

# Optima

- What is it? Our online database, which allows you to access your cases and personal information.
- What's its purpose? It's how CASA keeps track of everything relating to your case and you!
- Where can it be located? Through our website or on any device with internet access @ <https://il-macon.evintosolutions.com/Account/LogOn?ReturnUrl=%2f>

## How to use it:

Login Username: \_\_\_\_\_ Password: \_\_\_\_\_

### Volunteer Dashboard:

Allows you access to your case specific information, the ability to enter non-case volunteer hours (such as office help, taking court notes, fundraising, playhouse and mentoring), update personal information and keep a calendar.

### Case Specific Information:

To open your case specific information, click on either the blue case number or the magnifying glass located under Actions.

You'll be able to see who has ever been assigned to the case, the child(ren)'s information, placement information and family members, as well as contact information for those involved with the case.

At the bottom, you will find tabs for Contact Logs, Associated Parties, Documents, Hearings, Placement History and more. Check these tabs frequently, as your supervisor should be uploading any case specific documents (i.e. service plan, court reports, ACR notices, etc.) and updating court hearings and whether a report is due. This is the fastest way to get updates on that information from your supervisor.

### Contact Logs:

All case specific contact needs to be documented! Whether it's a phone call, visit, court report or checking in with your supervisor. This allows any supervisor to step in and help out when you're unavailable.

You can also go directly to entering a Contact Log from the Volunteer Dashboard by clicking the pen and paper under Actions.

**Explore! Don't be afraid to click on buttons, tabs or symbols. There is absolutely nothing you can do that can't be undone and you can't cause any damage!**