



QUICK REFERENCE GUIDE

HOW DO I...

- *Enroll a new participant?*
- *Edit a participant's information?*
- *View a participant's course status?*
- *Retrieve a participant's completion certificate?*
- *Generate a report of everyone that has completed the course this month?*
- *Measure my program?*

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Program Analytics



LOGIN

My Dashboard

Log In to Access Your Course(s)

Docket #

Last Name

LOG IN

Login

Use your assigned Username and Password to login to your client dashboard.

Username → Docket #/Case #/Citation #
Password → Last Name

CLIENT DASHBOARD

Client Dashboard

Welcome to your dashboard, User Support.



DOWNLOAD FILLABLE
ENROLLMENT FORM



Enroll New Users

Add new participants while assigning courses and fees.

GO



Search / Edit Users

Search, view and edit participant profiles and course requirements.

GO



Completion Reports

Date-based reports to identify participants in compliance.

GO



Program Analytics

Evaluate your online education courses with valuable analytics.

GO

Enroll New Users

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Completion Reports

Program Analytics

FOUR CLIENT OPTIONS



ENROLL NEW USER

STEP 1: Enter Participant Information

Enroll New Users

Add New Participant [RETURN TO DASHBOARD](#)

Case/Citation Number
Add participant case, citation or docket number

First Name Last Name
Enter participant's First and Last Name

Court Date
Enter participant court date

Participant Email (OPTIONAL)
Adding a participant email will auto generate an enrollment email to the participant

Expiration Date
Participant's access will be denied on this

Parish
Participant's parish
*May not be an option for all districts

Case Number

First Name

Last Name

Court Date

Expiration Date

Parish

*Participant's Email: (login credentials and list of assigned cases will be emailed to the recipient)

*not required ([Learn More](#))



STEP 2: Select Course(s)

Select Courses

Please select all courses to assign to this participant. If this participant's course fee is different than what is shown, select the correct price tier from the drop-down list before moving forward. When you have selected all courses and fees, scroll down and click the **ADD PARTICIPANT** button to complete this enrollment.

Select Course(s)

Check the boxes of course(s) you wish to assign

English		
<input type="checkbox"/> + Client Intake	\$	5.00
<input type="checkbox"/> A Discussion on Relapse	\$	185.00
<input type="checkbox"/> Alcohol Awareness	\$	185.00
<input type="checkbox"/> Anti-Bullying Education	\$	185.00
<input type="checkbox"/> Anti-Hazing Education	\$	185.00
<input type="checkbox"/> ATC: Underage Sales	\$	185.00
<input type="checkbox"/> ATV and Boating Safety	\$	185.00
<input type="checkbox"/> CDL Driver Education	\$	185.00
<input type="checkbox"/> Conflict Resolution	\$	185.00
<input type="checkbox"/> COVID Safety	\$	185.00
<input type="checkbox"/> Defensive Driver Education	\$	185.58
<input type="checkbox"/> Domestic Abuse Intervention	\$	185.00
<input type="checkbox"/> Effective Decision Making	\$	185.00

Spanish

<input type="checkbox"/> Abuso de sustancias (Substance Abuse)	\$	185.00
<input type="checkbox"/> Conciencia del alcohol (Alcohol Awareness)	\$	185.00
<input type="checkbox"/> La resolución de conflictos (Conflict Resolution)	\$	185.00
<input type="checkbox"/> Los prevención de robos (Theft Prevention)	\$	185.00
<input type="checkbox"/> Manejar a la defensiva (Defensive Driving)	\$	185.00
<input type="checkbox"/> Toma de decisiones eficaz (Effective Decision Making)	\$	185.00

English

<input type="checkbox"/> + Client Intake	\$	5.00
<input type="checkbox"/> A Discussion on Relapse	\$	185.00
<input checked="" type="checkbox"/> Alcohol Awareness	\$	185.00 ✓ 0.00 285.00
<input type="checkbox"/> Anti-Bullying Education	\$	

Select Course Price (If Applicable)

Select the price of each course that you wish to assign

<input type="checkbox"/> Vaping Education	\$	185.00
<input type="checkbox"/> WLF Litter Prevention	\$	185.00

ADD PARTICIPANT »

Confirm Selections

Once you have completed assigned courses, click **ADD PARTICIPANT** to complete the enrollment process

THE PARTICIPANT HAS SUCCESSFULLY BEEN ENROLLED INTO THE COURSES YOU SELECTED.

WOULD YOU LIKE TO ADD ANOTHER PARTICIPANT?

YES, ADD ANOTHER PARTICIPANT

NO, RETURN TO DASHBOARD







SEARCH/EDIT USERS

Search / Edit Participants

Participant Search

[RETURN TO DASHBOARD](#)

Please enter your search terms in one of the boxes below and click **Submit**.

Search by Citation #	Search by Name	Search by Court Date	
Citation #: <input type="text"/>	First Name: <input type="text" value="David"/> Last Name: <input type="text" value="Burton"/>	Start Date: <input type="text"/> End Date: <input type="text"/>	<input type="button" value="SUBMIT"/>
			
Citation/Case# Name Court Date			<u>Submit</u> Click SUBMIT to Search
<u>Search for Participant By</u>			

Search Results

Search Results

Search these results: <input type="text"/>						Show <input type="text" value="10"/> Entries
Citation #	First Name	Last Name	Court Date	Exp Date	Assigned Courses	Action
2762247	David	Burton	07/31/20	07/28/23	<ul style="list-style-type: none">Effective Decision Making (CBT)Domestic Abuse InterventionVaping EducationCOVID SafetyProstitution: Buyer BewareThe Facts About AddictionEmployee Theft PreventionAnti-Bullying EducationLitter PreventionResponsible Pet OwnerEffective Decision MakingSexual Battery EducationDefensive Driver EducationResponsible Parenting	Edit
4564564	David	Burton	11/27/20	11/28/20	<ul style="list-style-type: none">Alcohol Awareness	Edit

Showing 1 to 2 of 2 entries

[Previous](#) 1 [Next](#)



Edit Participant Information

Search Results

Search these results:

Show 10 Entries

Citation #	First Name	Last Name	Court Date	Exp Date	Assigned Courses	Action
2762247	David	Burton	07/31/20	07/28/23	<ul style="list-style-type: none"> Effective Decision Making (CB) Domestic Abuse Intervention Vaping Education COVID Safety Prostitution: Buyer Beware The Facts About Addiction Employee Theft Prevention Anti-Bullying Education Litter Prevention Responsible Pet Owner Effective Decision Making Sexual Battery Education Defensive Driver Education Responsible Parenting 	Edit
4564564	David	Burton	11/27/20	11/28/20	<ul style="list-style-type: none"> Alcohol Awareness 	Edit

Edit Participant Information

From Search Results, click **EDIT** to change participant information

Participant Search

Please enter your search terms in one of the boxes below and click **Submit**.

Search Results

Showing 1 to 2 of 2 entries

Previous 1 Next

Citation # (not editable): 2762247

First Name: David

Last Name: Burton

Court Date: 07/31/20

Expiration Date: 07/28/23

Assigned Courses

English

☐ Client Intake \$ 5.00

☐ A Discussion on Relapse \$ 185.00

☐ Alcohol Awareness \$ 185.00

☒ Anti-Bullying Education \$ 185.00

☐ Anti-Hazing Education \$ 185.00

☐ ATC: Underage Sales \$ 185.00

☐ ATV and Boating Safety \$ 185.00

Spanish

☐ Abuso de sustancias (Substance Abuse) \$ 185.00

☐ Conciencia del alcohol (Alcohol Awareness) \$ 185.00

☐ La resolución de conflictos (Conflict Resolution) \$ 185.00

☐ Los prevención de robos (Theft Prevention) \$ 185.00

☐ Manejar a la defensiva (Defensive Driving) \$ 185.00

☐ Toma de decisiones eficaz (Effective Decision Making) \$ 185.00

Change Information

Change participant information and courses as needed. After you are finished click

UPDATE PARTICIPANT PROFILE.

***Note: Citation/Case # cannot be edited. Please contact customer support to edit.**

View Participant Course Status

Search Results

Search these results:

Show 10 Entries

Citation #	First Name	Last Name	Court Date	Exp Date	Assigned Courses	Action
2762247	David	Burton	07/31/20	07/28/23	<ul style="list-style-type: none"> Effective Decision Making (CB) Domestic Abuse Intervention Vaping Education COVID Safety Prostitution: Buyer Beware The Facts About Addiction Employee Theft Prevention Anti-Bullying Education Litter Prevention Responsible Pet Owner Effective Decision Making Sexual Battery Education Defensive Driver Education Responsible Parenting 	Edit
					<ul style="list-style-type: none"> Alcohol Awareness 	Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

View Current Course Status

Click any assigned course.

Course Status in Pop Up Window

Enrolled – Assigned, Not started

In Progress – In progress, Not complete

Passed – Course exam has been passed

Fee – Displays PAID, if course fee has been paid

Case # C20003913

Course: Substance Abuse

Status: Enrolled

Fee: \$139.22

CLOSE



Retrieve Participant Completion Certificate and Receipt

Search Results

Search these results:

Show 10 Entries

Citation #	First Name	Last Name	Court Date	Exp Date	Assigned Courses	Action
2762247	David	Burton	07/31/20	07/28/23	<ul style="list-style-type: none"> Effective Decision Making (CBT) Domestic Abuse Intervention Vaping Education COVID Safety Prostitution: Buyer Beware The Facts About Addiction Employee Theft Prevention Anti-Bullying Education Litter Prevention Responsible Pet Owner Effective Decision Making Sexual Battery Education Defensive Driver Education Responsible Parenting 	Edit
4564	David	Burton	11/27/20	11/28/20	<ul style="list-style-type: none"> Alcohol Awareness 	Edit

Select Course

Click any assigned course

Copy of Certificate or Receipt

If participant has passed the course AND paid their fee, click **DOWNLOAD** for a copy of the completion certificate and/or payment receipt.

Case # C19001197

Course: Alcohol Awareness

Status: Passed

Fee: \$139.22 Paid

Certificate : Download

Receipt : Download

CLOSE

CADDO PARISH DISTRICT ATTORNEY PRETRIAL EDUCATION CERTIFICATE OF COMPLETION

EFFECTIVE DECISION MAKING COURSE

This certificate is presented to:

BRANCE DAVENPORT

This certifies that the participant listed above has successfully completed the Effective Decision Making Pretrial Education Course offered by the 1st Judicial District Attorney.

Citation: C18004954

Court Date: 10/04/18

Course Status: Passed



EDMC18004954

CERTIFICATE #



May 28, 2019

COMPLETION DATE



Caddo Parish District Attorney

Billing Address

Brance Davenport
7710 E. Kings hwy apt. #12
Shreveport, LA 71115

Receipt

Order Number CAD-14871
Order Date May 28, 2019
Payment Method Credit card
Email
Telephone

Product	Price	Quantity	Total
Effective Decision Making	\$139.22	1	\$139.22
Subtotal			\$139.22
Total			\$139.22



COMPLETION REPORTS

Participant Reports

Participant Completion Reports

Having trouble? [Try the archives.](#)

Date Range

Enter report Start Date and End Date

[RETURN TO DASHBOARD](#)

Course Status:

Select Status

Start Date:

End Date:

Courses:

- ☐ A Discussion on Relapse
- ☐ Abuso de sustancias (Substance Abuse)
- ☐ Alcohol Awareness
- ☐ Anti-Bullying Education

SUBMIT

Course Status

In progress – Started but not complete
Passed and Paid – Course and payment complete

Select Course(s)

Select a Course, Multiple Courses or
Select All Courses for report

Participant Completion Reports

Having trouble? [Try the archives.](#)

[RETURN TO DASHBOARD](#)

Course Status:

Passed & Paid

Start Date:

October 1, 2020

End Date:

October 31, 2020

Courses:

- ☒ All Courses
- ☒ Client Intake
- ☒ A Discussion on Relapse
- ☒ Abuso de sustancias (Substance Abuse)

SUBMIT

Report Results

Participant Completion Reports

Can't find the results you are looking for? [Try the Archives.](#)

[RETURN TO DASHBOARD](#)

Course Status:

Passed & Paid

Start Date:

October 1, 2020

End Date:

October 31, 2020

Courses:

- ☒ All Courses
- ☒ A Discussion on Relapse
- ☒ Abuso de sustancias (Substance Abuse)
- ☒ Alcohol Awareness

SUBMIT

Report Results

Search Report

Download Report

Search Records:

[DOWNLOAD REPORT IN CSV FORMAT](#)

Case #	First Name	Last Name	Court Date	Exp Date	Course	Date Passed	Date Paid	Fee
C16005349	RYAN	KETCHUM	06/17/20	10/19/20	Effective Decision Making	10/11/20	10/11/20	\$139.22
C19001611	JOYCELYN	ABROMS	09/12/19	10/30/20	Impaired and Distracted Driving	12/18/19	10/28/20	\$139.22
C19004279	ANNA	VALLACCHI	07/30/20	01/31/21	Effective Decision Making	10/20/20	10/21/20	\$139.22
C19004865	STEVE	SANDERS	08/25/20	12/28/20	Impaired and Distracted Driving	10/09/20	10/09/20	\$139.22
C19005675	ASHLEY	THOMAS	09/09/20	01/11/21	Effective Decision Making	10/27/20	10/28/20	\$139.22



PROGRAM ANALYTICS

Program Analytics

Program Analytics

[RETURN TO DASHBOARD](#)

Start Date:

End Date:

Courses:
☐ All Courses
☐ + Client Intake
☐ A Discussion on Relapse
☐ Abuso de sustancias (Substance Abuse)

RUN ANALYTIC REPORTS

Date Range
Enter report Start Date and End Date

Select Course(s)
Select a Course, Multiple Courses or Select All Courses for course analytics

Program Analytics

[RETURN TO DASHBOARD](#)

Start Date:
October 1, 2020

End Date:
October 31, 2020

Courses:
☒ All Courses
☒ + Client Intake
☒ A Discussion on Relapse
☒ Abuso de sustancias (Substance Abuse)

RUN ANALYTIC REPORTS

Report Results

Analytic Reports by Course

Course	Start Date	End Date	Download PDF
Effective Decision Making	October 1, 2020	October 31, 2020	Download PDF

[DOWNLOAD ALL ANALYTIC REPORTS](#)

Report Results

View/Download

Click to view or download each report or Download All Reports



Pretrial Intervention Program CADD0 PARISH, 1ST JUDICIAL DISTRICT ATTORNE

October 1, 2020 - October 31, 2020

STATISTICS & ANALYTICS FOR: EFFECTIVE DECISION MAKING

Completion Percentage

The program completion percentage measures the percentage of expired defendants given the Pretrial Intervention option that have completed the program before their assigned court date and/or expiration date.

TOTAL OFFENDERS	27
TOTAL COMPLETIONS	20
DID NOT COMPLETE	7

