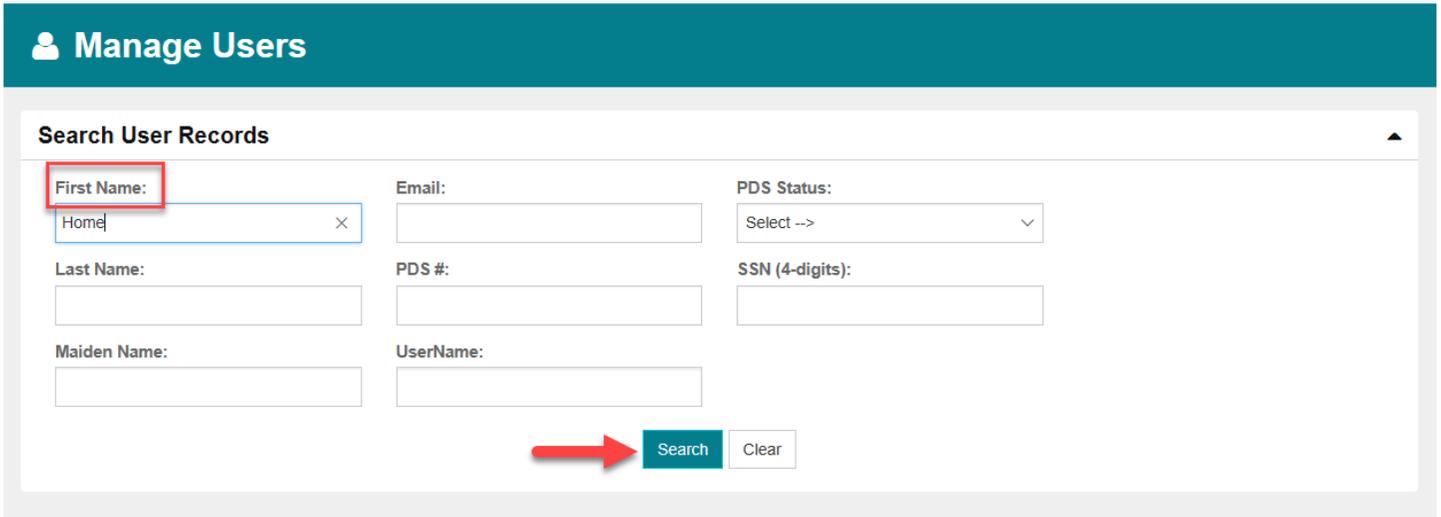
Search
Clear

	UserName ▲	Last Name	First Name	Email	PDS #	PDS Status	Approved	Edit
1	saha_hm2	Siddabatula	Himaja	himaja.siddabatula@decal.ga.gov	104142	Incomplete	<input checked="" type="checkbox"/>	
2	kbwalker	Walker	Kim	mike.chandler@decal.ga.gov	66770	Active	<input checked="" type="checkbox"/>	
3	danny	Targaryen	Daenerys	bridgette.person@decal.ga.gov	104164	Active	<input checked="" type="checkbox"/>	
4	jonsnow	Snow	Jon	bridgette.person@decal.ga.gov	104157	Active	<input checked="" type="checkbox"/>	
5	trivi	name	fnam	himaja.siddabatula@decal.ga.gov	104148	Incomplete	<input checked="" type="checkbox"/>	
6	ajolie_hv	Jolie	Angelina	philip.waldock@decal.ga.gov	104159	Incomplete	<input checked="" type="checkbox"/>	
7	tisi_hv4	hv4	tisi	sravani.tummepalli@decal.ga.gov	104174	Incomplete	<input checked="" type="checkbox"/>	
8	pvilla_hv	Villa	Pancho	philip.waldock@decal.ga.gov	104160	Incomplete	<input checked="" type="checkbox"/>	
9	tisi_hv6	hv6	tisi	sravani.tummepalli@decal.ga.gov	104176	Incomplete	<input checked="" type="checkbox"/>	
10	tisi_hv5	hv5	tisi	sravani.tummepalli@decal.ga.gov	104175	Incomplete	<input checked="" type="checkbox"/>	

1
2
3
4

Step 5: While still on the Manage Users page, the **Search User Records** section will display:

- A. Enter accurate information
- B. Click 'Search'



Manage Users

Search User Records

First Name:

Email:

PDS Status:

Last Name:

PDS #:

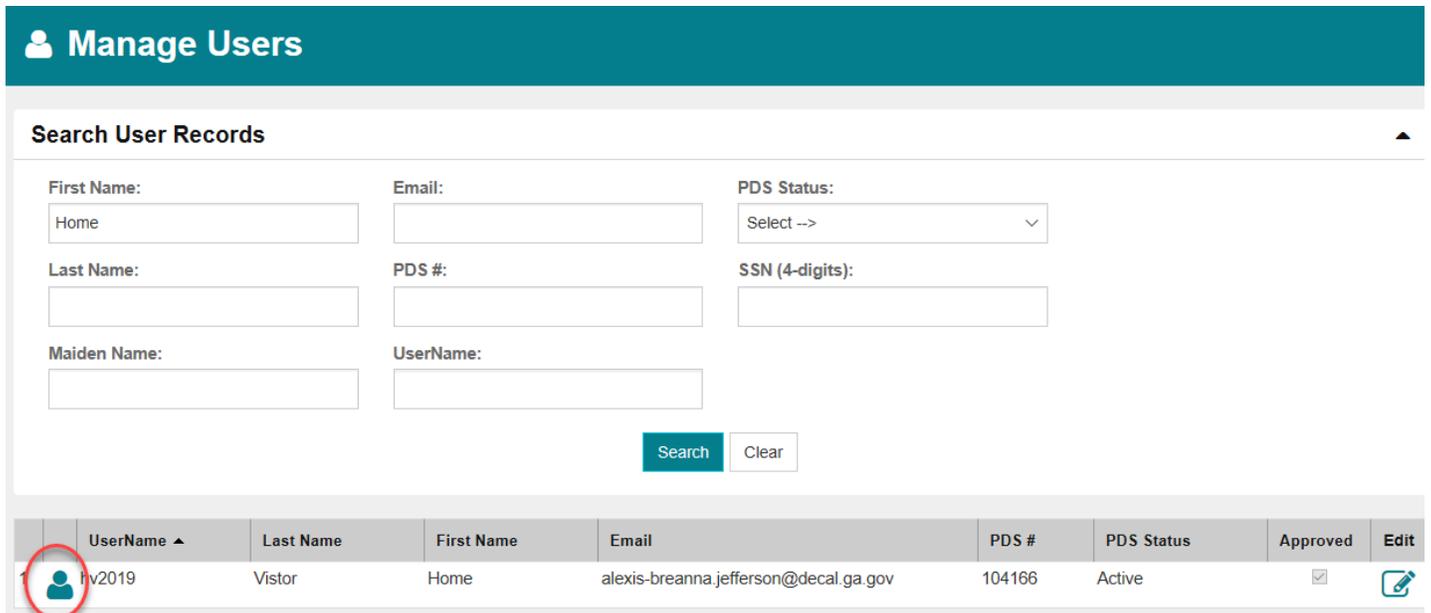
SSN (4-digits):

Maiden Name:

UserName:

Step 6: The Search User Records results display:

- A. Click 'View User Profile', or the icon resembling a person.



Manage Users

Search User Records

First Name:

Email:

PDS Status:

Last Name:

PDS #:

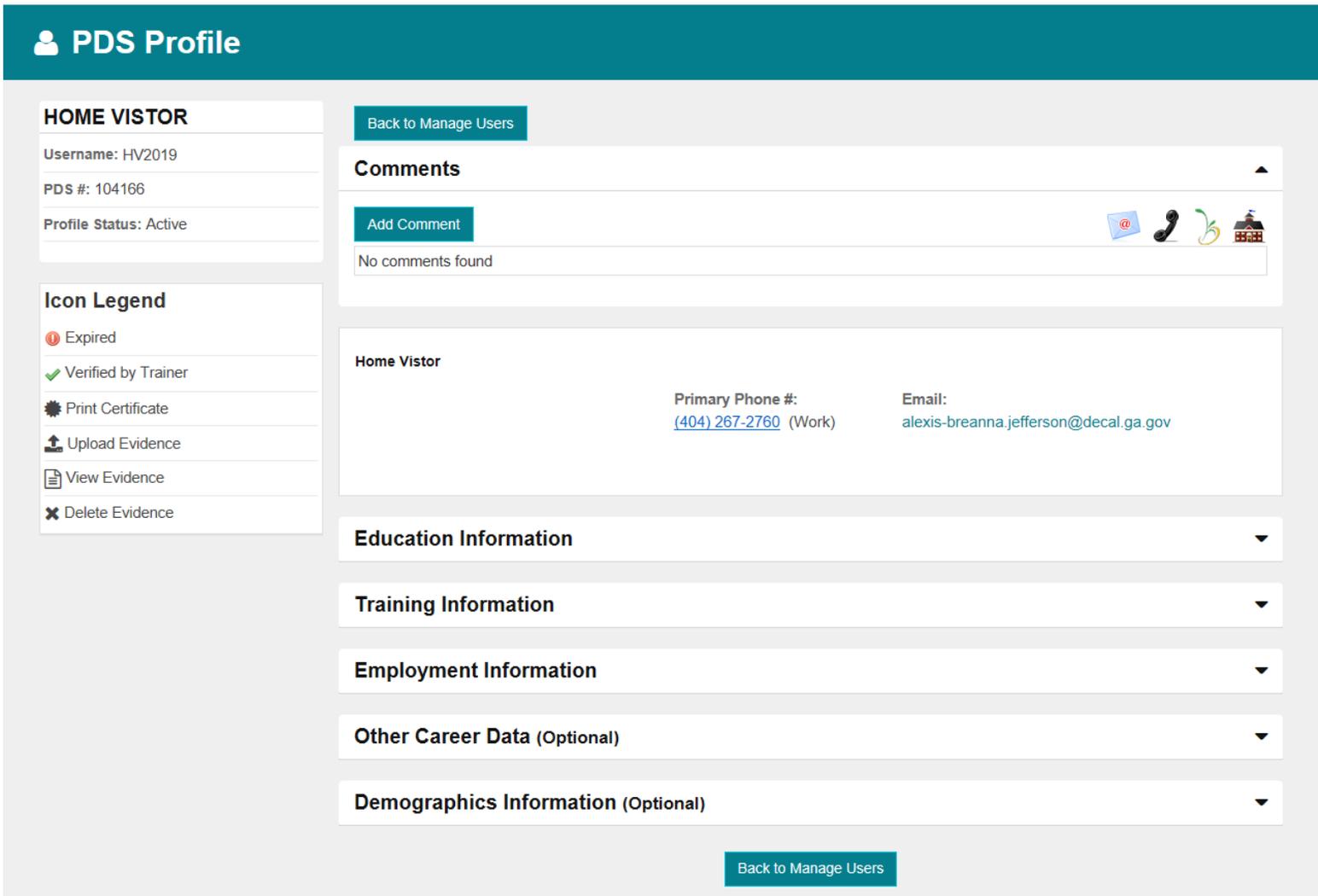
SSN (4-digits):

Maiden Name:

UserName:

	UserName ▲	Last Name	First Name	Email	PDS #	PDS Status	Approved	Edit
	lv2019	Vistor	Home	alexis-breanna.jefferson@decal.ga.gov	104166	Active	<input checked="" type="checkbox"/>	

Step 7: The user's **PDS profile** displays:



The screenshot shows the 'PDS Profile' page for a Home Visitor. The page has a teal header with a user icon and the text 'PDS Profile'. On the left, there is a sidebar with a 'HOME VISTOR' section containing fields for Username (HV2019), PDS # (104166), and Profile Status (Active). Below this is an 'Icon Legend' with six items: Expired (red circle with exclamation mark), Verified by Trainer (green checkmark), Print Certificate (gear icon), Upload Evidence (upload icon), View Evidence (document icon), and Delete Evidence (cross icon). The main content area has a 'Back to Manage Users' button at the top. Below it is a 'Comments' section with an 'Add Comment' button and a row of icons (email, phone, green checkmark, house). The text 'No comments found' is displayed. A 'Home Vistor' section shows contact information: Primary Phone #: (404) 267-2760 (Work) and Email: alexis-breanna.jefferson@decal.ga.gov. Below this are several expandable sections: Education Information, Training Information, Employment Information, Other Career Data (Optional), and Demographics Information (Optional). A second 'Back to Manage Users' button is located at the bottom right of the main content area.

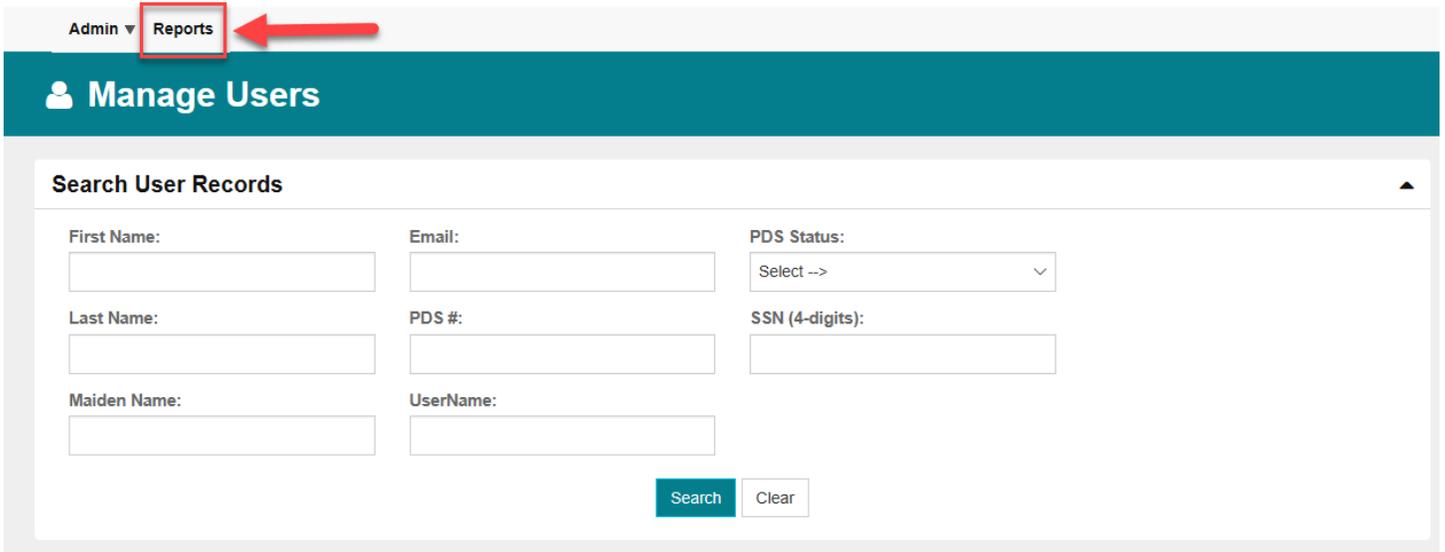
****Note:** The Home Visitor Admin has the ability to **view** all credentials entered into the user's profile; however the Home Visitor Admin **does not** possess the authority to **edit** credentials in the user's profile.

b. Click the **Back to Manage Users** button to return to the **Manage Users** search page.

The Home Visitors Administrator also has the ability to view 'Reports'

Step 8: In order to access 'Reports':

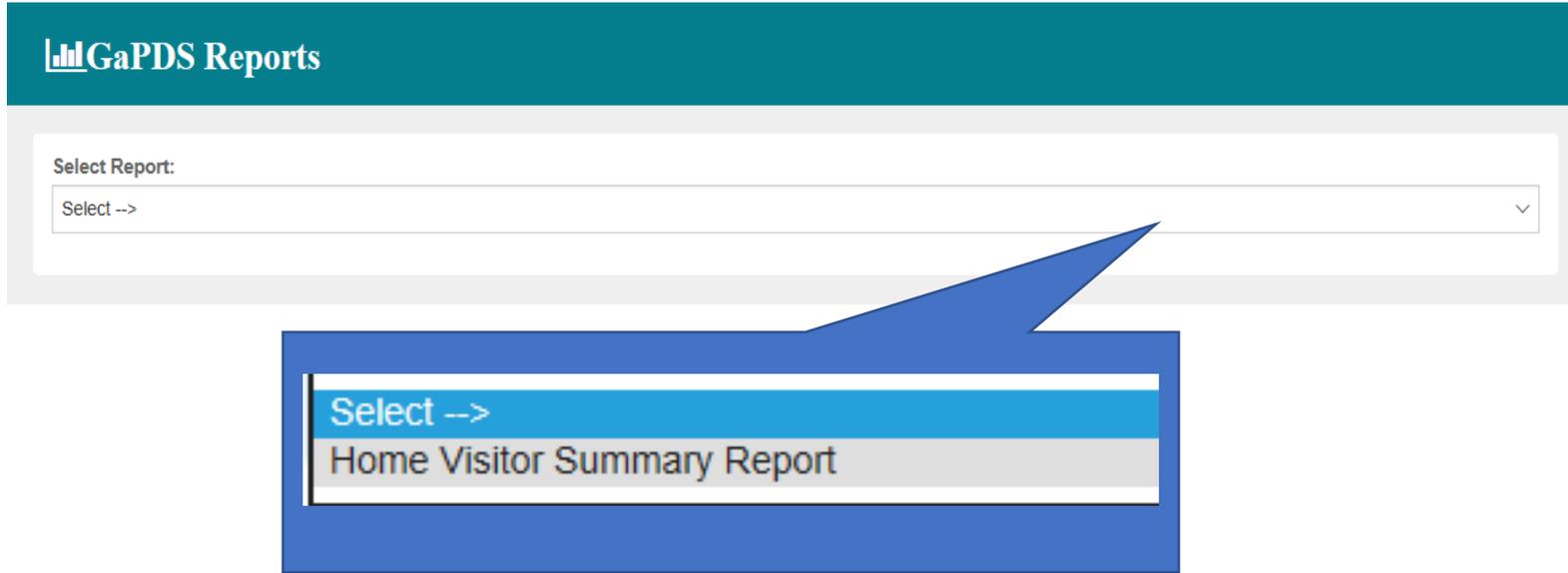
A. Click 'Reports'



The screenshot shows the top navigation bar of the GaPDS system. On the left, there is a dropdown menu labeled 'Admin'. The 'Reports' option is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the navigation bar is a teal header with a white user icon and the text 'Manage Users'. Underneath is a white search area titled 'Search User Records' with a small upward-pointing triangle on the right. The search area contains several input fields: 'First Name:', 'Last Name:', 'Maiden Name:', 'Email:', 'PDS #:', 'UserName:', 'PDS Status:' (with a dropdown menu showing 'Select -->'), and 'SSN (4-digits):'. At the bottom right of the search area are two buttons: 'Search' (teal) and 'Clear' (white).

Step 9: The **GaPDS Reports** page displays:

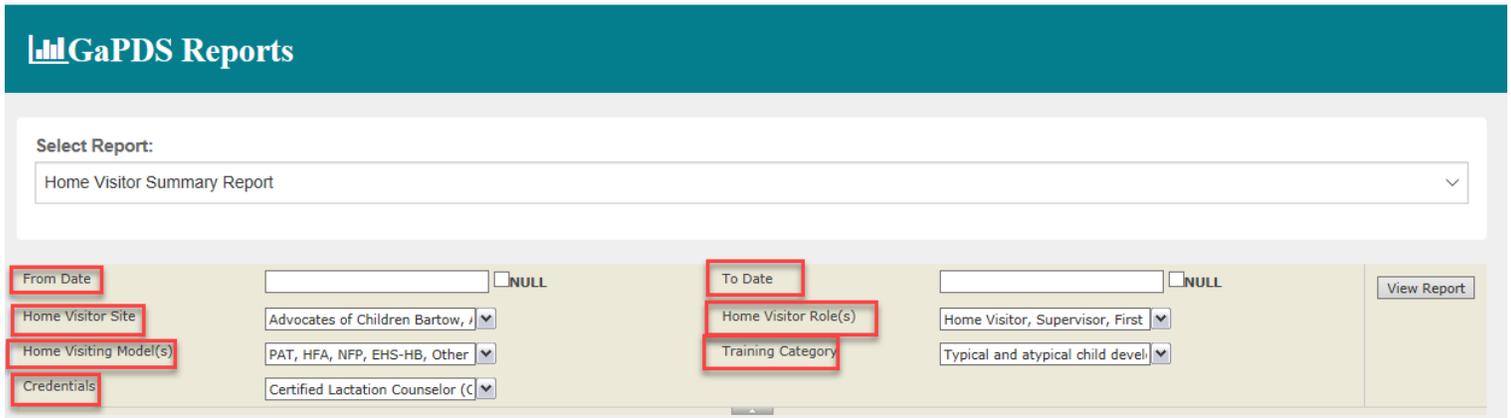
- A. From the Select Report drop down box, select the appropriate report.



The screenshot shows the 'GaPDS Reports' page. At the top, there is a teal header with the text 'GaPDS Reports' and a small bar chart icon. Below the header is a white box containing a 'Select Report:' label and a dropdown menu. The dropdown menu is open, showing two options: 'Select -->' (highlighted in blue) and 'Home Visitor Summary Report' (highlighted in grey). A blue callout box points to the 'Home Visitor Summary Report' option.

Step 10: To view Home Visitor Summary Report:

- A. Enter the appropriate:
 - a. From Date
 - b. Home Visitor Site
 - c. Home Visitor Model(s)
 - d. Credentials
 - e. To Date
 - f. Home Visitor Roles(s)
 - g. Training Report



GaPDS Reports

Select Report:
Home Visitor Summary Report

From Date: NULL

Home Visitor Site: Advocates of Children Bartow,

Home Visiting Model(s): PAT, HFA, NFP, EHS-HB, Other

Credentials: Certified Lactation Counselor (C)

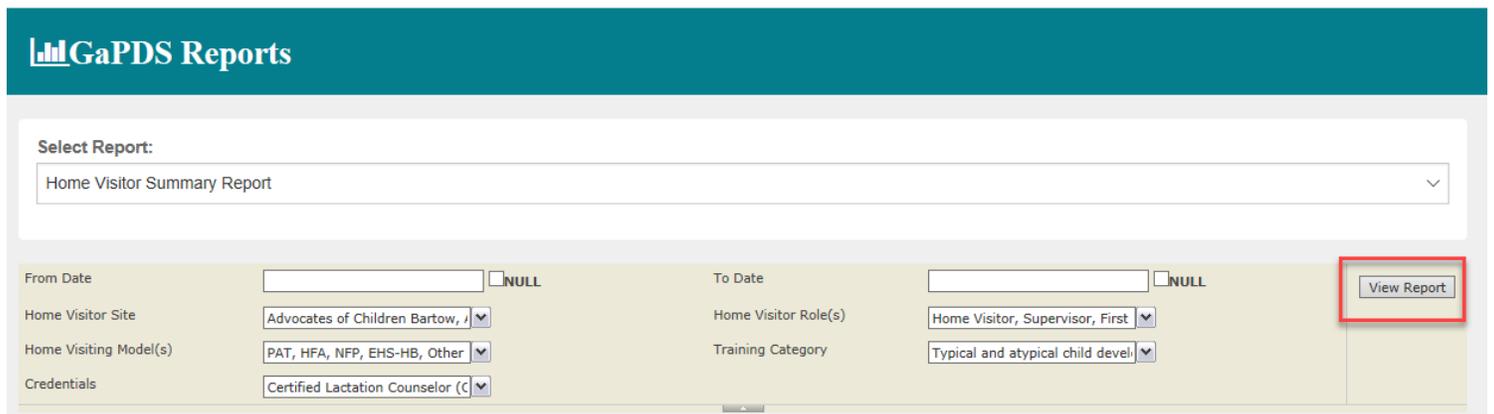
To Date: NULL

Home Visitor Role(s): Home Visitor, Supervisor, First

Training Category: Typical and atypical child devel

View Report

B. Click 'View Report'



GaPDS Reports

Select Report:
Home Visitor Summary Report

From Date: NULL

Home Visitor Site: Advocates of Children Bartow,

Home Visiting Model(s): PAT, HFA, NFP, EHS-HB, Other

Credentials: Certified Lactation Counselor (C)

To Date: NULL

Home Visitor Role(s): Home Visitor, Supervisor, First

Training Category: Typical and atypical child devel

View Report

Step 11: The **Home Visitors Training Report** results displays:

GaPDS Reports

Select Report:
 Home Visitor Summary Report ▼

From Date: NULL To Date: NULL [View Report](#)

Home Visitor Site: Home Visitor Role(s):

Home Visiting Model(s): Training Category:

Credentials:

1 of 1 Find | Next

Home Visitor Training Report

Baby Luv

PDS#	Last Name	First Name	Email Address	Role(s)	Education Level
1 104157	Snow	Jon	bridgette.person@decal.ga.gov	Supervisor	Masters Degree

Gender: Male Language: Spanish Age Range: 30 and Under Model(s): PAT, HFA, NFP, EHS-HB, Other
 Race: Native Hawaiian or Other Pacif

Training Information

	Training Name	Category	Training Date
1	Equipment, Activities, and Strategies For Promoting Physical Activity	Child health and wellness	10/19/2018
2	Early Language Development In Children	Early language and communication	9/9/2016

Credential Information

	Credential	Earned	Expiration
1	Center-Based Infant Toddler CDA	6/5/2016	6/5/2019
2	Certified Lactation Counselor (CLC)	4/20/2019	4/21/2024
3	Home Visitor CDA	6/23/2017	6/23/2022