

Updates, Reminders and Recommendations from the MIS Team

1. Going forward, online supervisor approval of the home visit logs will be required. To add home visit logs to the **Supervisor Form Review Dashboard**, go to the **Form Review Options** under the Supervisor column (on the Settings Tab) and click on the ADD button to add the start date.
2. **Effective Immediately** – Only completed home visit logs that have been **reviewed and approved** by supervisors will be counted on the Home Visiting Rate reports listed below:
 - a. Family Support Specialist Home Visit Record - Detail and Summary
 - b. 4-2.B HFA Home Visiting Completion Rate Analysis - Detail and SummaryTo be clear, this means that partially completed HV logs or, completed HV logs that have not been checked as approved will not be counted in the calculations.
3. Immunization Form – Immunizations that have been received within 30 days prior or 30 days after the recommended date are considered In Window. Compare the Recommended Date on the TC Medical Form to the Event Date to determine if an immunization is in or out of window.
4. The due date and window calculation for ASQ-SE forms have been changed to take into account pre-maturity up until the TC is two years old. The 36 month and later dates have also been updated to use larger windows.
5. Only enrolled cases can be transferred electronically. The MIS recommendation for accepting an electronically transferred case would be after one or two home visits have occurred to ensure the family is interested in the program.
6. A home visit is considered 'in-home' if the visit takes place in a location where the TC resides.
7. Contact us via support ticket with New MIS Accounts requests or MIS Account Terminations.

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