

Reminders and Recommendations from the MIS Team

1. **CHROME** is the recommended browser for the MIS. Microsoft is no longer supporting Internet Explorer and will be ending its proprietary Edge engine soon. Please have your IT team contact us if you currently cannot access CHROME to use as your browser
2. Performance Indicators Tips– Soon program managers and supervisors will be receiving the ‘official’ due dates for reviews and exemptions for the PIs.
 - a. As a preemptive measure, we suggest that all programs take a look at the Performance Indicator Webinar located on the MIS under Help and Docs.
 - b. As always, data should be entered into the system by the 10th of the month. It’s a good idea to make sure all forms have been entered and approved.
3. The MIS team recommends uploading the **CHEERS** score sheet and packet to the Case documents. This could prove to be a useful and time-saving habit for supervisions, site visits and peer reviews.
4. The Supervision form is up and running. There are still a few bugs that need to be worked out. If you have questions or receive an error for any reason, contact us via phone or support ticket ASAP. Below are a few tips and workarounds:
 - a. Try not to click the ‘Form Complete’ button until you are absolutely sure all notes and info has been entered.
 - b. To avoid the loss of notes, the Partial Save button should be clicked after each section of the form is complete. The programmers cannot retrieve any data that has not been saved.
 - c. Supervisions prior to 02/01/2019 cannot be edited or entered.
5. The **HFast** report is available on the Report Catalog under Analysis. Please let us know about any issues or questions you have regarding this report.

6. We know that internet connections can be slow and often prompt users to 'double click' the Submit button. The same thing happens to us! But, double clicking the Submit button can cause crashes, loss of data or can create multiple forms in the MIS. We ask that you try not to double click.
7. Check the News under Help and Docs for updates to the MIS.

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