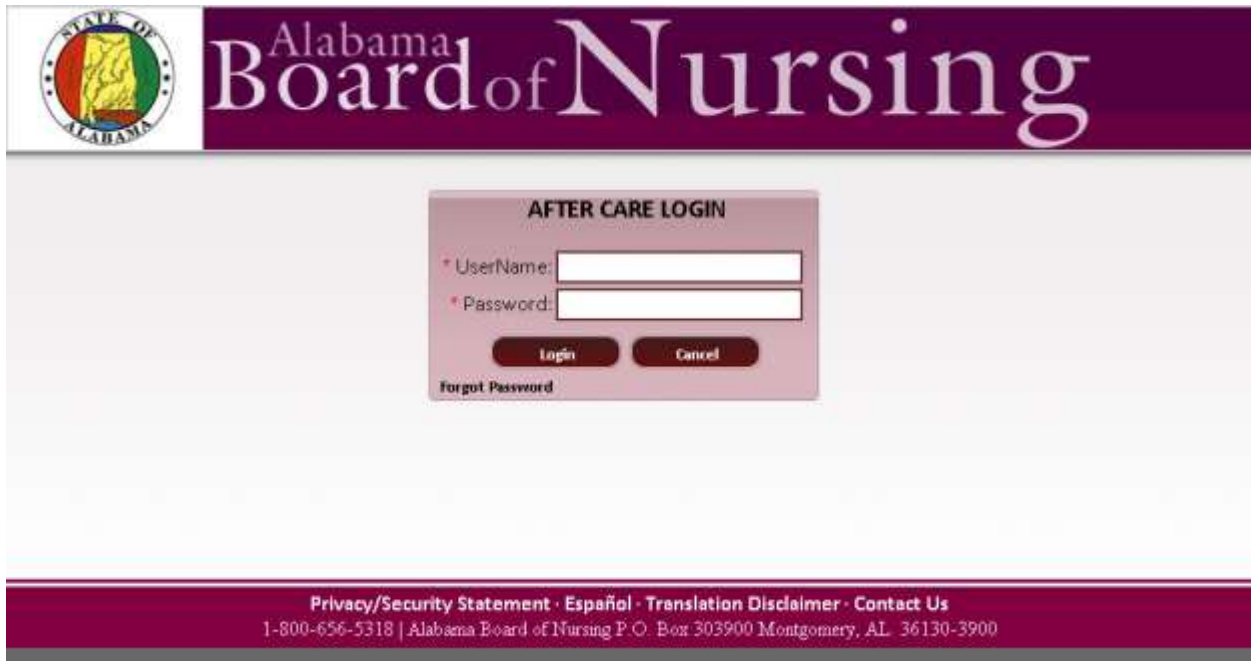1. **To Login:** Go to https://www.abn.alabama.gov/abnonline/lms3_aftercare_login.aspx . In the login page shown below, type in the email address you had provided the Alabama Board of Nursing and your password. Click the "Login" button to enter into the reporting site or click "Cancel" to clear your input.

   a. **Note:** Your initial password is abc_123
   b. You will be able to change your password, with a maximum length of 12 characters after login using the "Change Password" link.

2. **Forgotten Password:** Click the "Forgot Password" link in the login page enter your email address in the screen that comes up. The system will email you with instructions.

3. **Facilitator Details and Nurses' List:** Upon successful login, the application displays the current information the Alabama Board of Nursing has for the aftercare facilitator. These details can be edited as and when the user wishes to.

The system automatically displays the quarter and the year that the report is being submitted for, as shown below.

The "Nurses List" section displays the License # and Name of the nurses that the facilitator should report on. It also indicates whether the report for the quarter has been submitted for each nurse, as indicated in the "Submitted?" column in the grid.

4. To select a nurse:

Click on the [icon] next to the nurse's name. The system refreshes the bottom part of the screen as shown below. The nurse's name is displayed under each section as a confirmation for the counselor. **Example** "Attendance for Doe Smith".

Nurses list

License #	Name	Submitted ?	Select	Print
1-999995	DOE SMITH	N	[icon]	
1-999996	JOE SMITH	N	[icon]	
1-9999997	JOHN DOE	N	[icon]	

Attendance For DOE SMITH

Please Indicate The licensed Nurse's Attendance During This Reporting Period:

Number of Meetings Scheduled: [ ]
Number of Meetings Attended: [ ]
Number of Excused Absences: [ ]
Number of Unexcused Absences: [ ]

Do You have any concerns about the nurse's attendance Pattern? ○ Yes ○ No

Progress For DOE SMITH

Please Indicate The Licensed Nurse's progress During This Reporting Period:

	SATISFACTORY	UNSATISFACTORY	NEEDIMPROVEMENT
Participation in group	○ Satisfactory	○ Unsatisfactory	○ Needs Improvement
Problem-solving skills(insight,lifestyle changes)	○ Satisfactory	○ Unsatisfactory	○ Needs Improvement
Attitude towards recovery (acceptance of addiction, monitoring requirements, motivation)	○ Satisfactory	○ Unsatisfactory	○ Needs Improvement
Follows recommendations (accepts feedback, follows treatment plan, levels of anger, frustration)	○ Satisfactory	○ Unsatisfactory	○ Needs Improvement

5. To Submit A Report For A Nurse:

    a. Enter the meetings scheduled/attended/missed

    b. If you have a concern about the attendance pattern, the system provides an area to type in your details.

    c. Indicate the progress using one of the three options: Satisfactory/ Unsatisfactory/ Needs Improvement. For any selection that is not "Satisfactory", there will be a provision to enter your explanations.

    d. Select the appropriate options for 12-step participation.

    e. You may also enter any additional comments at the box provided at the bottom.

    f. Click "Submit" to report on the selected nurse. The system gives a success message.

    g. To repeat the process for another nurse, select the nurse using the icon and repeat steps 5 a. to 5 f.

    h. Click on the "Print" option in the grid to print the details submitted for a particular nurse.