

My Jump Vault - CSA

My Jump Vault is a secure web based location to upload, store and manage all important documents, valuable resources and priceless memories.

- Who has access and who can upload? Case Managers, Caregiver Support Managers, Transitional Support Specialist, Caregivers and youth.
- How are documents uploaded?? PC, laptop, tablet or smart phone
- What can be uploaded? Vital documents (birth certificates, social security cards), health/dental/mental health records, educational documents (report cards, IEPs), court documents, helpful resources, photographs and other important information.

A token will be provided to create a user name and password for all individuals. Case managers, Caregiver Support Managers, Transitional Support Specialists and caregivers will have access to each youth/child in their case load or in their home. Each agency has a super user who will create your account.

- Your agency's super user will email your token once you have access to FSFN.
- For a password reset or questions contact your super user:
 - OHU - Niki Pustolka npustolka@onehopeunited.org
 - CHN - Renee Gill renee.gill@EmbraceFamilies.org and Neika Berry NBerry@childrenshomenetwork.org
 - CHS - BRAINS will be the champions
 - Gulf Coast - Lamayia Jones <lamayia.jones@EmbraceFamilies.org>

Case Managers, Caregiver Support Managers and Transitional Support Specialists are required to log into and upload into My Jump Vault at least once per month. Below is the list of items that Caregiver Support Managers can upload and the items that you can assist the caregivers in uploading.



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Caregiver Support Manager

MY IDENTIFICATION

- Birth Certificate
- Social Security Card
- Driver's License
- FL Learners Permit/ID/Green Card
- Places I've Lived Before
- Contact Info
- Contacts
- Proof of Income
- Medicaid Card

MY CALENDAR

- Add New Events!

MY EDUCATION

- Awards and Certificates
- EPEP

MY PHOTOS

- Upload New and Relevant Photos!

MY RIGHTS

- Master Trust Accounting

MY MONEY

- Clothing Receipts
- Master Trust or Social Security

MY HOUSING

- Placement Letter
- Contacts

MY HEALTH

- CBHA
- Medication Log
- Medication Inventory Form
- Advance Directives
- Sample Simple Will
- Immunization Record
- Treatment Plan
- Well Care & Dental Care Tip Sheet
- Medical/Dental Appointment
- Designation of Health Care Surrogate
- Sample Information Card
- Physical
- Behavior Management Plan/Care Precautions Plan
- Health Rewards Card
- Uniform Donor Card
- Ear Doctor
- Dentist
- Hospital Contact
- Contacts
- Psychological Evaluation
- RX Direct Card
- Sample Living Will
- Eye Doctor
- Physical Therapist
- General Physician

Once you log in search for the youth you are documenting, click the down arrow next to the chain links and enter the name of the youth/child (last name, first name).

**My Jump
Vault**





The home page will look similar to below. Click on the title of the section where you want to upload.



My Progress

HEALTH 17%

Still need: Treatment Plan , Sexual Safety Plan , Medication Log , Well Care & Dental Care Tip Sheet , Medication Inventory Form , Medical/Dental Appointment , Psychological Evaluation , Health Rewards Card , RX Direct Card , Advance Directives , Designation of Health Care Surrogate , Sample simple will , Sample Information Card , Ear Doctor , Eye Doctor , Dentist , Physical Therapist , Hospital Contact , General Physician , Contacts .

IDENTIFICATION 50%

Still need: All About Me , Proof of Income , Contacts , Places I've Lived Before My JumpVault , Death Certificate .

EDUCATION 8%

Still need: Life Skills - Monthly Activities , Toolkit , Progress Report , Education and Career Path (EPEP) , Education Options , JumpVault Tutorial , High School Transcript , Graduation (Diploma or GED or Certificate) , Tuition Waiver Paperwork , College Transcript , Letters of Recommendation , Awards and Certificates , Contacts , Individual Education Plan (IEP) , School Schedule , School ID .

EMPLOYMENT 0%

Still need: A Starting Place for Employment , Career and Education Planning Guides , Tips on Applications , Developing Your Resume , Resume (Sample) , Current Employer's Contact Information , Upload Career Inventory , Certificates and Awards , Upload of Application , Upload of Resume , Upload of Cover Letter , Upload of Recommendations , Contacts , W-2 .

Users

- My Dashboard
- My Identification
- My Health
- My Calendar
- My Education
- My Employment
- My Photos
- My Rights
- My Money
- My Contacts
- My Housing
- My Activity

My Contacts **My Photos**

Important Dates

None coming up



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Once in the section, click on what specifically you want to upload.














Current Progress

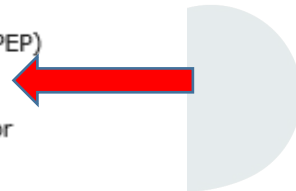


Remember:

Get your profile to 20% complete for 1000 MB of space!

Some things I still need to upload...

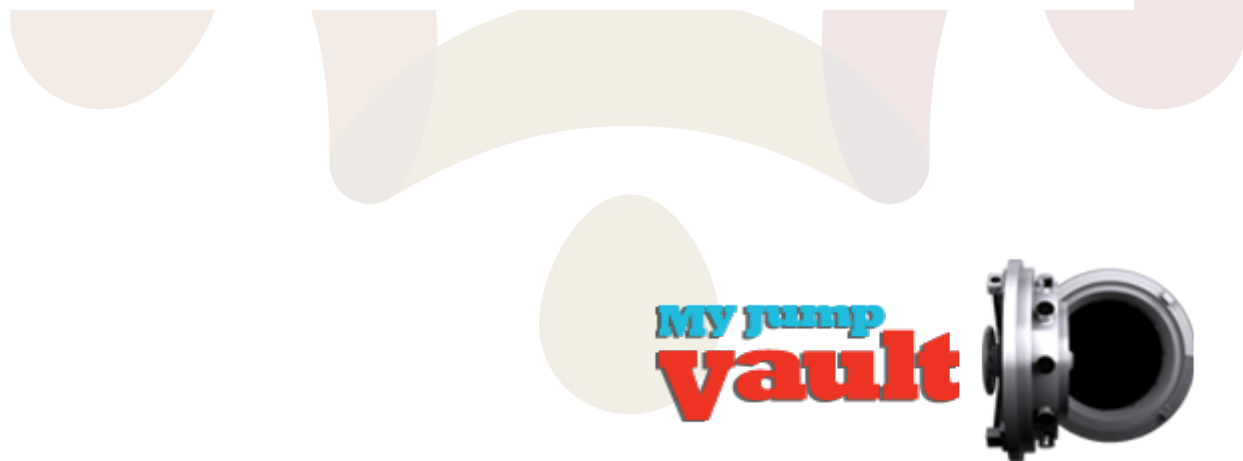
- | | |
|--|--|
|  Life Skills - Monthly Activities |  Toolkit |
|  Progress Report |  Education and Career Path (EPEP) |
|  Education Options |  Transition Plan |
|  JumpVault Tutorial |  Graduation (Diploma or GED or Certificate) |
|  Tuition Waiver Paperwork |  Letters of Recommendation |
|  Awards and Certificates |  Individual Education Plan (IEP) |
|  School Schedule | |



These documents are important for you and so they are rewarded by My Jump Vault. We call them "required." As you upload these documents, you will progress through My Jump Vault and complete sections. Uploading documents to My Jump Vault will ensure that you always have them in a safe and secure site of your very own.

Some things I might want to upload...

Anything else I want to add...



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Scroll down after clicking on the item. Browse and upload the document.

Upload New

Step 1. - Download



and read the "Life Skills - Monthly Activities" document.



Step 2. - Save

Save the "Life Skills - Monthly Activities" PDF document to your device.

Step 3. - Edit

Fill in the PDF document on your device. You can download the free [Adobe Reader X](#) to edit the PDF or use a free service like [Fill Any PDF](#). Fill in every section of the PDF document to the best of your ability.

Step 4. - Locate

Browse to the PDF file of your "Life Skills - Monthly Activities" that you edited in step 3.



Step 4. - Additional document features?

If this document requires a Password to view, turn **ON** Password protection

If this document should be hidden from youths, turn **ON** internal view only

Step 5. - Upload

Click



to complete the "Life Skills - Monthly Activities" document upload and store it permanently in MyJumpVault.

My jump
vault



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If you don't find what you need to upload, click on "Anything else I want to add".


Some things I still need to upload...

Some things I might want to upload...

Anything else I want to add...



Hey! You don't have to upload only the required and suggested documents. My Jump Vault is yours and you can save anything in here you want. Click on the "Upload New Document" link below and store anything in your My Jump Vault Education page.

Type	Title	Date	
Other	 Progress Reports 9.2015-2.2016	3/16/2016 2:57 PM	Delete

Upload New Document

