

Reminders and Recommendations from the MIS Team

1. There was a recent publish to the HF MIS. Please look at the News under Help and Docs for all the latest updates.
2. The In-depth Discussions on all supervisions dated 02/01/19 and after have been marked as TRUE (check box marked). Please go back and uncheck any cases that were not discussed in-depth.
3. The In-depth Discussion on the Supervision Form is currently being worked on to fix any of the bugs.
4. All data should be entered and approved by the 10th of each month.
5. The TC Medical form has been revised. Some new features that are available are:
 - a. All immunizations for one day can be entered at one time.
 - b. Please be aware that the **Supervisor Approval** option is not yet available.
 - c. Data can be sorted for the following:
 - i. Recommended Event Time
 - ii. Recommended Event Name
 - iii. Event Date
 - iv. Recommended Date
 - v. Optional (according to the HF Policy)
 - vi. Type (done, past due, nearing due date)

click the arrows to sort the columns

Search:

Recommended Event Time	Recommended Event Name	Event Date	Recommended Date	Optional	Type
Birth-1 week HEP-B	HEP-B	2019-03-04	2019/03/11		Done
4 month Roto	Roto		2019/08/03		Nearing
4 month Polio	Polio		2019/08/03		Nearing
4 month PCV	PCV		2019/08/03		Nearing
4 month DTaP	DTaP		2019/08/03		Nearing

6. The CHEERS Check-In form has been updated in the following ways:
 - a. The CHEERS Check-In now requires you to select the specific Target Child and an interval for the form.

- b. Any CHEERS Check-Ins already entered in the system have been automatically updated so that the first Target Child is selected and the 'Other' interval is selected.
 - c. However, the recommendation from the IT Team is that staff people verify in the MIS that the Target Child and Interval are correct and accurate.
 - d. The CHEERS will show up on the Family Time Line report, and that will show you the dates that they are expected to be completed for each individual case.
 - e. Finally, the CHEERS Check-In schedule has changed. They now follow the same schedule as the Follow-Up form (6 months, 12 months, 18 months, etc.) with a 30 day window on each end.
7. We are available to answer all your questions via phone or support ticket. Please let us know as soon as you see an issue. Chances are that others have the same or similar concerns. So, your question will help everyone.

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