

# HFMISSive -

08/10/20

## Updates, Reminders and Recommendations from the MIS Team

1. For the latest updates and developments to the MIS, please see *the News under Help and Docs*.
2. 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 is on the MIS, under *MIS Training Guides and Webinars* that shows the changes before the MIS publish takes place.



3. Users can now delete the following forms:
  - a. The *most recent Pre-Assessment* if the Parent Survey has not been submitted.
  - b. The *most recent Pre-Intake* if the ID Contact has not been submitted
4. *The Parent Survey can now be deleted* if the case has no forms that have been submitted after (i.e. Pre-Intake forms).
5. The *FRS assigned to Pre-Assessment* can be edited at any time now.

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.\*\***

**Wishing everyone a great week.**

**Stay safe and take care.**

**Your MIS Team**