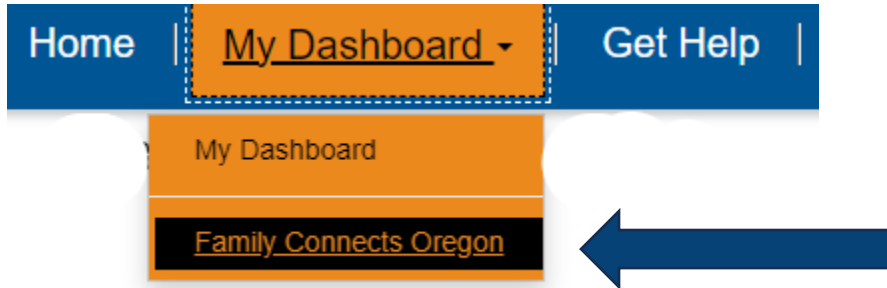


How to use the Family Connects Oregon form | CCO Portal Training

CCOs can use the Family Connects Oregon form to submit the bi-annual Family Connects Oregon (FCO) community alignment report.

Step 1: Find the form in the “My Dashboard” dropdown menu.



Step 2: Fill out the form. You can find FCO guidance and evaluation criteria on the [CCO Contract Forms page](#).

Report Details

Please note: There is a delay between submission of the Family Connects Oregon form and the automatic creation of a Submission. Please wait 5 to 10 minutes for the FCO to appear with an S ID. You will receive an email with the submission number.

I. Contact Information

CCO *

II. Contracting time period

Reporting Period *

III: Coverage Area

Is there a Family Connects Oregon (FCO) site in your service area at this time?
You can check here under "Find Family Connects Near You"
www.familyconnectsoregon.org

FCO in service area
 No Yes

Step 3: Submit the form. Click “submit” when you have finished adding information to the form. Once you submit, the form will automatically create a submission (S-ID). *Please note:* The system may take 5-10 minutes to create the submission.


9. Other Activities (Optional)

Other activities may include but are not limited to providing FCO Community Lead funding for FCO implementation, or addressing resource or service gaps for families with newborns. This is optional.

Do you have information to submit?
 No Yes

Thank you for submitting your report by clicking on the "submit" button below.
OHA will review and provide feedback within 30 days.
Thank you!


Send me a copy of my responses.
 No Yes



Step 4: Make corrections. To make corrections, open the associated S-ID from your dashboard.

Submission ID	Submission Status	Deliverable	User
S-1163	Submitted	Family Connects Oregon Community Alignment Report	Tiffany Reagan

Once you are on the submission screen, click “Edit FCO” to make edits. When your edits are complete, click “Submit”



Deliverable Submission

Submission Name
S-1163

CCO *

User *
Tiffany Reagan

Submission Type
FCO

Family Connects Oregon Form
FCO-1005

Send me a copy of my responses.
 No Yes

