

Updates, Reminders and Recommendations from the MIS Team

1. A work-around for *“No FRS/FSS edits after supervisor approval”* can be used for all forms.

Here is an example on how to remove the form review option for Service Referrals.

- a. *Supervisor access* to the MIS is required.
 - b. Find the *Service Referral under the Form Review Options*, located in Settings (available for supervisor access only).
 - c. Click the *Edit button* on the far right of the Service Referral Form Option (the 10th listed from the top).
 - d. *Remove the Start and End dates* and then click the Update button.
 - e. Open Service Referrals can be viewed by running the report *7-3.D Service Referrals Needing Follow-Up*.
2. Recently, we have received questions about *cases moving off level TR*.
 - a. *If the case is going from TR to CO*, it must take the case weight from the previous level, (must be changed to a level with case weight (level 1, 2, 3 or 4)) before going to CO. *Remember, Level TR holds no case weight.*
 - b. *If the case is going from TR back to Level 1*, the time on Level 1 prior to moving to Level TR counts towards moving the case to the next level. For example, if a case was on Level 1 for 100 days prior to the Level TR, the case will only have to stay on Level 1 for 83 days before having the option to move to Level 2. *It's important to remember the time does not restart.*
 3. We are available from *8-4 Monday through Friday* to answer your MIS related questions. Please *submit a support ticket or call the Tech Help Desk at 518-591-8610*.

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.***

**Stay safe and be well.
Enjoy the sunshine!
Your MIS Team**