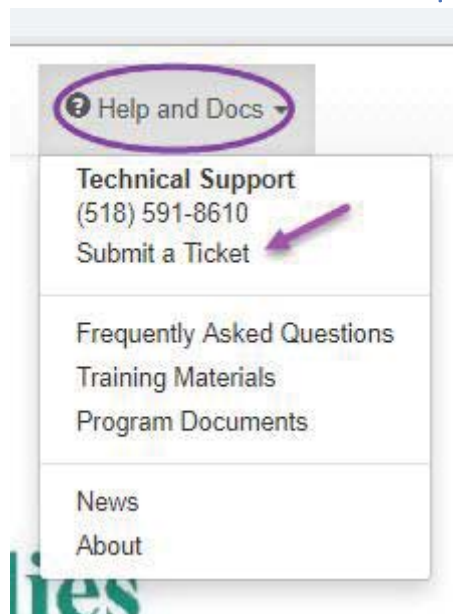


Updates, Reminders and Recommendations from the MIS Team

1. CHROME is the recommended browser for the MIS. Internet Explorer is 100% not recommended and you may experience issues with other browsers (Firefox, Safari, etc.). Microsoft Edge is compatible with CHROME. Please have your IT team contact us if you currently cannot access CHROME or EDGE to use as your browser.
2. Please send MIS USER REQUEST forms via support ticket.



The fax machine is used by many people and sometimes, requests can get lost or take a longer time getting to us.

3. The Supervisor Approval is now available on the TC Medical form.

4. When the Screen form has been entered with a wrong TC DOB, the DOB can be updated/corrected **without consequence** on the following forms:
 - a. Pre-Assessment Activity Form
 - b. Pre-Intake Activity Form
 - c. Identification and Contact Information Form

After the Identification and Content Information form has been submitted, the MIS identifies the case as either postnatal (the baby is born prior to enrollment/Intake date) or prenatal (the baby is born after enrollment/Intake date). Cases cannot be converted from postnatal to prenatal or vice-versa. It is a good practice to check the TC DOB before submitting the Id and Contact form to avoid having the delete and re-enter the case.

5. Any user with at least Supervisor access to the MIS can remove duplicate (or incorrectly entered) screen forms via the Delete Duplicate Screen menu option on the Settings page. The only other requirement is that no other forms were entered for the case.
6. Most case information can be updated on the Basic Information tab. See the image below:

PC1 ID: KL98969347645

Basic Information Case Filters Forms Case Notes Case Documents Medical Providers

Edit Basic Information

all the starred fields can be edited/updated after clicking the Edit Info button

Case ID: KL98969347645

Screen Date: 11/05/18

Target Child DOB: 02/13/19

Primary Caregiver 1: Kelly Lewis

Emergency Contact:

Current Level: Level 1 On: 02/13/19

Parent Survey Date: 11/09/18

Close Date: None

Other Biological Parent: Joseph Spring

Target Child: Cymantha Spring-Lewis

Current FSS: Meg Myers

Intake Date: 11/15/18

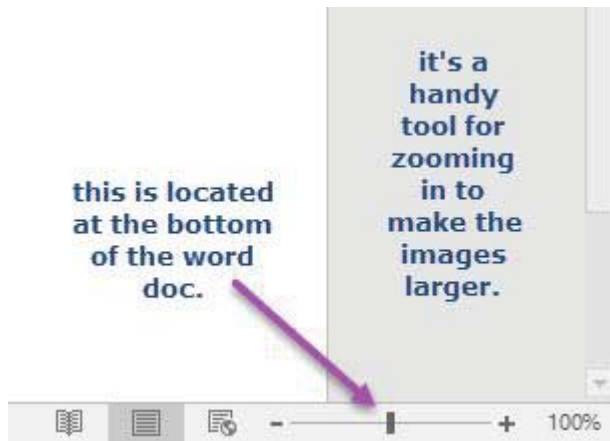
Primary Caregiver 2: Natasha Stewart

Submit Cancel

these fields are editable on every enrolled case

The demographic info for the PC2 can be edited only if it has been entered on the Id and Contact form.

7. Apologies for the tiny lettering on the images. On the lower right corner of the word doc, there is a tool you can use to zoom in so the images are easier to read.



8. We are available to answer all your questions via phone or support ticket. Please let us know as soon as you see an issue. Chances are that others have the same or similar concerns. So, your question will help everyone.

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