



# Trayt TCHATT School Portal User Guide



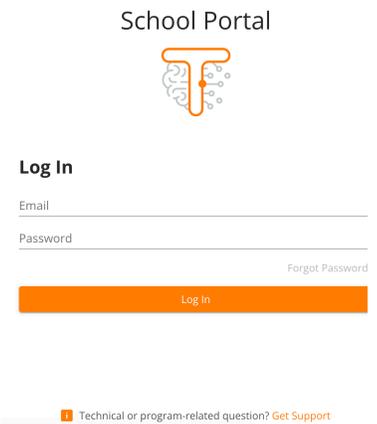
**TCHATT**  
Texas Child Health Access  
Through Telemedicine

To facilitate the submission of student referrals to the TCHATT program, school staff can now directly enter the student referral request digitally via a school portal. Instructions follow.

1. Users will receive an invitation email that includes a link to the school portal, their username, and a temporary password



2. Log in at [tchattschools.trayt.health](https://tchattschools.trayt.health). New users will be prompted to update their password upon first login.



3. After logging in, users will land on the referral dashboard, with the ability to navigate between dashboards at the top of the page.

**Referrals**

Search referrals

Search by Student, School, or Submitted by

[+ New Referral](#)

Submitted Date	Submitted by	Student	School / ISD	Grade	Actions
08-20-2021	Ronald	Aaron Smith Jan 4th 2010	Anthony High School Anthony Independent School District	1	<a href="#">Review</a>
08-14-2021	Eduardo	James Kahane' Jan 4th 2010	El Camino Middle School Anthony Independent School District	4	<a href="#">Review</a>
08-12-2021	Angel	Henry Lee Jan 4th 2010	Andrew P. Hill High School Anthony Independent School District	10	<a href="#">Review</a>
07-02-2021	Arlene	Michael Jones Jan 4th 2010	City Arts And Tech Anthony Independent School District	4	<a href="#">Review</a>
08-20-2021	Kristin	David Dobrik Jan 4th 2010	Ace Charter High School Anthony Independent School District	6	<a href="#">Review</a>
08-20-2021	Kyle	Madison Beer Jan 4th 2010	East Side Union High School District Anthony Independent School District	9	<a href="#">Review</a>
08-20-2021	Colleen	Joseph Jonah Jan 4th 2010	Kipp Valiant Community Prep Anthony Independent School District	5	<a href="#">Review</a>
08-20-2021	Cameron	Aaron Smith Jan 4th 2010	Cox Academy Anthony Independent School District	2	<a href="#">Review</a>

Rows per page: 10 ▾ 1-10 of 40 < >



## Submitting a Referral

1. On the referral dashboard, select “+ New Referral”. You will first be prompted with a pop-up box asking for confirmation that you have permission from the family to share information with the TCHATT team

The screenshot shows the 'School portal' header with navigation links for School Staff, Referrals, Documents, Insights, and Trayt Help. The user is identified as Mr. Mark. The main content area is titled 'Referrals' and includes a search bar and a '+ New Referral' button. A blue arrow points from the search bar area down to a confirmation pop-up box. Another blue arrow points from the '+ New Referral' button to the right.

**Confirm Family & Student Consent**

By creating this referral, you confirm that you have obtained consent from the student's family and/or student to share this information with the participating psychiatry clinic for further consultation.

Log Out Confirm

2. After confirming, begin documenting the student referral. Required fields are indicated with an \*

The screenshot shows the 'School Referral Form' with a sidebar for 'School Contact' and a main form area. The sidebar lists 'School Details', 'Legal Parent / Guardian', 'Call Preference', and 'Reason for Referral'. The main form area is titled 'School Contact' and includes fields for 'Referral Date \*', 'First Name', 'Last Name', 'Contact Number', 'Email Address', 'School Name \*', 'School District', and 'NCES ID'. A blue callout box points to the 'School Name \*' field with the text: 'If you are unable to find the correct school, this means that you do not have access and you will be prompted to contact the appropriate personnel to edit your campus permissions'. A red asterisk is next to the 'School Name \*' field, and a red question mark icon is next to the 'Cannot find the right school?' text.

**School Referral Form**

**School Contact**  
Please provide some basic information about who is referring the student.

Referral Date \*  
12/20/2021

First Name  
Richard

Last Name  
Branson

Please enter a phone number and/or email address

Contact Number  
(325) 692-1961

Email Address  
richardbranson@gmail.com

School Name \*  
Search

School District  
—

NCES ID  
—

Cannot find the right school? ?

If you are unable to find the correct school, this means that you do not have access and you will be prompted to contact the appropriate personnel to edit your campus permissions

3. Once you have completed the form, press “submit” on the bottom right of the page. You will see a message that confirms referral completion and includes the contact information for the TCHATT team, should there be any questions. You can then add another referral, return to the dashboard, or log out.


  
**Thank you for submitting a school referral.**
  
 TCHATT will follow up with this referral as soon as possible and reach out to you for any further questions.

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 **TCHATT Program Contact Information**
  
 HRI Name    Baylor College of Medicine
   
 Phone        (534) 342 - 2234

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[+ Add New Referral](#)

4. Returning to the Referrals dashboard, you will see the newly submitted referral, along with all referrals submitted within your assigned school(s)

## Referrals

 Search referrals
 [+ New Referral](#)

Search by Student, School, or Submitted by

Submitted Date	Submitted by	Student	School / ISD	Grade	Actions
08-20-2021	Ronald	Aaron Smith Jan 4th 2010	Anthony High School Anthony Independent School District	1	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>
08-14-2021	Eduardo	James Kahane Jan 4th 2010	El Camino Middle School Anthony Independent School District	4	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>
08-12-2021	Angel	Henry Lee Jan 4th 2010	Andrew P. Hill High School Anthony Independent School District	10	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>
07-02-2021	Arlene	Michael Jones Jan 4th 2010	City Arts And Tech Anthony Independent School District	4	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>
08-20-2021	Kristin	David Dobrik Jan 4th 2010	Ace Charter High School Anthony Independent School District	6	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>
08-20-2021	Kyle	Madison Beer Jan 4th 2010	East Side Union High School District Anthony Independent School District	9	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>
08-20-2021	Colleen	Joseph Jonah Jan 4th 2010	Kipp Valiant Community Prep Anthony Independent School District	5	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>
08-20-2021	Cameron	Aaron Smith Jan 4th 2010	Cox Academy Anthony Independent School District	2	<a href="#" style="border: 1px solid #f4a460; padding: 2px 10px; border-radius: 5px;">Review</a>

Rows per page: 10 ▾    1-10 of 40    < >



# Trayt TCHAT School Portal User Guide

## User Management – Adding and Editing Users

In the School Portal, users will be able to 1) add new users, and 2) edit other users' profiles (including deleting or deactivating), based on their own permissions. For more information about role definitions and permissions, please refer to the "School Portal User Roles" document

**School Staff for HRI**

Q Search all School Staffs

+ Add School Staff

Showing 1 - 40 Staffs

Account Status	Last Name	First Name	Permission	Phone Number	Email	Actions
Active	Marie	Brooke	District/Charter Lead	(958) 294-4751	trayt.testing@g...	View
Pending Activation	Jones	Justin	Campus Lead	(958) 294-4751	Resend	Edit
Deactivated	Collyer	Courtney	Campus Counselor	(958) 294-4751	trayt.testing@g...	Reactivate
Active	Bond	Mark	District/Charter Coordinator	(958) 294-4751	trayt.testing@g...	Edit
Active	Henry	James	Counselor/Staff	(958) 294-4751	trayt.testing@g...	Edit

Rows per page: 5 | 1-5 of 40

1. To add a new school user, click "Add School Staff" (shown above), and then begin entering the user's information. You will assign a permission level from the drop-down menu, and the role definitions will be displayed. The district name will be auto-populated.

**Add School Staff**

**User Details**  
Please provide some basic information and role for the user

**Personal Information**

First Name \*  
Sarah

Last Name \*  
Baker

Phone Number \*  
(901) 111 1111

Email \*  
sarah.baker@someemail.com

**Select User Permission Level**  
Please Select highest level appropriate

Coordinator

- Coordinator**  
Manages multiple campuses; administrative and viewing permissions extend across all campuses to which they belong.
- Campus Lead**  
Full administrative authority for the campus(es) where they belong, including counselor/staff enrollment.
- Counselor / Staff**  
Documentation and viewing permissions limited to specific campus(es) where they belong.

**District**  
District  
East Bernard ISD

### Edit School Staff

#### User Details

Please provide some basic information and role for the user

#### Account Status

Select Status  
Active

#### Personal Information

First Name \*  
Richard

Last Name \*  
Branson

Phone Number \*  
(917) 400-0000

Email \*  
richard@branson.com

#### Select User Permission Level

Please Select highest level appropriate  
Counselor / Staff

Documentation and viewing permissions limited to specific campus(es) where they belong.

#### District

District  
East Bernard ISD

#### Select School

Please select the respective schools for the new school staff

#### Search School

Q Enter School name to search \* X

Select All 4 Selected

- A**
  - Andrews High School
  - Archer City High School
  - A C Jones High School
  - Academy High School
- B**
  - Bartlett High School
  - Belton High School
  - Belton Independent School District
  - Belton New Tech High School
  - Business Careers High School
  - Brackenridge High School
  - Burbank High School
  - Blanco High School
  - Brazosport High School
- C**
  - Central High School
  - Clifton High School
- D**
  - Diboll High School
  - Dimmitt High School
  - DeSoto High School
  - Danbury High School
  - Dalhart High School
- E**

2. To edit an existing user, select “edit” in the “actions” column (shown above). You can then edit the user’s name, phone number, permission level, or school selection. The email address cannot be changed.

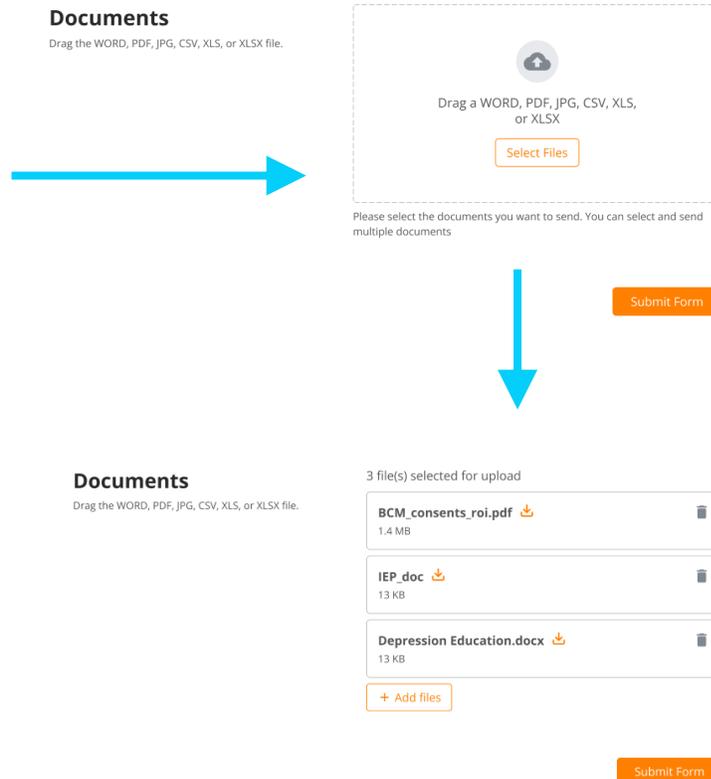
Note: when adding or editing a user’s school access, an individual can only grant access to schools that they themselves have access to. If additional access is needed, please contact your district lead.



## Document Transfer

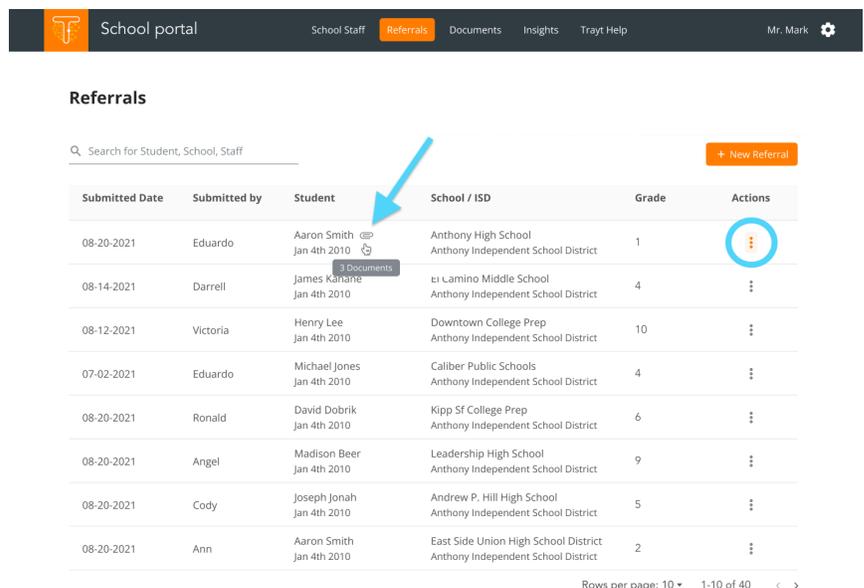
In the School Portal, users will be able to 1) upload documents to include in a referral; and 2) access documents shared by the HRI

1. When submitting a referral, at the bottom of the form you will see the option to upload documents to be submitted to the HRI along with the referral. You can drag or select the file(s), and then you will see the attached files before submitting the referral form.



On the referral dashboard, the paperclip icon indicates which referrals were submitted with attachments.

Documents can also be added to existing referrals by clicking on the ellipses in the Actions column.



2. On the documents dashboard, users will be able to view and download documents that were shared by the HRI.

School portal School Staff Referrals Documents Insights Trayt Help Mr. Mark

### Documents

Search by document name

<input checked="" type="checkbox"/>	File Name	Label	Uploaded By	File Size	Actions
<input checked="" type="checkbox"/>	BCM Consents.pdf	Consent	Feb 12, 2022 by April Hishinuma	1.4 MB	
<input checked="" type="checkbox"/>	IEP Document.pdf	IEP	May 03, 2022 by Joseph Will	13 KB	

Rows per page: 5 2 of 2 < >

Note: once a document is uploaded by a school user, it cannot be deleted by a school user – documents can only be deleted by a Hub Staff user on the TCHAT portal