



**Residential Treatment and Child
Placing Directory –
On-line Overview**

History

- The last printed MCCA Directory was 2006-07
- Every MCCA member agency got a free copy.
- Copies were available for sale to referral sources, etc.
- Information was static.
- The printing costs and time in compiling a printed directory was significant.

Change to 2011 On-Line Directory

- There will be a tab on the MCCA webpage (www.e-mcca.org) showing MCCA Directory of Services.
- A click will indicate this section is to help you locate potential resources to utilize as referral sources for both children's residential, any of your agency's other services and child placing agency services.
- MCCA will send out marketing information by snail mail to referral resources and also by twitter and a new MCCA facebook page..

How do I get started?

- One designated agency person should email to directory@e-mcca.org and request:
 - Their agency's user name and password.
 - You can suggest a user name and password for your agency's account.
 - Also your designee's name and email address associated with the account.
 - The password must be six characters at least.
- You will receive an email back with the verified user name and password and that the account is active.

Next?

- Agency Designee receives email that account is set up.
- Go to: <http://e-mcca.org/uberadmin/>
 - TODAY
- Demo today Uber System Administration Login
- User name is demo
- Password is demo 11
- One time use for webinar only
- Log-in

Next

- Administrative Modules
- Go to Members Area
 - Required to fill in name, address and main phone number.
 - Everything else is optional.
 - For the logo hit the “Browse” Button and select a logo from your computer.
 - Image must be JPG, GIF or PNG and no larger than 600x300 pixels

Next?

- Once the form is filled out, click on “Add Member.
- That will list the agency in the directory.
- On the page that appears it will say, “member successfully created”
- There will be a link to add location for agency’s with more than one location.

Member Advantage

- Can go back at any time and update information by logging into the directory and updating.
- First group to be added to the directory.
- Licensed Non Members will be charged for their listing
 - Rates will vary depending on their license.

Questions?

- Time for questions now?
- Future questions – email directory@e-mcca.org.
- Thank you!