



Pathways' MIS Database Access TDFPS & Juvenile Probation Staff

System Requirements: Internet Connection, Internet Explorer 6 or higher for Windows. Other operating systems and browsers are not supported at this time.

STEP 1: Launch Internet Explorer

STEP 2: Go to the Pathways Home Page at www.pathway.org

STEP 3: Type your User ID and Password into the MIS DB Login box in the lower left corner of the home page

User ID: _____ (will be provided by Pathways staff)

Password: _____ (will be provided by Pathways staff)

STEP 4: To view or to print a Case Note:

Single Click on LOGS

Single Click on CASE NOTE

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

This will take you to a subsequent screen where you will see 2 drop-down lists at the top of the page.

This will allow you to sort multiple reports by the criteria you chose.

STEP 5: To view or to print a Therapy Session Note:

Single Click on LOGS

Single Click on SESSION LOG

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

This will take you to a subsequent screen where you will see 2 drop-down lists at the top of the page.

This will allow you to sort multiple reports by the criteria you chose.

STEP 6: To view or to print a Pathways Service Plan:

Single Click on TREATMENT & ASSESSMENT SERVICES

Single Click on SERVICE PLAN

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

All other documents that you can see are available for your review.

HAVE QUESTIONS OR NEED HELP?

- 1) Go to www.pathway.org
- 2) Click the 'Contact Us' button
- 3) Choose "Request Tech Support"
- 2) Complete the form and click 'Submit'

You will receive a response within 24 hours.