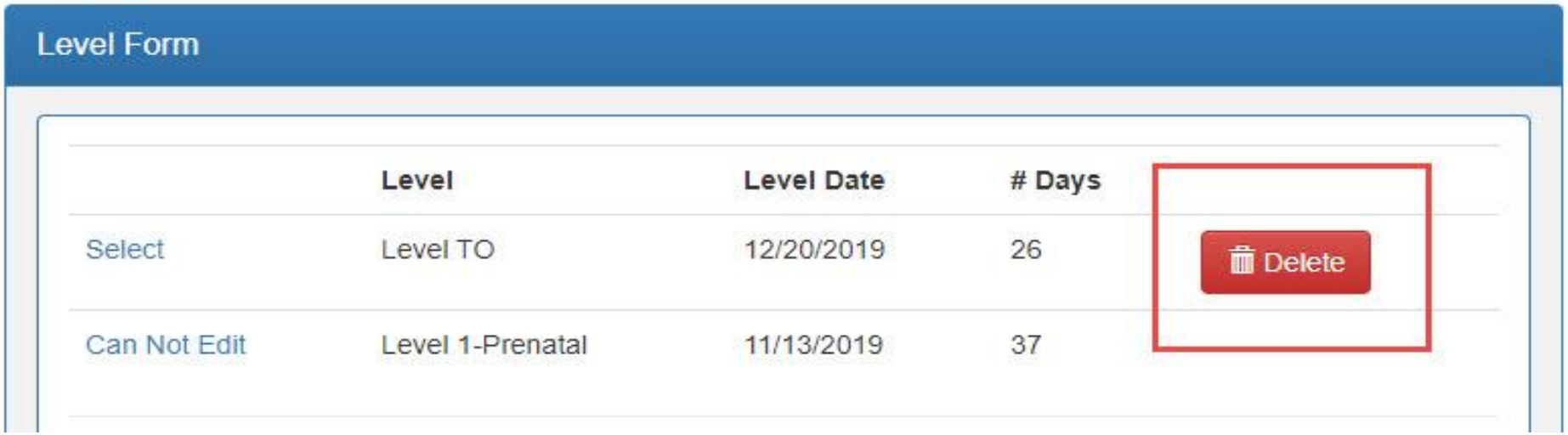
HFMISsive –

January 29, 2020

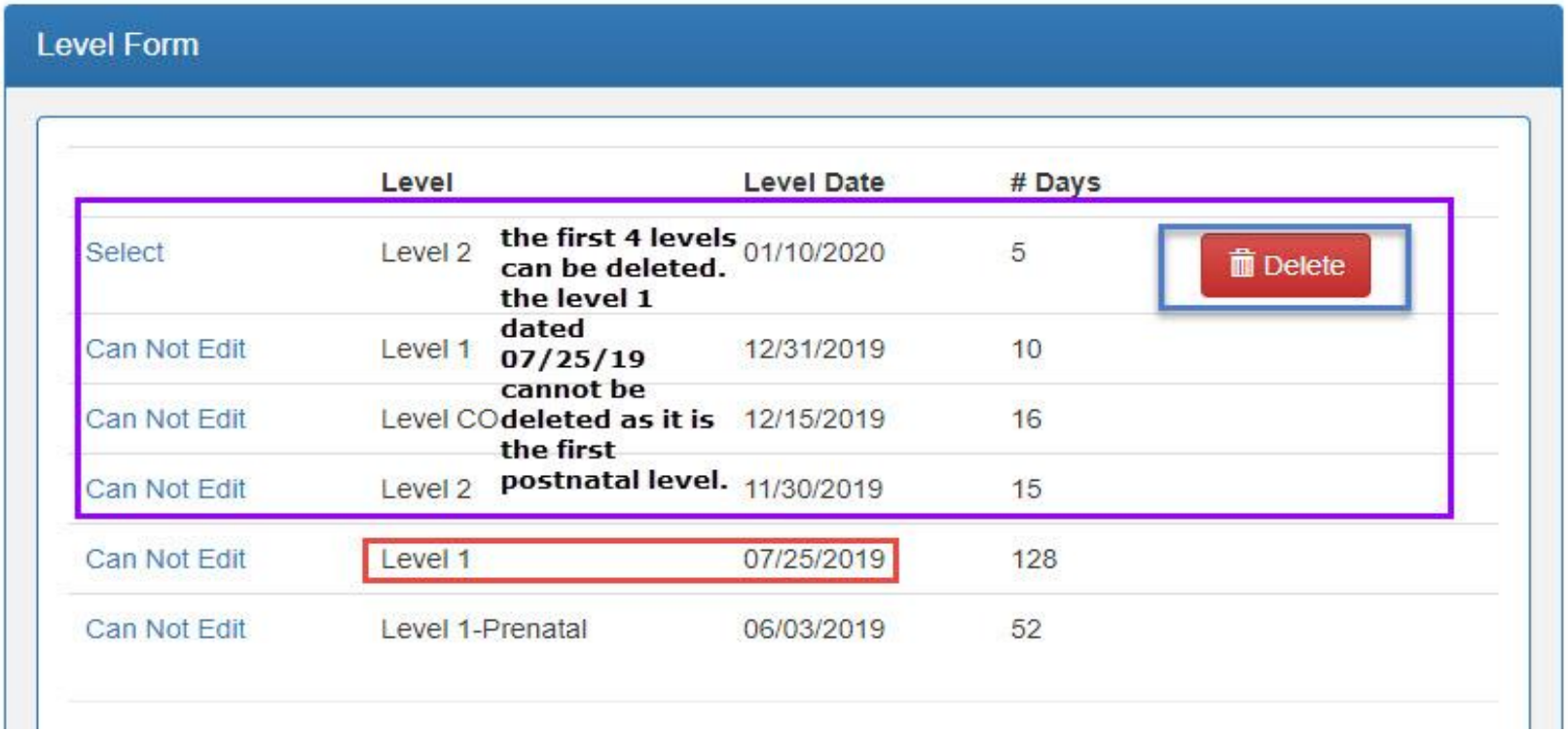
Updates, Reminders and Recommendations from the MIS Team

1. To safeguard the security of the MIS data, we are *deactivating any MIS USER ACCOUNT* that has not been accessed (logged in to) in a year or more. We will need permission from the User's supervisor/manager to reactivate the account. Please contact us by support ticket or phone.
2. *Users can now change their email address on the MIS.* This change is available under settings, in the same location as Change Password. **NOTE**Changing an email address on the MIS will not change the email address on the listserv. Contact Cori to change or add an email address to the listserv****
3. *Users can now delete levels on **active** cases.* The level form has a RED Delete button that will only be available if the level can be deleted.



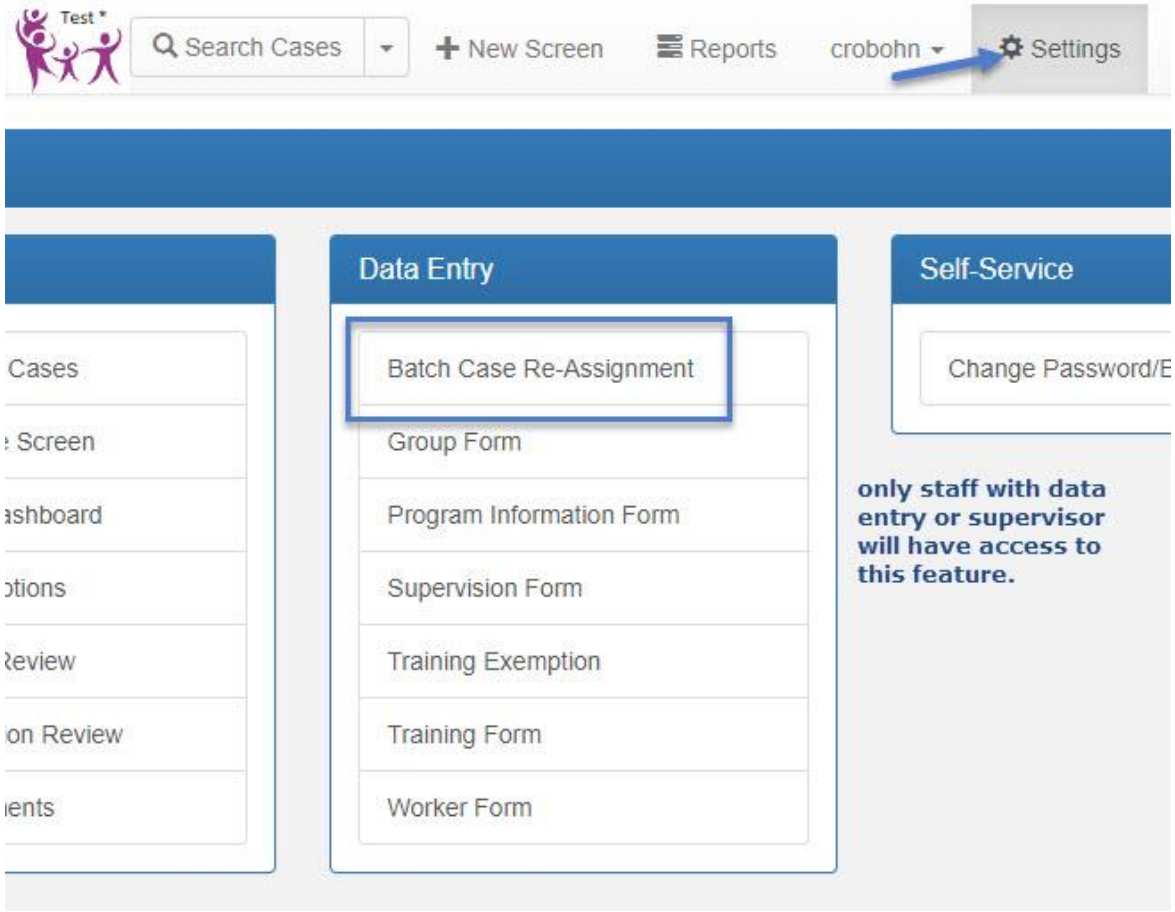
There are a few instances where levels cannot be deleted. They are listed below.

a. *The original level* on any case, whether it be pre or post-natal, cannot be deleted.
b. Levels cannot be deleted on termed cases.
c. Levels on postnatal cases can be deleted, *one at a time, in descending order*, up to the first postnatal level (level 1).



d. Levels on *transfer cases can only be deleted if they have been entered by the current program.* The previous program will not be able to delete levels on cases that have been electronically transferred to another HF program.

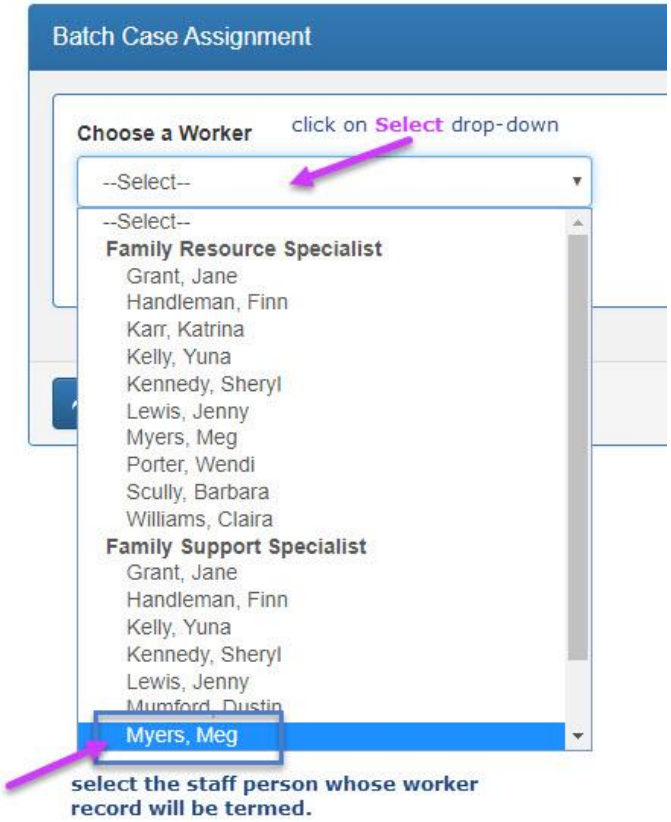
4. Effective immediately, before a worker record is termed, all the assigned cases for that staff person can be re-assigned quickly and easily. This new feature is located under Settings. It is called *Batch Case Reassignment.*



This feature will only be available to Users with a data entry or supervisor role in the MIS

a. Click on Batch Case Assignment.

b. Click on the drop-down box to access all the active workers in your program.



c. The Batch Case Assignment form will show all the active cases for the selected staff person.

Batch Case Assignment

Choose a Worker

Myers, Meg

the worker type will determine the staff names that will appear in the Assign to: list.

assign cases one at a time by clicking on the Select drop-down box to the right of the PC name.

Show 20 entries

Search:

PC1ID	PC Name	Assigned To:	Worker Type
FF99969356851	Fiona Franklin	--Select--	FSS
GJ96969356815	Gayle Jones	--Select--	FRS
KR86969356845	Kimberly Richardson	--Select--	FSS
LJ00969356809	Lorraine Johnson	--Select--	FRS
LR97969356853	Lucy Rodgers	--Select--	FSS
MB99969356852	Mary Jane Belsky	--Select--	FSS

Showing 1 to 6 of 6 entries

Previous 1 Next

Reassign Cases Cancel

Cases are re-assigned one at a time. Click the drop-down box under *Assigned to:*. The Worker Type will determine the list of names that will appear in the dropdown.

d. Once a staff name has been chosen the line will be highlighted.

5. Due to a change in *10-2 Training "Goals"*, in which a short statement must be read to workers, any worker that received 10-2 Training prior to July 1, 2019, must have it *re-entered in the Training Form after July 1, 2019 or they will receive a "1" score on the 10-2 Training Report*.
6. This missive will be posted under *Help and Docs/Paper Forms and on the HFNY Website*.
7. Please forward this missive to anyone who should be receiving it. Send us the email address so we can include them on the next one. FYI, opting out of this email will remove you from the listserv.
8. To see all the latest updates, fixes and changes, please see *News/Announcements*, located under Help and Docs.

Please forward this missive to anyone who should be receiving it. Send us their email address so we can include them on the next one.
****FYI, opting out of this email will remove you from the listserv.****

Thank you!
Take care,
Your MIS Team