**Instructions for Using the SBC Implementation Website 2.0**

1. Log in to the **SBC Implementation Website.**

([www.sbcimplementation.com](http://www.sbcimplementation.com))

* Use your user ID and Password that was emailed to you.
* Your user ID is typically your “**Firstname.Lastname**”
1. The steps vary if you are a **COACH** or a **SUPERVISOR**:

If you are a **COACH**:

* After logging in you will be on the DASHBOARDS tab page.
* Click on the PROJECTS tab at the top left of the screen.
* A list of your SUPERVISORS will appear in the center of your screen
* Click on the SUPERVISOR who leads the team of the caseworker you are scoring.
* You will be directed to the OVERVIEW page.
* Look for the TASKS tab just above the OVERVIEW area.
* Click the TASKS tab and you will view all the caseworkers assigned to that SUPERVISOR and their lists of tasks that lead to SBC Certification!
* NOTICE that each task is assigned to a specific person (either the Coach or the Supervisor). If the box is GREEN, this indicates the task is assigned to you.
* When you are ready to score a work product, it is helpful to have the work product opened in a separate window on your screen or printed out.
* To find the SCORE SHEETS, go up to the LINKS tab at the top of the webpage, and click it. You will be taken to a page that has all the SCORE SHEETS listed in order of case progression, beginning with the Genogram. Click the SCORE SHEET that corresponds to the work product you are reviewing. The SCORE SHEET will appear in a new window. Fill out each required field, including the comments section. Click SUBMIT when you are done.
* Return to the TASKS tab, and if the caseworker was PROFICIENT on ***all*** items, then you may check off that task.

If you are a **SUPERVISOR**:

* After logging in, you will be on the OVERVIEW tab page.
* Look for the TASKS tab just above the OVERVIEW area.
* Click the TASKS tab and you will view caseworkers assigned to you and their TASKS.
* You will also see your own name, and TASKS assigned to you regarding signing in to the site, exploring it, and completing the Case Consultations.
* Notice that each task is assigned to a specific person (either the Coach or the Supervisor). If the box is GREEN, this indicates the task is assigned to you. Supervisors are only responsible for completing the Practice Observations
* When you are ready to enter scoring for Milestone 1 Practice Observation or the one additional practice Observation for Milestone, 2, 3 OR 4, access the SCORE SHEETS by going to the LINKS tab at the top of the webpage, and clicking it. You will be taken to a page that has all the SCORE SHEETS listed in order of case progression, beginning with the Genogram. Click the SCORE SHEET for the Practice Observation you are reviewing. The SCORE SHEET will appear in a new window. Fill out each required field, including the comments section. Click SUBMIT when you are done.
* Return to the TASKS tab, and if the caseworker was PROFICIENT on *all* items, then check off that task.
1. LOG OFF by clicking on the profile picture in the top right corner, then selecting “Sign Out”. You are done for now!

**Additional Information regarding UPLOADING Files:**

* If your agency has elected to upload work products to the SBC Implementation Website, it is **critical that all client names be redacted** before putting them on the site. To upload a document, simply go to the FILES tab, click it, and click the green UPLOAD FILES button. Files can be dragged over to the page from anywhere. **Once the work product has been scored, it must be removed from the site.** The file should be named so that it is clear whose work it is. Name the file by using the following key:

 CaseworkeLastname.Firstname Work product

 ie: Smith.Mary Genogram