# On the Login Page enter a valid email id.







Log into Communication & Operations
Mobile Engagement Tool

Email
Enter Email Address

Submit

### Click on the Submit button.







Log into Communication & Operations Mobile Engagement Tool

Email

wvcasemanager@mailto.plus



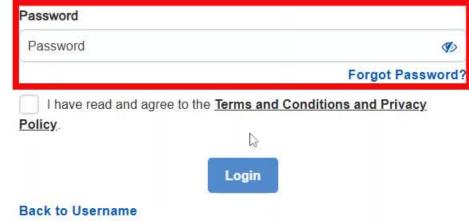
# Enter the password in the "Password" field.



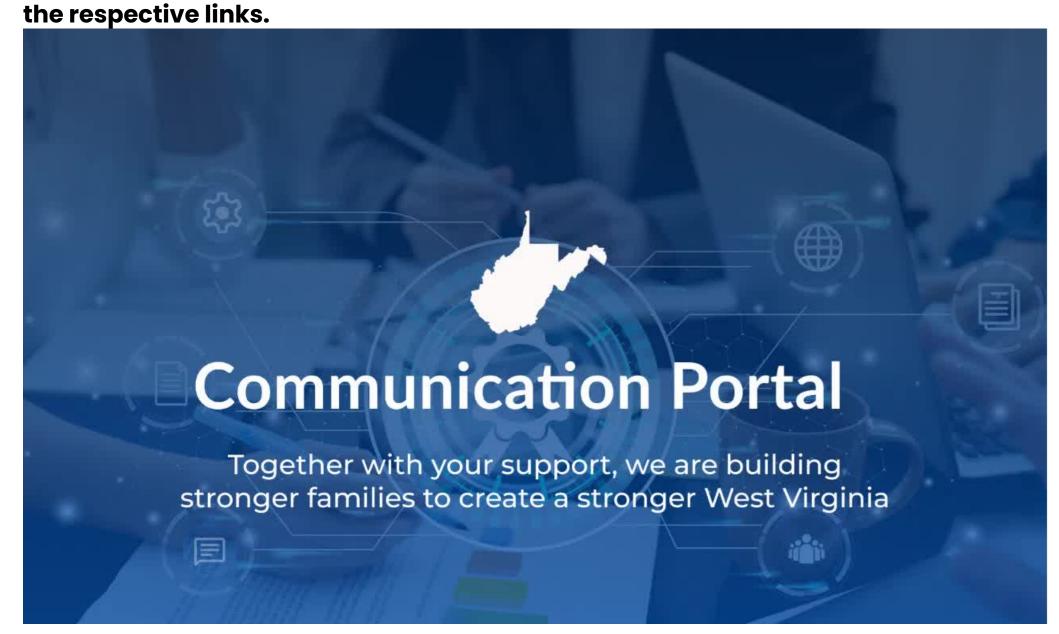




### Log into Communication & Operations Mobile Engagement Tool



The Terms and Conditions and Privacy Policy are available as links on the login page, and users can access them by clicking





### **Terms & Conditions and Privacy Policy**

#### **Communication & Operations Mobile Engagement Tool Terms and Conditions**

These Terms and Conditions constitute a legally binding agreement ("Agreement") made between you, whether personally as a professional, or on behalf of an entity you represent ("You" or "Customer") and Cardinality. All whose principal place of business is VA, U.S.A. ("Cardinality", "we," "us" or "our"), concerning your access to and contracting a PICS offering ("Product").

Nothing in these Terms and Conditions will alter, amend, or otherwise affect the rights and responsibilities of Cardinality AI and The West virginia Division of Family Children Services ("DFCS") in accordance with any existing agreement related to the Communication & Operations Mobile Engagement Tool or as detailed in the End User License Agreement ("EULA").

#### Confidentiality agreement:

You agree that by contracting our Product, you have read, understood, and agree to be bound by these Terms and Conditions, which may be executed via electronic signature, electronic online communications, or via emailed PDF-format document.

You agree that you shall maintain strictly confidential, and shall not reveal nor by any means transfer to a third party, or use any and all information related to the Services, products, materials, and prototypes, and any technical documentation that forms part of the Know-how of Product, or that it has received from third parties, or any other information to which you have access by virtue of accepting these terms.

You may not use our products for any illegal or unauthorized purpose nor may you, in the use of the Service, violate any laws in your jurisdiction (including but not limited to copyright laws).

#### Data usage & protection:

You agree to comply with applicable data usage and protection laws in relation to the Product. Data usage policy is primarily concerned with privacy and compliance and exists to ensure that the data you collect, use, and store is not abused. Legislation such as HIPAA have very strict guidelines on how customer data can be used, and non-compliance can have serious very strict consequences.

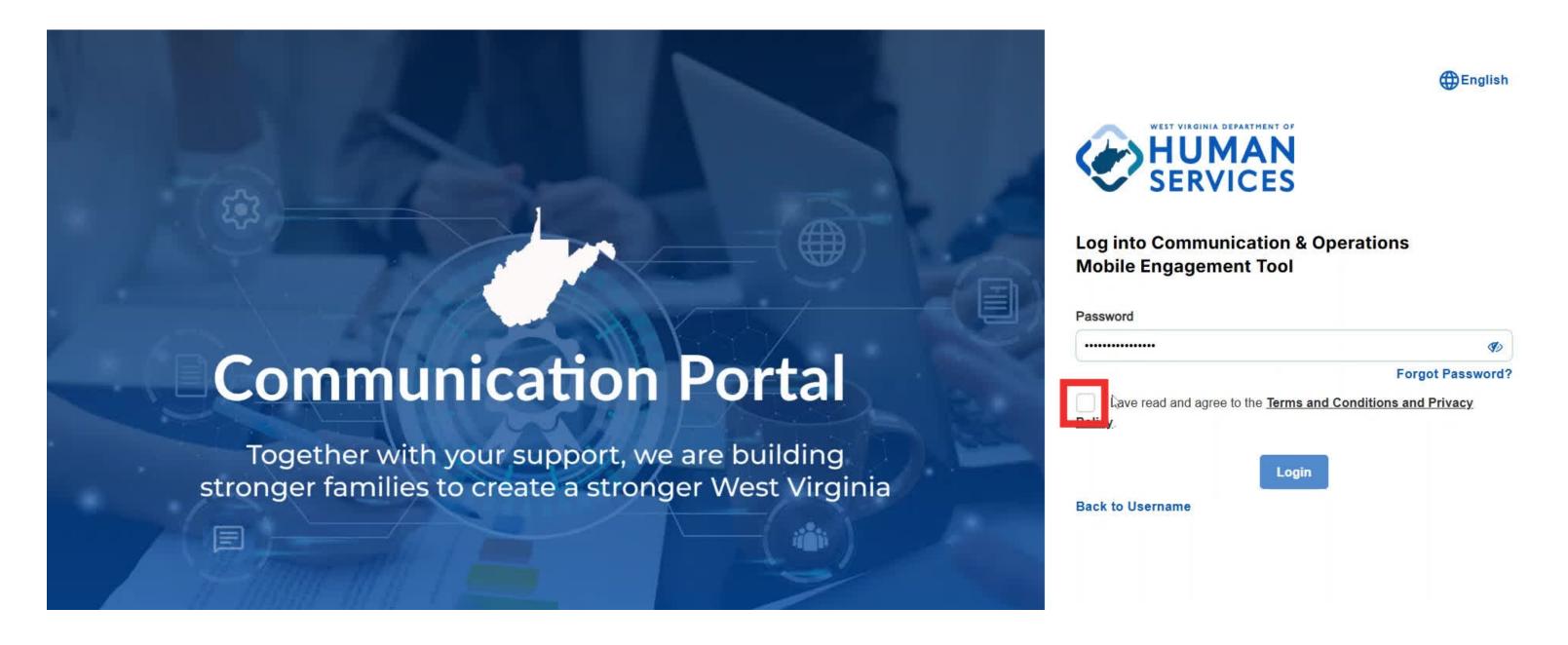
This ties into the access policy, since employees, contractors, and other workers should only be able to access data they require to do their jobs. You should also have strict guidelines in place regarding who is able to update data and under what circumstances they are allowed to do so.

Data Usage Policy is designed to let you know how we collect, use, and disclose information through the websites, mobile applications, and other online services and products.

All data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- · Processing will be fair, lawful and transparent
- · Data collected for specific, explicit, and legitimate purposes
- Data collected will be adequate, relevant and limited to what is necessary for the purposes of processing
- Data will be kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay Data is not kept for longer than is necessary for its given purpose

## Check the checkbox to confirm agreement with the terms and conditions



## Click on the Login button





I have read and agree to the <u>Terms and Conditions and Privacy</u>

English

**Back to Username** 

# Once the user logs in successfully, they will be taken to the landing page which is the Dashboard.



DoHS Case Manager















| Child Name             | T | Case ID 🔻      | Case Stage ▼      | Assigned Date      | Foster Placement        | Jurisdiction <b>T</b> | County        | Action     |
|------------------------|---|----------------|-------------------|--------------------|-------------------------|-----------------------|---------------|------------|
| Search Child Name      |   | Search Case ID | Search Case Stage | Search Assigned Da | Search Foster Placement | Search Jurisdiction   | Search County | -          |
| E_6d26b676, T_9281ef51 |   | 484540         | FCC               | 07/01/2025         | Provider_30f0ebad       | -                     | Randolph      | <b>© ©</b> |
| B_bbd52a99, M_e8e3ad45 |   | 456820         | FCC               | 07/01/2025         | Provider_889a7f9e       | =                     | Randolph      | <b>© ©</b> |
| G_429e6948, M_02e90de1 |   | 234013         | FCC               | 07/01/2025         | Provider_35f528f9       | -                     | Randolph      | <b>•</b> • |
| K_814e9308, D_935afdb9 |   | 421334         | FCC               | 07/01/2025         | Provider_1165858b       | -                     | Randolph      | <b>•</b> • |
| S_c094c105, S_ac54aa74 |   | 415500         | FCC               | 07/01/2025         | Provider_970e08f4       | -                     | Randolph      | <b>© ©</b> |
| W_cb909a4b, N_a7e27449 |   | 495232         | FCC               | 07/01/2025         | Provider_78d573a3       | -                     | Randolph      | <b>© ©</b> |
| E_f22c1f83, R_832d8ef3 |   | 484540         | FCC               | 07/01/2025         | Provider_30f0ebad       | -                     | Randolph      | <b>© ©</b> |
| G_429e6948, H_d0f4b959 |   | 234013         | FCC               | 07/01/2025         | Provider_35f528f9       | =                     | Randolph      | <b>•</b> • |
| G_429e6948, P_ae54d996 |   | 234013         | FCC               | 07/01/2025         | Provider_35f528f9       | :                     | Randolph      | <b>@ @</b> |
| P_ee4657c9, A_d826db9a |   | 421334         | FCC               | 07/01/2025         | Provider_d0e533ae       |                       | Randolph      | <b>•</b> • |