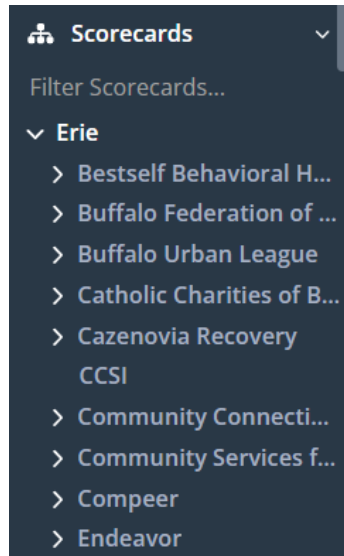


HOW TO DOWNLOAD SCOPE OF SERVICE FROM CLEARPOINT

Log in to ClearPoint, enter the access code once you receive it by email.

Scopes of Service (SoS) are posted on either the **Agency Page** or the **Program Page** under the **Attachments** section.



- **To access the Agency Page**, click on your agency name in the dark box on the left side of your screen. SoS for programs without a corresponding ClearPoint report are saved in the **Attachments section** on the Agency page. (bottom right-hand corner of the Agency (Home) page).

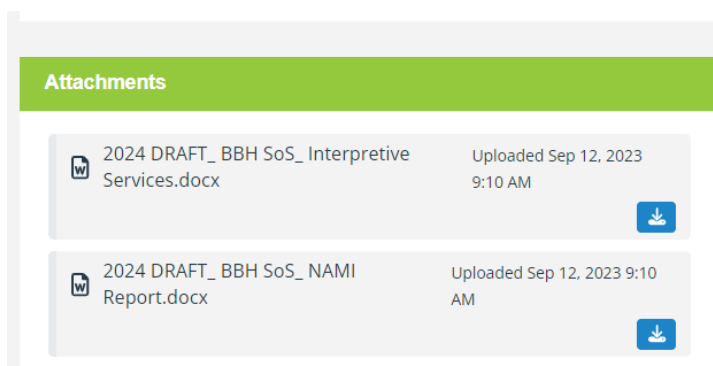
- **To access the Program Page**, you can display the list of programs for your agency by **clicking the arrow to the left of your agency name**. To display the Program Page, **click on the Program Name** in this drop-down list. SoS are saved on this Program Page in the **Attachments section**. (bottom right-hand corner of the Program page).

- The SoS that you will need to review and update for the coming year are **in Word and have “DRAFT” in the SoS name**.

- Once your SoS are approved by your ECDMH Contract Coordinator, they are saved here in PDF and named “FINAL”.

PLEASE BE ADVISED THAT THESE SCREENSHOTS WERE TAKEN IN 2024 AND ARE STILL APPLICABLE FOR 2025, JUST LOOK FOR “DRAFT 2025”

HOW TO DOWNLOAD YOUR “DRAFT” SCOPE OF SERVICE(S):



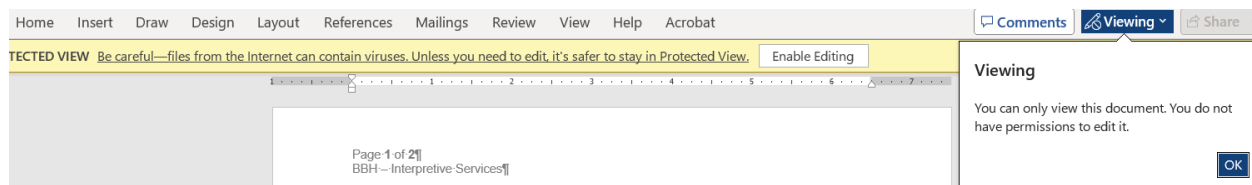
← click here to download

Click on the blue button that looks like an arrow.

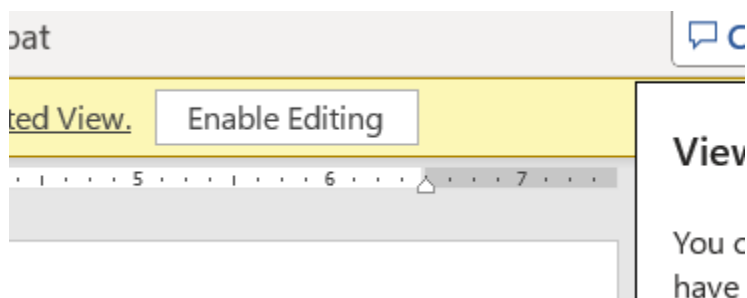


← The document you selected to download will appear under this icon on the top, right-hand corner of your ClearPoint screen.

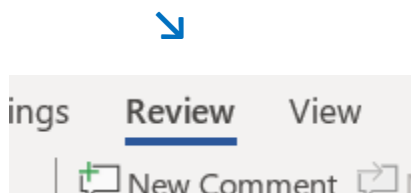
- Click on the **DRAFT 2025 Scope of Service (SoS)** Word document that you want to download (you can only select one (1) SoS at a time) and a new screen will open to the document you just downloaded.
- Go to **File** then **“Save-As”** to your computer. You can leave the SoS name “as is” with the + signs that ClearPoint enters when you download or rename the document (please leave the Program Name the same).



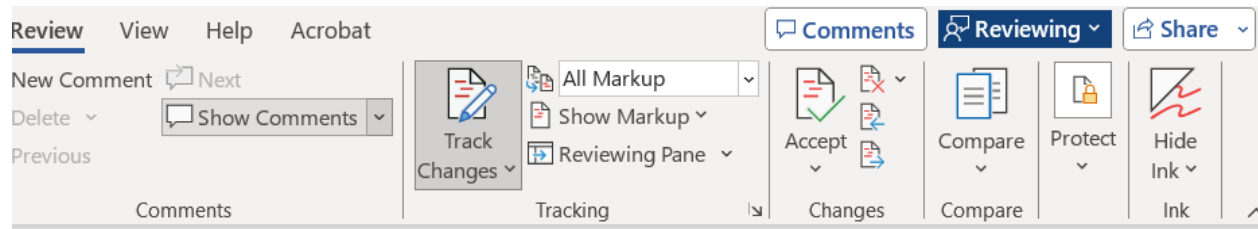
The DRAFT Scope of Service will Open in “Protected View.” You will have to click on “Enable Editing” first. ➡



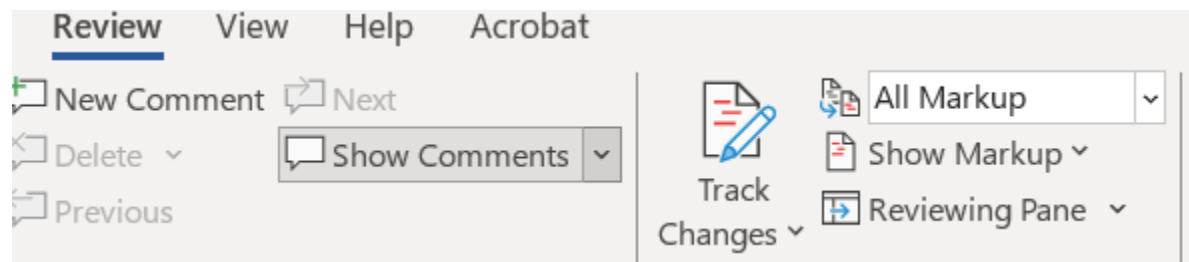
Next, click on **Review** at the top of your Tool Menu Bar



Then **click on Track Changes** and the button color will change to dark gray showing that Track Changes has been selected   This will turn blue



Make sure that “All Markup” is selected 



Refer to your **Agency Submission Checklist to CC, How to Use Track Changes**, and the detailed instructions provided in the email, and you can now perform your review and make any necessary updates.

Once you have completed your updates and completed the preparer’s information required – **click Save** – **“leave Track Changes on”** so your assigned ECDMH Contract Coordinator (CC) can track all of your updates and review them.

Great job!  