

## ***DSR Additional Instructions Sheet***

### ***How to Use the Help Keys***

This version of the DSR has implanted HELP scripts. These are small "pop-up" instructions or clarifications for some of the fill-in boxes in the form. To access the "Help" information, simply click on the box or blank, and press the "**F1**" key on your computer. A small box will pop-up that will have explanations, examples or guidelines about the question you are answering. When you are done with the "Help" box, just click the "x" in the upper right corner of the box or "ok" in the lower right corner of the box and it will disappear.

Because the help box instructions are short, they may not provide as much detailed information as you desire. If that is the case please refer to your other customized employment resources provided during training.

To fill out the form, start by placing your cursor on the shaded area next to "Name" near the top of page 1 and click. Type your name, and then hit the "Tab" key to advance to the next question, and then hit the "Tab" key again to advance to the next question. You can work your way through the entire form in this way, or you can simply put your cursor on the question you want to answer and click, then type your answer.

Because this is not a static form you will be adding information or updating information as necessary. Always begin your typing your observations or activities at the being of the corresponding field with the date. Please don't feel limited by the space allotted. If you need more room to document your observations, activities, or to include pictures or video, please feel free to additional material as necessary.

### ***Instructions for MAC users:***

Move your mouse arrow over a **gray fillable text box** and **click on that text box** it so it turns **dark gray**

Then press the "**command**" key and hold it (there's two command keys on your keyboard that say "command" on them next to the space bar at the bottom center of your keyboard)

Then at the same time also press the key that looks like a forward slash **/** (**it's on the same key as the "?" mark key ... just for a second while you are still holding down the command key**)

Then a help text keys box will pop up, you can let go of the two keys at that point, and you can read the help text

When you are finished reading the help text click the "ok" button on the help keys box and it goes away

Note: On the right hand side of your keyboard those two keys ("**command**" and **/**") are pretty close to each other, hold them both down for a second.

**Be careful** not to press the forward slash **/** key before you press and hold down the "command" key or it will start typing that forward slash **/** in the text box

## ***Cover Section for the DSR***

The cover letter for the DSR is important to the counselor and vendor. It is not meant for progress notes. It is to inform the counselor the dates of service and what Stage(s) to read for the most recent updates. It is also for the vendor to record the billable hours and if necessary the authorization codes. You will complete the Cover Section with the new information every time you submit new Discovery activities for billing to your counselor.

## ***Limitations of the locked DSR form***

- There is no capacity to spell check your work
  - You can compose your observations in Word first, spell check, then copy and paste your work into the form.
- If you accidentally strike a key combination and change a font, there is no capacity to change back to the original font. This shortcoming is true for accidentally using italics and such.
- There are only spaces for 20 businesses on each column of the List of 20.
  - However, if you are typing in one of the fields and hit the enter or the line return key instead of the tab key, it will extend the current field to the next line and automatically assign it a new number. The Numbered List formatting is an accessibility feature, and this allows you to insert additional businesses as needed. It is possible to accidentally add additional numbered spaces.