



## GCSO Safe Outcomes User Guide

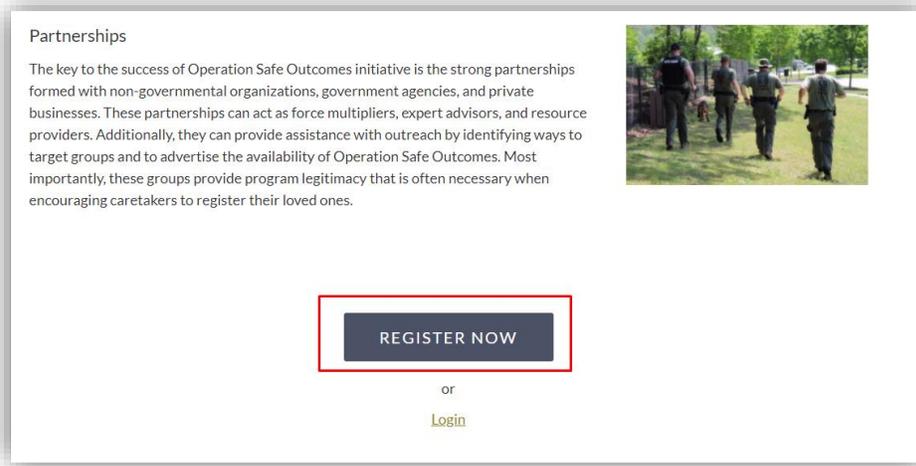
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## Registering a New Caregiver Account

If you do not already have an account, follow the directions below to register as a caregiver for the GCSO Safe Outcomes program:

1. Scroll to the bottom of the home page and click on **Register Now**.



2. The *Create an Account* section will appear. Enter your name, your email address, and a password. Review the *Consent Release* section before checking the box labeled *I Consent*. When finished, scroll down and click **Sign Up**.

Create an Account

Create Account

\*Name

\*Email

\*Password

\*Password Verify

\*I Consent

Consent Release

3. When your account is created, you will receive an email verification sent to the email provided. Follow the directions in the email to verify your account.

- Once your account has been verified, you can sign in. If you have forgotten your password, click the link **Forgot Your Password?**.

**GCSO Safe Outcomes Login**

Residents of Greenville County can register a person with special needs (for example Autism, Alzheimer's, Deafness, etc.) on this registration portal to help create a positive interaction in cases where Greenville County Sheriff's Office (GCSO) needs to contact that person. GCSO developed this system to assist in providing accurate identification and emergency contact information to ensure positive interaction.

**This can help us:**

- Identify the person
- Contact you/caregivers
- Understand communication/interaction needs

**You can provide:**

- Picture
- Contact information
- Data

**Login to your Existing Account**

Email

Password

[Login](#)

[Create Account](#) [Forgot Your Password?](#)

## Login

If you already have a caregiver account, follow the directions below:

- Scroll to the bottom of the *About* page and select **Login**. Or in the top right corner, select **Login**.

**Partnerships**

The key to the success of Operation Safe Outcomes initiative is the strong partnerships formed with non-governmental organizations, government agencies, and private businesses. These partnerships can act as force multipliers, expert advisors, and resource providers. Additionally, they can provide assistance with outreach by identifying ways to target groups and to advertise the availability of Operation Safe Outcomes. Most importantly, these groups provide program legitimacy that is often necessary when encouraging caretakers to register their loved ones.

[REGISTER NOW](#)

or

[Login](#)

2. Enter your credentials. If you have forgotten your password, you can click on **Forgot Your Password?**

GCSO Safe Outcomes Login

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Login to your Existing Account

Email

Password

Login

Create Account

Forgot Your Password?

## Adding a New Person

Once you have logged into your account, you can register a new person for the program. Follow the directions below to register a new person:

1. Click on **+Add New Person.**

Who Are You Registering?

+ Add New Person

2. Enter the information as it pertains to the vulnerable individual for the program (see next page). The first page will be in regards to the personal information such as name and diagnosis/disability. When finished, click **Next**.

Safe Outcomes Person

\* Last Name:

\* First Name:

Middle Name:

Suffix:

\* Preferred Name:

\* Contact Phone:

\* Diagnosis/Disability:

Preferred Hospital:

Additional Details:

\* Photo Upload:  No file chosen

[Cancel](#)

- On the next screen enter the address of the vulnerable individual. As you are typing in the information, the box labeled *Select Address* will begin to auto populate. Select the most accurate address from the list provided. Click **Next** when finished.

Address

\* Street Number:

Street Direction:

\* Street Name:

Street Type:

Neighborhood/Complex/Community:

Apt. or Suite:

\* City:

\* State:

\* Zip Code:

**Select Address:**

\* Address Confirmation:

[Cancel](#)

4. On the next page enter the physical description of the vulnerable individual. When finished, click **Next**.

The screenshot shows a form titled "Physical Description" with the following fields:

- \* Date of Birth:
- \* Race:
- \* Sex:
- \* Height:  feet  inches
- \* Weight:
- \* Eye Color:
- \* Hair Color:

Navigation buttons: "Prev" (left), "Next" (right), and "Cancel" (center bottom).

5. The next page is a place to enter any special information that would be beneficial for first responders such as if the individual has a tendency to wander, if they have any specific communication methods, etc. When finished, click **Next**.

The screenshot shows a form titled "Special Information" with the following fields and options:

- \* Home Type:
- \* Wander Tendency:
- \* Communication Method:
- Medication:
- \* Spoken Language:
- Medical/Psych Issues:
- Commonly Worn Items:
- \* Approach Suggestions:   
ex: Slow Approach, loves talking about dogs, etc.
- Trigger Words:
- Special Considerations: (check all that apply)
  - Combative
  - Combative if Restrained
  - Disrobes or Prefers Nudity
  - Fear of Dogs
  - Fear of Police
  - Has Access to Weapons
  - Hugs
  - Light Sensitive
  - Noise Sensitive
  - Paranoid
  - Repeats Phrases
  - Run Tendency
  - Other: \_\_\_\_\_

Navigation buttons: "Prev" (left), "Next" (right), and "Cancel" (center bottom).

6. On the next page enter the contact information of the primary contact for the vulnerable individual. Click **Next** when finished.

Primary Contact

\* Relationship: -- Select One --

\* Full Name:

\* Address:

\* City:

\* State: South Carolina

\* Zip Code:

\* Please enter a contact phone number

Home Phone:

Mobile Phone:

Other Phone:

\* Email:

Prev Next

Cancel

7. The next page is optional. This information is for any secondary contact information. Click **Next** when finished (or to skip).

Secondary Contact

(If no secondary contact, leave blank proceed to next step)

\* Relationship: -- Select One --

\* Full Name:

\* Address:

\* City:

\* State: South Carolina

\* Zip Code:

\* Please enter a contact phone number

Home Phone:

Mobile Phone:

Other Phone:

\* Email:

Prev Next

Cancel

8. The next page is about any vehicle information pertaining to the vulnerable individual. When finished or to skip, click **Finish**.

Vehicle Information for Safe Outcomes Person

(If no vehicle, leave blank proceed to next step)

\* Type: -- Select One -- ▾

\* Year: --Select One-- ▾

\* Make: -- Select One -- ▾

\* Model:

\* Color: -- Select One -- ▾

\* Please enter a Vehicle Vin or License Plate #

Vehicle VIN:

Vehicle Lic.#:

\* Lic. State: South Carolina ▾

[Cancel](#)

[Prev](#) [Finish](#)

9. Once submitted, you will receive a confirmation screen. You will also receive a confirmation email. If you need to make any changes, you can click the link within the confirmation email.

Confirmation

Thank you for submitting the Safe Outcomes form!

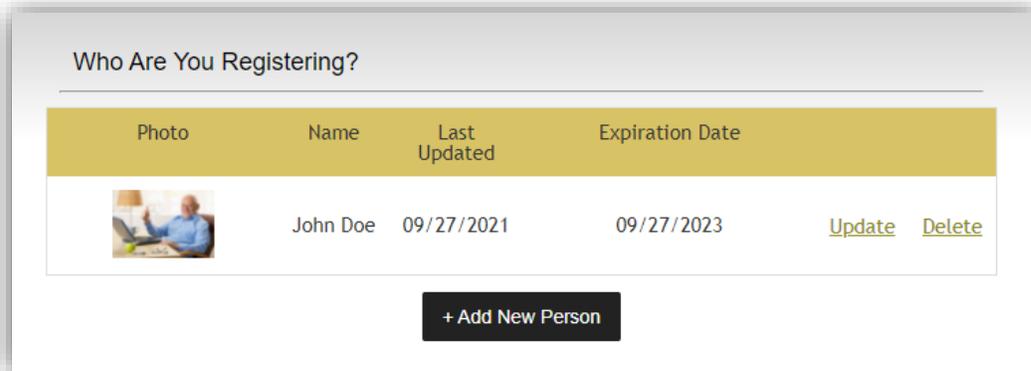
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The GCSO Safe Outcomes Coordinator will be in touch with you to confirm your registration.  
If you have any questions please contact [Terri Long](#) at (864) 467-5574 or [TLong@greenvillecounty.org](mailto:TLong@greenvillecounty.org).

## Edit/View Safe Outcomes Person

If you need to make any changes to the Safe Outcomes person or wish to view the list of all registered individual, follow the directions below.

1. Login into your account.
2. Once logged in, you will see a list of individuals that have been registered.



- a. To update any information, click **Update**. You will be able to go through each section and make any changes needed.
- b. If you need to delete an individual from the list, click **Delete**.
- c. You can also add more individuals to this list by click on **+Add New Person**. Follow the section labeled *Registering a New Person* starting on page