IL Pathways to Health
Provider Contact Quick Reference

Illinois Pathways to Health by AgeOptions

Workshop Data Entry Process

1. Register Workshop
   - Leader or Provider Contact registers workshop in ILPTH.
   - If there are any changes (new dates, different leaders, canceled, etc.) update the workshop in the database.
2. Participants Register
   - Participants can register using “Find Classes” on the ILPTH website.
   - Leaders or Provider Contacts have the ability to manually register participants.
3. Prior to and Start of Class
   - Follow the program specific data collection checklist- found under leader resources on the class leader page.
   - Links to workshop materials can be found on the leader resource page on ILPTH.
   - Leaders can view/manage class data in ILPTH and ensure all participants are registered and completed first session paperwork.
4. After Last Session
   - After the last session, leaders or providers must ensure participants, attendance, and all appropriate documentation (surveys, etc.) has been entered in ILPTH **OR** sent to the Health Promotion Team at AgeOptions.
5. Request Reimbursement *(does not apply to CCDPH partners)*
   - Provider Contact fills out workshop reimbursement request form.

Dashboard Navigation

Classes Tab: Manage classes you are leading or create a new class.
Participants Tab: Access participant PHI and contact info.
Locations Tab: Manage classes you are leading or create a new class.
Class Leader Tab: View and edit leader’s contact information and add new program certifications.
Providers Tab: Manage your provider’s information and view or edit the programs your provider is currently offering.

Login to your Provider Dashboard

Login button is located at the top right-hand corner on ILPTH website. Enter your email address and the password. Once logged in, you will be taken back to the home page. Look up to the right-hand corner where you signed in, click on your name, and then click on “provider contact.” This will take you to the back end of the website.

Add a Class

- Click on the **“classes” tab**. On the bottom of the page, click the green “add class” button. Fill in all required fields- class type, program, class leaders, workshop contact name, email address and phone number.
- If no charge, leave the cost “0.” To cap participant registration, enter “Maximum Participants.”
- Select location- select “online” for virtual workshops and add the online class link (you can add this at a later time if needed). If choosing a physical location, and it is not listed, email the Health Promotion Team at AgeOptions.
- Create the session schedule- select the days of the week the class will meet. Enter the number of times the class will meet (i.e., 6 times), how long the class will meet (i.e. 2.5 hrs.), and the date of the first class.
- If you want any notes displayed on website, enter notes under “Public Notes.”
- **Click on generate schedule**- this must be checked for the system to register the workshop. **Once the schedule generates, click on “Create.”**

Add a New Location

To add additional provider contacts to your organization, email the Health Promotion Team at AgeOptions.

Add a Participant	Enter Class Participant Data
Click on the **"classes" tab**. Find the desired class, click "view" to access the class details. In the participant section, click "+Register a New Participant." Fill in the required fields. On the bottom of the page, verify if the participant has or has not received the privacy policy notice. After you verify, click "register" to add the new participant to the class. If you do not have DOB or address information for the participant, enter the following: DOB: 01/01/1900 Address: 0000 No Address Zip Code: Enter zip code of organization Phone Number: 999-999-9999 *Note: If you get a pop-up stating the user email is already registered, register the participant as an existing participant. Click "+Register an Existing Participant" and search by last name. Click their name, verify participant info and click "register participant." You will only be able to see existing participants if they have taken a class under your organization. If you do not see the participant name, email the Health Promotion Team at AgeOptions.*	Click the **"classes" tab**. Find the desired class, click "view" to access the class details. In the participant section, click the name of the participant (if participant is not listed, you will need to add the participant). If the participant filled out a paper survey, manually enter their survey data here. The attendance record can be documented at the bottom of the page. To upload privacy policy (or liability forms) click on the "upload" button.
Advance Class Status	**Request Reimbursement**
The system will automatically advance the class status based on class dates. The 4 status are: scheduled, in progress, pending completion and completed. The ILPTH Health Promotion Team will move the class to "completed" status once all appropriate documentation has been entered.	Ensure that all participant data is entered. Send all paper forms via secure email to joan.fox@ageoptions.org or mail to AgeOptions. Submit the ILPTH Workshop Reimbursement Request Form. CCDPH Partners- Do not submit a reimbursement request. Reimbursements will be issued according to the DP Stipend Agreement.
Manage Leader Information	**Add a Leader**
Click on the **"class leader" tab**. A list of leaders will be displayed. Click the leader's name. This will allow you to view the leaders profile- name, email, classes led, program, etc. To edit, click "edit." The only field you cannot edit is the leader's email. Click "add certificate" and "update" to add a new certification.	(1) Click the **"for class leaders" page**. Click the blue "Register as a leader" button on the right-hand side. Complete the leaders form and click "register." **OR** (2) Click on the **"class leaders" tab** and click on the green "add class leader" button. Enter the leaders contact information, organization and region, and certificate information.
Manage Your Organization's Information	**Add Contacts to Your Organization**
Click on the **"providers" tab**. Click on your organization's name. This will allow you to view your organization's profile. To edit, click on "edit." To add any new programs, check the box next to the appropriate program. Click "save." *Note: Adding a new program will allow you to register classes and input participant information for that program. To be reimbursed, you will need an active contract on file.*	To add additional provider contacts to your organization, please email the Health Promotion Team at AgeOptions.