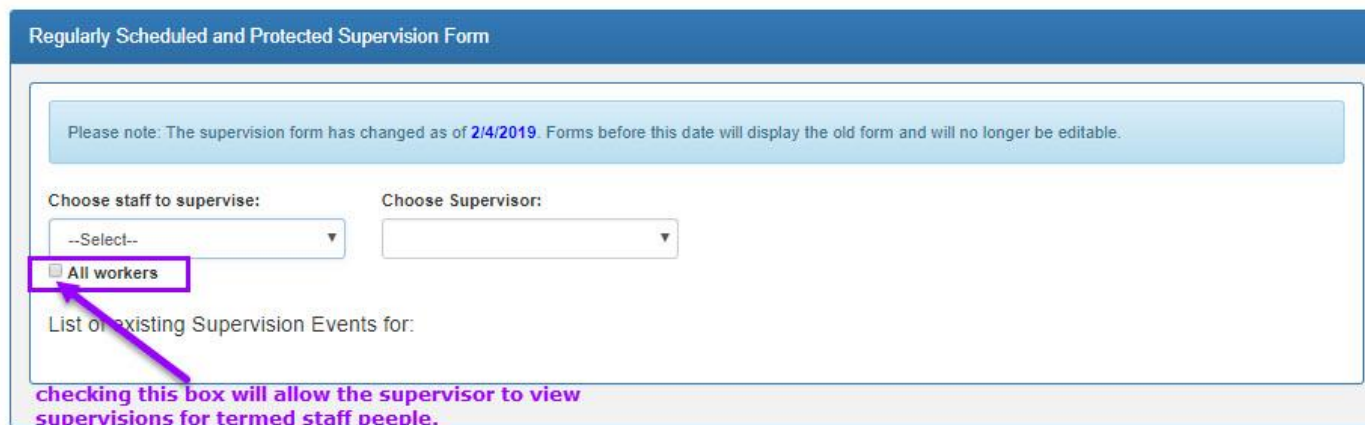


## Updates, Reminders and Recommendations from the MIS Team

1. On the landing page of the Supervision form, there is now a box marked “All Workers”. Checking this box allows supervisors to view supervisions for termed staff people.



Regularly Scheduled and Protected Supervision Form

Please note: The supervision form has changed as of 2/4/2019. Forms before this date will display the old form and will no longer be editable.

Choose staff to supervise: Choose Supervisor:

--Select--

☐ All workers

List of existing Supervision Events for:

checking this box will allow the supervisor to view supervisions for termed staff people.

2. The Performance Targets Report shows 2 targets (*HD1 and HD2*) on the first page that are “*grayed out*”. The collected data for these targets is correct and can be tracked and reviewed by your program. But these targets are not being measured by the Best Practice Standards or by HFA. The program focus should be on *targets HD1A and HD2A* as these are part of the BPSs and reportable to HFA.
3. The *4-2.B HFA Home Visiting Completion Rate Analysis Detail/Summary* default start and end dates are programmed to pull home visiting information from the preceding 3 months. These dates are not based on the contract dates.

4. To simplify case reviews during supervisions, the *Family Goal Plan* is now available on Home Visit Logs.

**Home Visit Log**

PC1ID: GB98999365545      Date of Visit: 01/01/19      TC Age: 4 Months

Visit Information   CHEERS/...   Parent-Child...   Health of TC...   Family Functioning/...   Concrete Activities/...   Program Activities/...   **Family Goal Plan/...**   Parents' Response/...   MIECHV Only

**Family Goal Plan** (check all that apply)

- ☐ New goal developed
- ☐ Discuss
- ☐ Develop activities and/or identify resources related to the family's goal(s)
- ☐ Progress
- ☐ Revisions
- ☐ Goal(s) completed
- ☐ No discussion

**Transition Plan** (check all that apply)

- ☐ Not applicable
- ☐ Initiated
- ☐ Ongoing discussion
- ☐ Plan finalized
- ☐ Transition completed
- ☐ Parent declined

**Family Goal Plans for this case**

Viewing, editing, or creating a Family Goal Plan will cause the Home Visit Log to attempt to save.  
Any errors with the Home Visit Log will prevent you from viewing/editing/creating a Family Goal Plan.

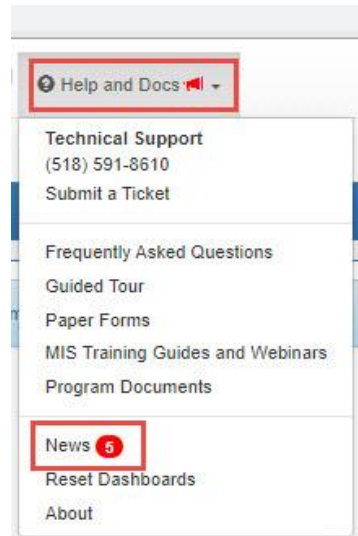
**+ New Family Goal Plan**

Form complete? ☐

**Save partial**   **Cancel**

5. Recently, we have received a few tickets regarding the *loss of narratives* on the supervision form and home visit log. Here are a few tips and hints to avoid losing your work:
  - a. Do not wait until you've finished the page to click the Partial Save button. Try to save after every completed question/section of the form.
  - b. If the narrative/work has been saved but is accidentally deleted, send us a ticket. There is a very good chance the programmers can retrieve the lost data.
  - c. Sometimes, the internet can be a factor. If the internet is running slow, even if the partial save button is clicked, the MIS can timeout while waiting for the computer to finish saving. If this happens, contact your IT dept. to inquiry about the local internet service. It is also a good idea to wait until the save is completed before leaving your desk. The browser tab will 'spin' while working. Once the spinning stops, you can be assured your work has been saved.
6. Please follow the steps below if you have *difficulty logging into the MIS*:
  - a. Three unsuccessful attempts will lock your USER account. If your password does not work on your first or second attempt, click the red forgot password button. You will get an email with a new, temporary password.
  - b. Before you enter the new password, open the MIS app in a NEW BROWSER. Erase any prefilled fields and type your username and the temporary password in the appropriate fields.
  - c. If you are still unable to log in or you did not get an email with a temporary password, send a support ticket to the MIS IT team. Make sure you include your current email address in the ticket.

7. A **RED** flag will be visible next to the *Help and Docs* tab when there is updated information in the *News*. The red number next to *News* will inform Users to the number of items have been updated.



8. This missive will be posted under *Help and Docs/Paper Forms and on the HFNY Website*.

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**