

## Helpful Hints and FAQs –

### ASQ Schedule

- As per a directive from HFA, *optional ASQs have been removed from the MIS*. Please use the following ASQ requirement schedule:
  - *The requirements for the HD7 Performance Target are as follows:*
    - TC age 0 to 12 months (Year 0) - 2 ASQs are required (of the following intervals: 02, 04, 06, 08, 09, 10, or 12)
    - TC age 13 to 24 months (Year 1) – 2 ASQs are required (of the following intervals: 14, 16, 18, 20, 22, or 24)
    - TC age 25 – 36 months (Year 2) – 2 ASQs are required (of the following intervals: 27, 30, 33, or 36)
    - TC age 37 – 48 months (Year 3) – 1 ASQ is required (of the following intervals: 42 or 48)
    - TC age 49 – 60 months (Year 4) – 1 ASQ is required (of the following intervals: 54 or 60)
- The ASQ does not have to be performed for a TC receiving EI services. However, *the ASQ form is required to be entered on the MIS*. Enter the date of the most recent Home visit on the landing page.
  - Select the appropriate Developmental Age of the TC at the time of the home visit
  - Then, click the box adjacent to this sentence - *TC already receiving Early Intervention Services - ASQ not required*
- **MIS Access versus Worker Form**
  - An active MIS account is necessary to enter or view data and reports. *Any person entering or reviewing data in the HFNY MIS will require access to the MIS*. The MIS role that is assigned will determine the level of access that person will have within the MIS. MIS accounts are created by the CHSR Tech Support team.
  - The roles are as follows:
    - **User** - This is the normal, default role for the average user and includes the capability to add and edit all data entry forms and can print reports. This role requires Basic Forms Training which can found on the MIS under Help and Docs.

- **Data Entry** - This is an advanced role that includes all the functionality of the User role plus the ability to access features in the "Settings" section of the application. This role will have access to Trainings and Supervisions. This role requires Basic Forms Training which can found on the MIS under Help and Docs.
  - **Supervisor** - This role is essentially the same as Data Entry, with the added ability to approve forms. This role requires Basic Forms Training which can found on the MIS under Help and Docs.
  - **Guest** - Can view basic case information, all data entry forms and all reports. Cannot edit anything.
  - **CA** - This is a specialized roles that have the same basic privileges as a guest, but also can run aggregated, multi-program reports.
- An active worker role authorizes FRSs and FSSs to be assigned to cases and supervisors to be assigned to workers. The Worker form should be completed by the Program Manager or Program Supervisor and is located under Settings on the Toolbar. ***Any person with a caseload or managing staff with caseloads (Program Managers, Program Supervisors, FSRs, and FSSs) will require a worker form to be completed within the MIS.***

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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 wonderful weekend.**

**Take care,**

**Your MIS IT Team**