

Training has been completed for _____ in the following areas:
(Name)

Initial___ 1- Computer set-up instructions and web site information provided

Initial___ 2- Basic overview of CARE modules

Initial___ 3- CARE Role specific training:

_____ **Roles** (View DA, AG, Upload Attorney, etc.)

Case Look up	Uploading	Other:
Court Orders	Case History	
Document Look-up	Accounting	
Calendar	Petitioning	

Initial___ 4- _____ Training manual provided
(Role)

Initial___ 5- Filing options in juvenile court reviewed

Initial___ 6-Confidentiality and other information reviewed and signed as outlined in the agency and user *Agreement Regulating Access to CARE* forms

Initial___ 7- CARE access requested on the CARE home page

Initial___ 8-Management of CARE access
Use of assigned Roles per Rules and Judicial Procedure (review *CARE Access table*)
Use of passwords

Initial___ 9- Individual and Agency User Agreement forms signed

Agency User:_____

CARE Specialist:_____

Title:_____

Signature:_____

Signature:_____

Date:_____

Date:_____