

Happy New Year!

News/Updates –

1. The New Levels are HERE!!

- a. Please see the Power Point document that has been uploaded to Forms on the MIS for a full description of all the levels.
- b. Any case that had multiple births were not changed from Level 1 to Level 1M. These cases can be changed by the individual programs. Please be advised that both have a Visit Frequency of weekly. The Level 1M cases have a weight of 2.5 instead of 2.

2. The New ASQ-SE is ALMOST here!!

- a. The new ASQ-SE form goes **LIVE** 02/01/2019.
- b. Forms dated prior to the changeover on 2/1/2019 can still be entered as the MIS will score the form using the appropriate version, based on the ASQ-SE date.

3. The New Supervision Form is ALMOST here!!

- a. **Stop using current form on 1/31/19.**
- b. Please make sure that all supervision forms up to 1/31/19 have been approved and entered to MIS.
- c. Any supervisions that take place between 2/1/19 and 2/5/19 will have to be done on paper and entered after the launch date.
- d. Please send name and email address of anyone who will be using the Supervision Form to **cnoble@albany.edu**. Invitation to the training webinar will be sent out once received.
- e. 2/1/19 Live Webinar
- f. 2/4/19 Live Webinar
- g. 2/5/19 Launch
- h. New report indicating whether all supervisors receive the minimum requirement of monthly supervisions will be generated in MIS

Reminders and FAQs –

1. Training is needed for both the **both ASQ SE2 and CHEERS Check-in** prior to the 1st event.
2. Many edits/updates can be made on the Basic Information tab of the case home page. Click on Edit Info on the right side of the screen to open the editable fields. These editable fields include: PC1, TC, OBP and PC2 (if PC2 was entered prior to the intake form) info, level info, intake date, screen date and worker info. ****Keep in mind that changes to the case can only be made if the status and level of a case allow them.**
3. CHROME is the preferred browser for the MIS.
4. Webinars and training materials are available on the MIS under Help and Docs.
5. New User requests require a signature of a supervisor or higher. Please be sure to include a working email address for the new user, as this is how the MIS will send new password info. The email address is also added to the HFNY listserv used to contact MIS Users with missives and updates.

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