

# HFMISSive -

07/31/2020

## Updates, Reminders and Recommendations from the MIS Team

1. The *New Screen Form has been rearranged* to make data entry easier.
  - a. The demographic information from the person profile that is unalterable on the screen form has been grouped and moved to the right side of the form.
  - b. The remaining data entry fields have been re-numbered.
  - c. The paper form has been changed to coordinate with the re-numbering of the online fields.
  - d. A training webinar will be published on the website later today that will show the changes before the MIS publish takes place.
2. Please be as detailed as possible when *submitting a ticket*. This will result in a quicker resolution.
  - a. If your question is regarding a case, please include the case number, the form name and any validation or error messages.
  - b. If your question is regarding a training, please include the training name, date and duration, the code and staff who attended.
  - c. If your question is regarding a report, please include the report name, the specific demographics (i.e. dates, staff and case filters where applicable) and the issue.
3. Use the filters or Search Box on the *Supervisor Review Dashboard* to streamline searches for forms needing approval.

4. Staff who are *out of the office for personal or medical reasons* for more than three weeks should be termed on the worker form. This will remove the training, observation, and supervision requirements for the leave duration. They can be reinstated upon their return.
5. We are available to answer all your MIS related questions *Monday through Friday, from 8-4pm.*

**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!**

**Wishing you a great weekend.**

**Stay safe and take care.**

**Your MIS Team**