

## Introduction

The CA:tCH Safety Plan Portal allows you to enter Participant information and upload Safety Plans, edit Participant information, and view Safety Plans and Participant information. It is a Microsoft SharePoint site, managed by WISHIN. Once you enter a new Participant and Safety Plan, or modify information, the information is sent to WISHIN Pulse.

## Before You Begin

You must have a user ID and Password.

## Initial Login

When you first open the CA:tCH portal, you will be required to sign in with your user ID and Password. You will then be required to change your password.

After logging in, you will be taken to the home page of the portal.

### Link to CA:tCH Portal:

<https://wishin.sharepoint.com/sites/CATCH>

### Need Help?

For System Questions:

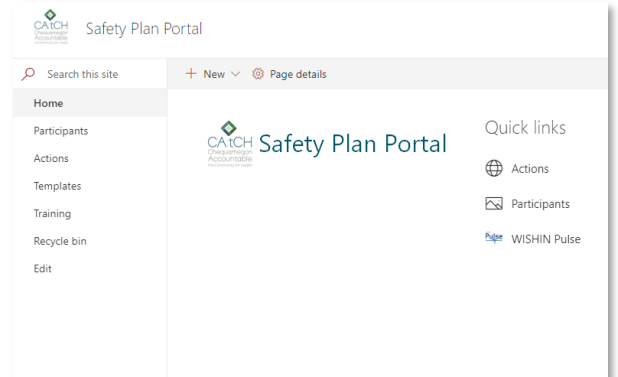
Laura Widder,  
Project Director, WISHIN  
[lwidder@wishin.org](mailto:lwidder@wishin.org)  
608-274-1820

For Safety Plan content or policy questions:

Wendy Kloiber, Director  
Resilience Alignment  
Beekeepers  
[wendykloiber@gmail.com](mailto:wendykloiber@gmail.com)  
715-209-8044

## Portal Home Page

- Quick Links:
  - **Actions:** Add an Action or view Actions taken on Safety Plans
  - **Participants:** Add a Participant/Safety Plan, view Participants, or edit Participant information
  - **WISHIN Pulse:** System to view and download Safety Plans (opens in new tab)
- Left Navigation:
  - **Participants:** Add a Participant/Safety Plan, view Participants, or edit Participant information
  - **Actions:** Add an Action or view Actions taken on Safety Plans
  - **Templates:** Download a blank Safety Plan and ROI
  - **Training:** View/download training materials for the CA:tCH Portal and/or WISHIN Pulse
  - **Recycle Bin:** Recover items that may have been recently deleted by mistake

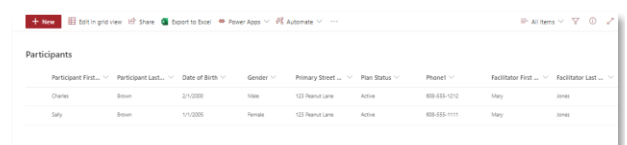


## Participant List

The Participant List shows all Participants who have or have had Safety Plans. You can sort the list by any of the columns, or add/remove columns to your view.

You can double-click on a Participant to view information, or single-click on a Participant and select **Edit** to modify a Participant's information.

To add a new Participant, select the **New** button at the top-left of the Participant list.



Participant First...	Participant Last...	Date of Birth...	Gender...	Primary Street...	Plan Status...	Phone...	Facilitator First...	Facilitator Last...
Charles	Brown	2/1/2000	Male	123 Peaced Lane	Active	808-555-1212	May	Jones
Sally	Brown	1/1/2005	Female	123 Peaced Lane	Active	808-555-1111	May	Jones