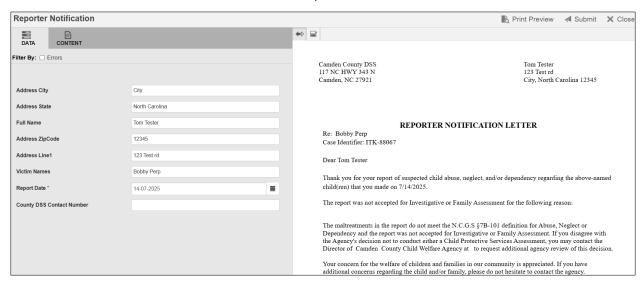
PATH NC Instructions: Reporter Letters

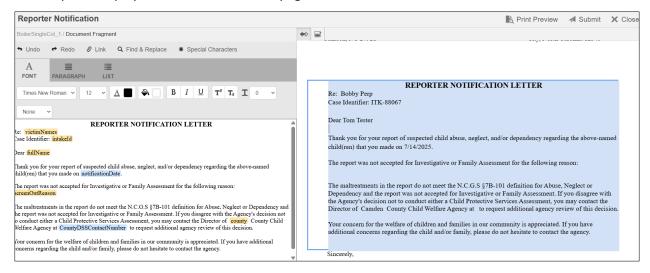
Intake Example:

Follow the steps below from the Intake Header:

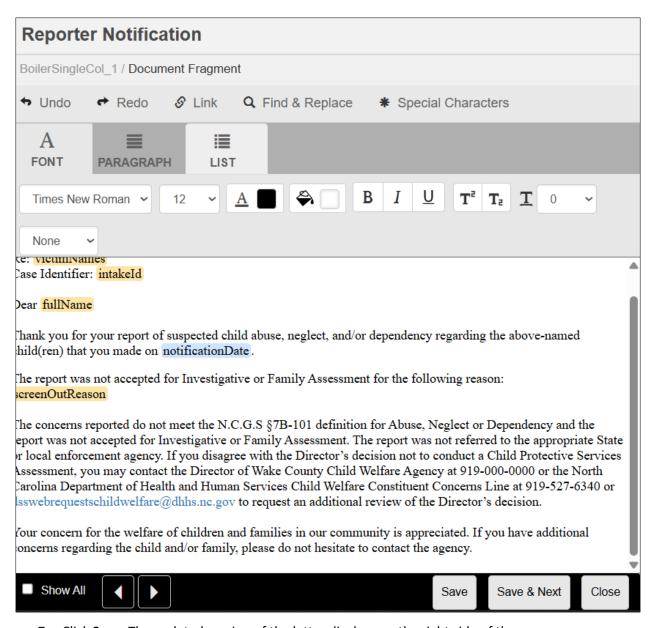
- 1. Click **Generate Document**. The Generate Documents pop-up displays.
- 2. Select Reporter Notification-Screen Out, then click Next. The eSign pop-up displays.
- 3. Select **No**, then click **Generate**. The letter opens in a new browser tab.



4. **Double-click** the letter shown on the right side of the page. The form highlights, and an editing panel displays on the left side of the page.



- 5. In the editing panel on the left, **highlight and delete** the third paragraph, which starts with "The maltreatments..."
- 6. **Copy and paste** the new language into the editing panel. Enter your county's **name** and **phone number** in their designated fields.
 - **Note:** Use the formatting tools at the top of the editing panel to update font type, font size, and more as needed.

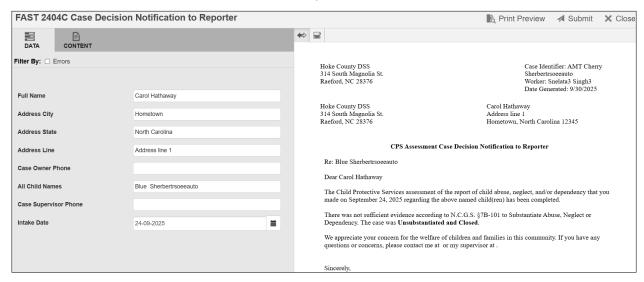


- 7. Click **Save**. The updated version of the letter displays on the right side of the page.
- 8. Review the letter to confirm all changes are correct. After confirmation, click **Close** in the editing panel.
- 9. Click Submit. This sends the letter to PATH NC, making it available for viewing and downloading.

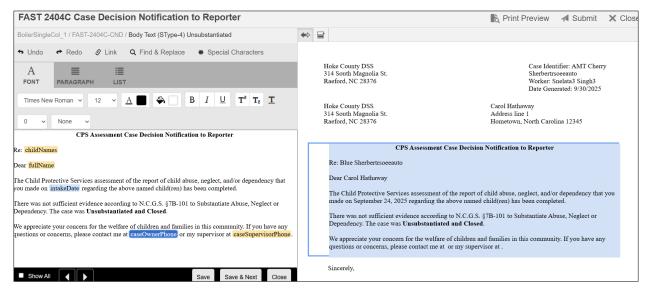
Assessment Example:

Follow the steps below from the Assessment Header:

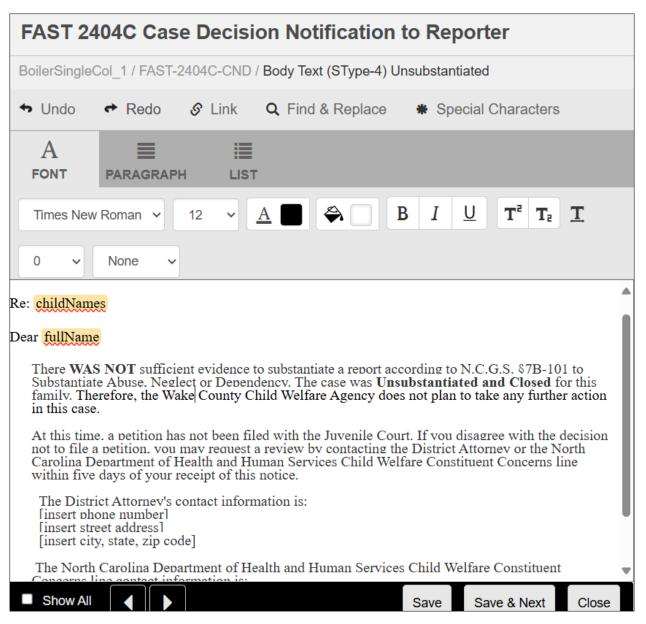
- 1. Click **Generate Document**. The Generate Documents pop-up displays.
- 2. Select Case Decision Notification to Reporter, then click Next. The eSign pop-up displays.
- 3. Select **No**, then click **Generate**. The letter opens in a new browser tab.



4. **Double-click** the letter shown on the right side of the page. The form highlights, and an editing panel displays on the left side of the page.



- 5. In the editing panel on the left, **highlight and delete** all existing content except for the "Re:" line and the "Dear" salutation.
- 6. Copy and paste the new language into the editing panel. Enter your county's name, the District Attorney's contact information, and any other required details in their designated fields.
 Note: Use the formatting tools at the top of the editing panel to update font type, font size, and more as needed.



- 7. Click **Save**. The updated version of the letter displays on the right side of the page.
- 8. Review the letter to confirm all changes are correct. After confirmation, click **Close** in the editing panel.
- 9. Click **Submit.** This sends the letter to PATH NC, making it available for viewing and downloading.