

# Tuition Support Database

## User Manual

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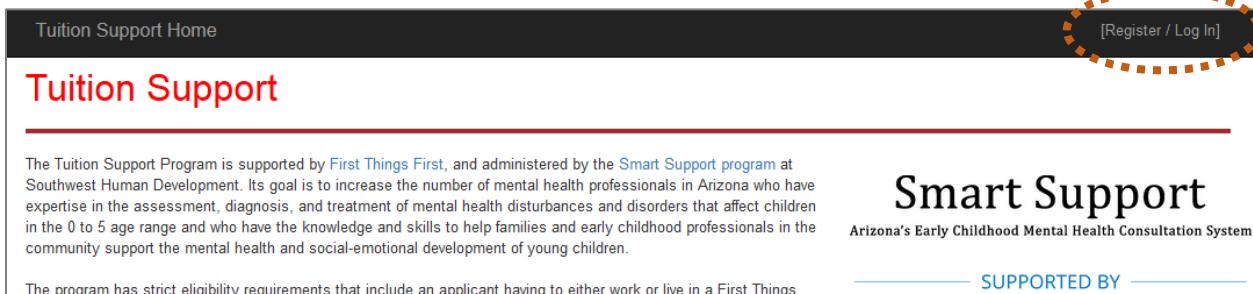
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# Administrator Functions

## Administrative Log In

The Tuition Support program's web-based database can be accessed via the following link:

<http://swhdtuitiionsupport.azurewebsites.net/>. The administrators that manage the program log in to the system in the same way that applicants do, however applicants create their own profiles whereas administrators are set up with log in information by either IT or a lead administrator.



Tuition Support Home

## Tuition Support

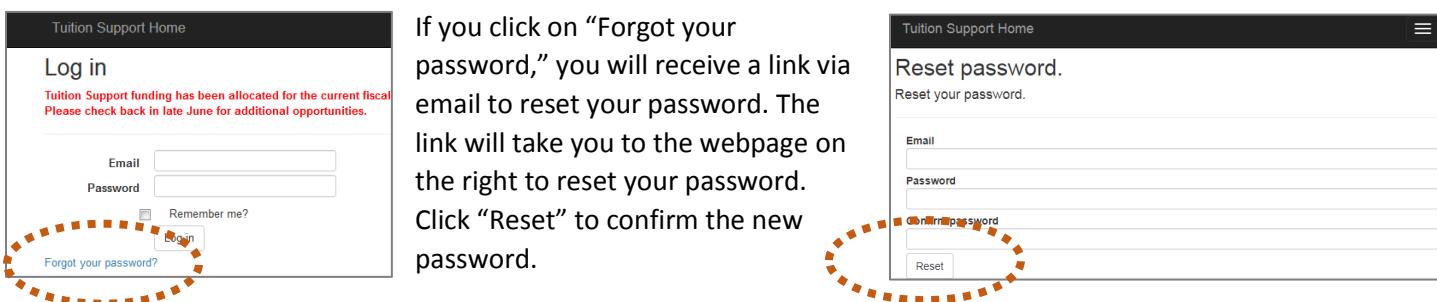
The Tuition Support Program is supported by [First Things First](#), and administered by the [Smart Support program](#) at Southwest Human Development. Its goal is to increase the number of mental health professionals in Arizona who have expertise in the assessment, diagnosis, and treatment of mental health disturbances and disorders that affect children in the 0 to 5 age range and who have the knowledge and skills to help families and early childhood professionals in the community support the mental health and social-emotional development of young children.

The program has strict eligibility requirements that include an applicant having to either work or live in a First Things First community.

**Smart Support**  
Arizona's Early Childhood Mental Health Consultation System

SUPPORTED BY

To login to the system, click on “Register / Log In” in the top right corner. Next enter your SWHD email address and the default password of **welcome**.



Tuition Support Home

### Log in

Tuition Support funding has been allocated for the current fiscal year. Please check back in late June for additional opportunities.

Email  Password  Remember me?  Login

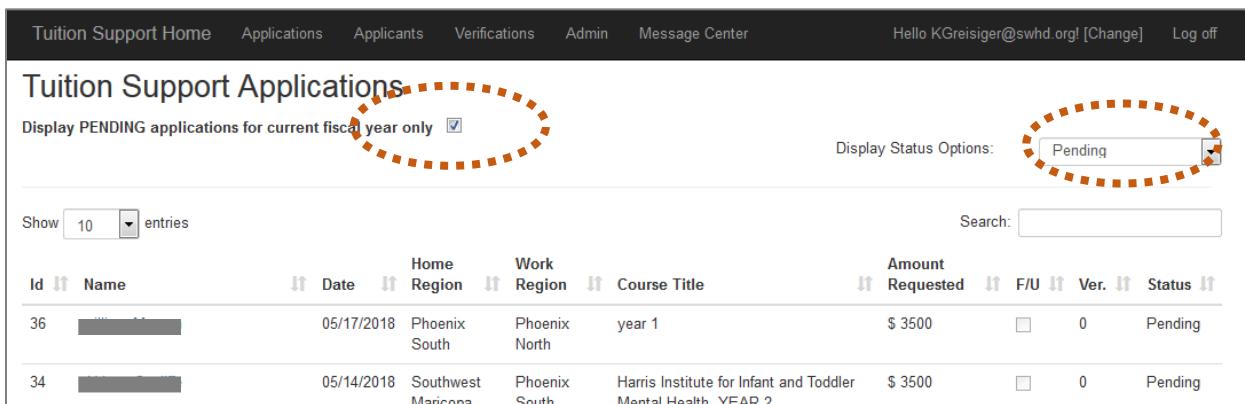
Tuition Support Home

### Reset password.

Reset your password.

Email  Password

The homepage, or dashboard, is the screen that appears once you log in (pictured below). The dashboard for administrators automatically shows a list of pending applications. The list may be filtered by unclicking the “Pending” check box to the left or by choosing a different status option to the right. The list is also filterable by any of the data that you see in the list (i.e. name, date, region, amount, etc.). Users may return to the dashboard by clicking on “Tuition Support Home.”



Tuition Support Home Applications Applicants Verifications Admin Message Center Hello KGreisiger@swhd.org [Change] Log off

### Tuition Support Applications

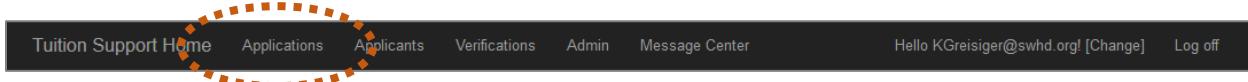
Display PENDING applications for current fiscal year only

Show 10 entries

Id	Name	Date	Home Region	Work Region	Course Title	Amount Requested	F/U	Ver.	Status
36	[REDACTED]	05/17/2018	Phoenix South	Phoenix North	year 1	\$ 3500	<input type="checkbox"/>	0	Pending
34	[REDACTED]	05/14/2018	Southwest Maricopa	Phoenix South	Harris Institute for Infant and Toddler Mental Health YEAR 2	\$ 3500	<input type="checkbox"/>	0	Pending

Administrator users can access the following functions via links at the top of the web page.

## Applications



The “Applications” page allows an admin user to see a list of all applications. You may filter the list the same way that the dashboard list is filtered. An application must be *submitted* in order to be viewed in either list.

A screenshot of the 'Tuition Support Applications' page. The page title is 'Tuition Support Applications'. There is a checkbox 'Display PENDING applications for current fiscal year only' which is checked. Below it, there is a dropdown 'Display Status Options' with 'Pending' selected (highlighted with a red circle). There is also a 'Search:' input field. The table below shows a list of applications with columns: Id, Name, Date, Home Region, Work Region, Course Title, Amount Requested, F/U, and Status. The first application in the list is circled in red. The application details are: Id 35, Name Sally Applicant, Date 05/17/2018, Home Region Phoenix South, Work Region Phoenix North, Course Title year 1, Amount Requested \$ 3500, F/U 0, Status Pending.

Click on a name to view an application. Each submitted application has a unique ID that is auto-generated. *The top of each application also shows how much money has been allocated for the current fiscal year.*



## Review & Process Applications

The Tuition Support program receives \$100,000 per fiscal year (July 1-June 30) from First Things First. The program is administered by Smart Support staff, and each application is reviewed by a small, review committee. Each applicant's application is also considered on an individual basis, but must pass specific eligibility requirements, some of which include but are not limited to:

- Applicant has a license-eligible graduate-level degree, or is in a program that is license-eligible
- Applicant works in the 0-5 mental health field in Arizona, or is trying to enter the field
- Applicant awards cannot exceed more than \$5,000 in one year, or \$10,000 in three years
- Applicant is applying for registration or tuition coverage for an evidence-based or accredited program

Applicants are expected to apply at least 30 days before the start of their training or course. If an applicant is applying for support for a license-eligible graduate program, they should apply one time per semester or session. Applications can be reviewed from the administrators' dashboard or from the “Applications” page.

Administrators may also mark an application as needing a “Follow Up.” They can do this by clicking on the “Follow Up” check box on the application. If an application is needing a follow up, then it will show a check under the follow up column on the list of applications, as seen in the below example.

A screenshot of the 'Tuition Support Applications' page. The table shows a list of applications with columns: Id, Name, Date, Home Region, Work Region, Course Title, Amount Requested, F/U, Ver, and Status. The first application in the list has a checked box in the F/U column. The application details are: Id 34, Name [REDACTED], Date 05/14/2018, Home Region Southwest Maricopa, Work Region Phoenix South, Course Title Harris Institute for Infant and Toddler Mental Health, YEAR 2, Amount Requested \$ 3500, F/U 1, Ver 0, Status Pending.

## Send Approval or Denial Letters to Applicant

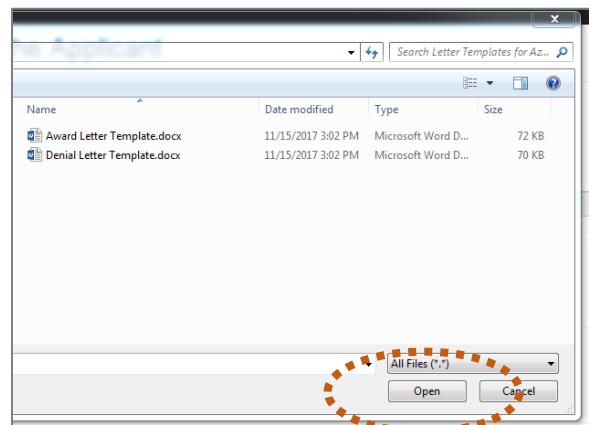
Once the status of the application is determined, the administrator must send either an approval or denial letter to the applicant via their email. The administrator has the option to use the “Send a Letter to Applicant” function to create a letter based off of the approved or denied templates. Click on the “Send a Letter to Applicant” link to continue.

Status	Amount Awarded	Date Funds Granted	Date Status Was Updated
Granted	500.00	6/14/2018	6/14/2018
ApplicationNotes			
Verification Type		Due Date	Date Verified
[Add new verification]			Notes
Awarded within 1 year - \$0.00		Awarded within 3 years - \$0.00	
<input type="checkbox"/> Follow Up		<input type="button" value="Save Application"/>	
<input checked="" type="checkbox"/> Submitted		Send a Message to Applicant	
		Send a Letter to Applicant	

## Create a Letter for the Applicant

Applicant Name	John Doe
Today's Date	6/14/2018
Amount Granted	
Course Title	year 1
Please select the letter template to generate the letter to Applicant	
<input type="button" value="Browse..."/> No file selected.	
<input type="button" value="Click to create and download the Letter"/> You will find downloaded file in your "Download" folder	
<input type="button" value="Close the Form"/>	

The administrator will then be taken to the following screen. Where they can choose a letter template to fill in the award’s data. Administrators must keep the letter templates on their computer or shared drive to access them via the “Browse” function as seen to the left.



Next choose the template that you need – either Approval or Denial. Click “Open” to continue.

Once the template letter is chosen, click on “Click to create and download the Letter.” Your letter will then be in the download folder and be available to save and to email to the applicant. Award letters must be submitted with requisitions for award payments. *When sending an award letter to an applicant make sure to wait for their response accepting the award before paying for any registration or coursework.* When you have completed creating the letter, click “Close the Form” to return to the application.