

Helpful Hints and FAQs –

- **New Job Postings**

- Please use the form posted on the **Jobs page of the HFNY website**.
<https://www.healthyfamiliesnewyork.org/jobs.htm>. Completed job posting forms should be sent to Cori at crobohn@albany.edu.
- If a position has been filled, please contact Cori so it can be removed from the website.

- **HFNY Website**

- The COVID-19 Information tab on the staff side of the website has been changed to **COVID-19/Other Emergency Resources** to reflect the content of the tab.
- The **HV Log Content Instructions** have been updated and reflect current practice (prior to the release of the new BPS). These instructions cover all information regarding where and how to document home visits in the different sections of the HV Log, and are your "go-to" if you have any questions.

- **MIS Reports**

- Several of the reports on the HFNY MIS have **accompanying documentation**. This documentation will provide a full breakdown of how the data is calculated.
- Reports with documentation are identified by the small folder paper symbol on the far right of the page.

6-5.CASQSE Developmental Screening - Summary	?
6.3D Use of CHEERS Check-in Tool	?
7-2.B/C Target Child Immunization - Details (Case Filter/Site Options)	?
7-2.B/C Target Child Immunization - Summary (Case Filter/Site Options)	?
7-3.D Service Referrals Needing Follow-Up (Case Filter/Site Options)	?
7-4.B Prenatal Administration of the PHQ9 Screen (Case Filter/Site Options)	?
7-4.C Postnatal Administration of the PHQ9 Screen (Case Filter/Site Options)	?
7-4.D PHQ9 After Subsequent Birth (born after 01/01/18)	?
7-4.E Referrals for Elevated Depression Screen (PHQ-2/9) - Details (Case Filter/Site Options)	?
7-4.E Referrals for Elevated Depression Screen (PHQ-2/9) - Summary (Case Filter/Site Options)	?
8-1.B Annual Case Weight Report	?

this symbol
indicates report
documentation



- **Updates and Changes to the MIS**

- Every week, there are several changes to the MIS forms and reports. Occasionally, users will need to refresh the MIS application to pull in these changes. This is easily done by clicking the ***Ctrl and F5 keys at the same time.***
- A list of MIS changes can be found on the MIS, ***in the News, under Help and Docs.***

We are available from 8-4 Monday through Friday. Please submit a support ticket (There is a direct link on the MIS, under Help and Docs) for any MIS related issues.

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.*

Best wishes for a safe and happy weekend.

Take care

Your MIS IT Team