Below is a Step-by-Step guide to completing a Random Sampling.

Please contact Public Consulting Group (PCG) with questions related to the random sampling process and/or program and activity code selections and clarifications:

1-866-766-9014

Please contact the Missouri ITSD – DSS Help Desk for technical assistance related to the Web-based RMS system:

1-800-392-8725

Or

Email: Matthew.E.Morris@dss.mo.gov
Random Sampling Walkthrough

Section I: Basic Usage

Whenever you are assigned a random sample you will be notified by email. To complete the sample you must click the hyperlink located at the bottom:

http://issueappgov/PoSterCareRandomSampling/Public/Login.aspx?uName=2rWh5K9g&%3d8
After receiving your first random sampling you will need to register a new account. You can do this by following the link sent to you by email. You will then see this screen:

To continue, fill out the form with the proper information and click the “Create User” button at the bottom of the form. The “User Name” and “E-mail” fields should already be populated with the username and email you are currently assigned in FACES.
Once you have successfully created your new user account you will see this screen prompting you that you are about to be redirected:

Click “OK” button to continue.
You will be redirected to the login page where you may now login with your newly created username and password:

Enter your username and password then click the “Log In” button.

After you have logged in, you will be able to view active and completed samples. Let’s take a look at this screen:

Here we see an active sample. We know this sample is active because it does not yet have a “Study Completed” date assigned to it. To complete the sample, click on the magnifying glass in the left most column of the samples table.
A new window will appear and you will see controls for you to enter the specific information for the sample:

Click the “Save” button after you have entered all required information.
You will then be prompted to review the information entered and continue if accurate, or you can cancel to go back and make revisions:

Click the “OK” button to continue.
The current window will now close and you will see your sample history has been updated to include the new information you have added:

If you would like view a completed sample you may do so by clicking on the magnifying glass just as you would an active sample, however you will not be able to change any of the information previously entered:
Section II: Password Reset

If you find yourself in the need to reset your password, you may do so by clicking on the “Forgot My Password” link under the login button:

You will then be redirected to the password reset page where you will be asked to enter your username:

Enter your username and click the “Submit” button.
After you have clicked the submit button you will be prompted to answer the question you selected when creating your user account. Do so and click the “Submit” button.

You will then see a screen that confirms that your new password has been sent to the email address associate with your user account. Click the “Return to Login” link to return to the login screen:
Once back at the login screen you may now login using the new password that was emailed to you:

From: Do.Not.Reply@dss.mo.gov
To: Whitworth, Jason
Cc: 
Subject: Foster Care Random Sampling

Your password for the Missouri Foster Care Random Sampling Service has been reset.

Password: jQHz|EtrvZHx0

Site Location: http://localhost/Public-Login.aspx

If you experience trouble logging in, please contact [email for timesudy admin]
Please do not share your User Name and Password with anyone.

If you did not request this information, please contact us at [email for timesudy admin]
Once logged in if you would like to change your password to something more familiar to you, click on the “Change Password” link located underneath the logout button in the upper right corner of the page:

You will then be directed to a new page where you can enter your current password and what you would like your new password to be:

After you have entered the information correctly click on the “Change Password” button.
If your password has been changed correctly you will notice the following screen:

Click the “Continue” button to go back to the home page.