

Web Alerts: Instructions for subscription to the Adult DD Care Management Webpage

Step 1. Go to the Adult DD Care Management Webpage:

<http://healthandwelfare.idaho.gov/Medical/DevelopmentalDisabilities/AdultDDCareManagement/tabid/211/Default.aspx>

If you do not connect to the page automatically, copy the link and paste the address on to your web browser.

Step 2. Scroll down to “Sign Up for Updates,” located in the middle column, and select “Monitor this Page.”

The screenshot displays a webpage layout with a dark red header and footer. On the left, a vertical navigation menu contains links for 'Disabilities Guiding Principles' and 'Children's System Redesign'. The main content area is divided into three columns. The middle column features a dark red header for 'Family, Advocates, and Participant Information' with a list of links: 'Adult DD Application Form', 'Appeals Process', 'Assessment Process', 'Complaint Process', 'Person Centered Planning Information', and 'What Will It Cost Me?'. Below this is another dark red header for 'Sign Up for Updates', which contains a 'MONITOR THIS PAGE' button and a 'powered by ChangeDetection' logo. The bottom of the middle column has a dark red header for 'Service Provider Information' with a link to 'Plan Developer Information'. The right column has a dark red header for 'Resources' and a list of links: 'Individual Support Plan Instruction Manual (8-1-11)', 'Medicaid Services and Supports for Adults with a Developmental Disability', 'Regional Transfer Protocol', 'Guidelines for Medical Care Arrangements for Adults with Developmental Disabilities', 'Guidelines for use of a Personal Emergency Response System (PERS) Unit for Adults with Developmental Disabilities', and 'Home Mods (11/10)'.

Step 3.

The following prompt will open in a new window. Copy and paste the same web address (listed in instructions above) into “Page Address.” Then type in the email that you want alerts sent to in “Send alert to” box.

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monitor a page for changes



Use this page to start monitoring a page for changes. When a page change meeting your criteria is detected you will be sent an email alert.

Enter the information below then press the *next* button.

Page Address:	<input type="text" value="http://healthandwelfare.idaho.gov/Medical/DevelopmentalDisabilities/AdultDDCareManagement/tabid/"/>
Send alert to:	<input type="text" value="petersea@dhw.idaho.gov"/> <input type="button" value="Next"/>

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Step 4. Click on Next.

Select a name that you wish to title the page and the frequency of alerts that you desire, and click on “create.”

See example below.

ChangeDetection.com

monitor a page, step 2

Choose a name for your alert and select other alert settings as you see fit. When done press the *Create* button below.

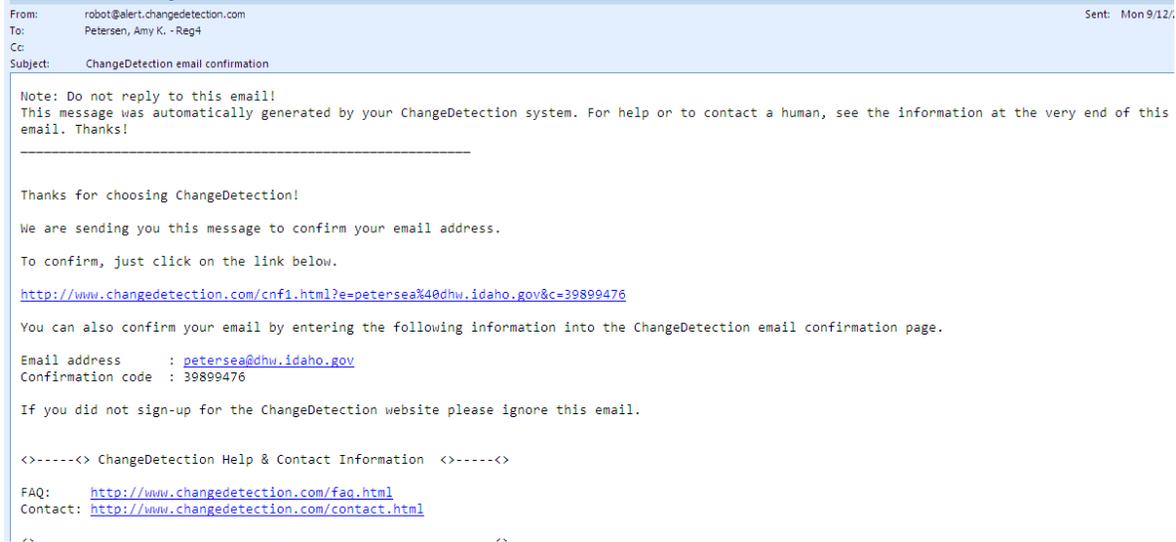
Address:	<input type="text" value="http://healthandwelfare.idaho.gov/Medical/DevelopmentalDisabilities/AdultDDCareManagement/tabid/211/Default.aspx"/>
Page Title:	<input type="text" value="Adult DD Care Management"/>
Alert Name:	<input type="text" value="Adult DD Care Management"/>
Send alert up to once per:	<input checked="" type="radio"/> day <input type="radio"/> week <input type="radio"/> month <input type="radio"/> RSS only
<input type="checkbox"/> only send alert if <u>sizable</u> change	
<input checked="" type="checkbox"/> only send alert if text: <input checked="" type="radio"/> added <input type="radio"/> removed	
only send alert if <input type="checkbox"/> added <input type="checkbox"/> removed text contains these words:	<input type="text"/>
<input type="checkbox"/> <u>submit</u> the page to public directory	
page content is: <input checked="" type="radio"/> <u>suitable for most</u> <input type="radio"/> <u>for adults only</u> or <input type="radio"/> other material <u>unsuitable to all</u>	
<input type="button" value="Create"/>	

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Step 5. Confirm subscription to receive alerts.

You will automatically receive an email requesting you to confirm your subscription. Confirm your subscription by clicking on the link within the email (from robot@alert.changedetection.com).

See example below.



Step 6. A new window will open within your web browser.

Select a password, review terms and conditions, and submit. (The confirmation code will be pre-populated for you. If it is not already pre-populated then you will need to copy and paste it from the email – as described above.)

ChangeDetection.com

Please check your email, we sent your sign-up confirmation to petersea@dhw.idaho.gov
Note: If you are using a junk email blocking system, you might have to "white list" or unblock the address of our automated email server: robot@alert.changedetection.com.

email address confirmation

To confirm your email, either:

- o **click on the link in the email we just sent you**, OR
- o fill in the form below with the code contained in the email:

Email address petersea@dhw.idaho.gov
Confirmation code
(if you have not received our email, click [here](#))

Please choose a password for your account.

Password
Re-type password

I have read and agree to the [terms and conditions](#).

Completion.

You will see a confirmation page indicating that you have successfully subscribed to receive alerts.

ChangeDetection.com

Welcome, petersea@dhw.idaho.gov ([not petersea@dhw.idaho.gov?](#))

monitor Set-up complete



We have completed setting up your page monitor.

Click on the link below to view the page monitor status.

[View your page monitor](#)

Close window

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Changes to your Change Detection subscription:

Log onto your account at <https://www.changedetection.com/>. You may make changes to your account here, such as email, frequency of alerts, et cetera.