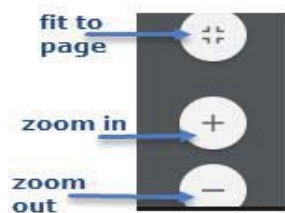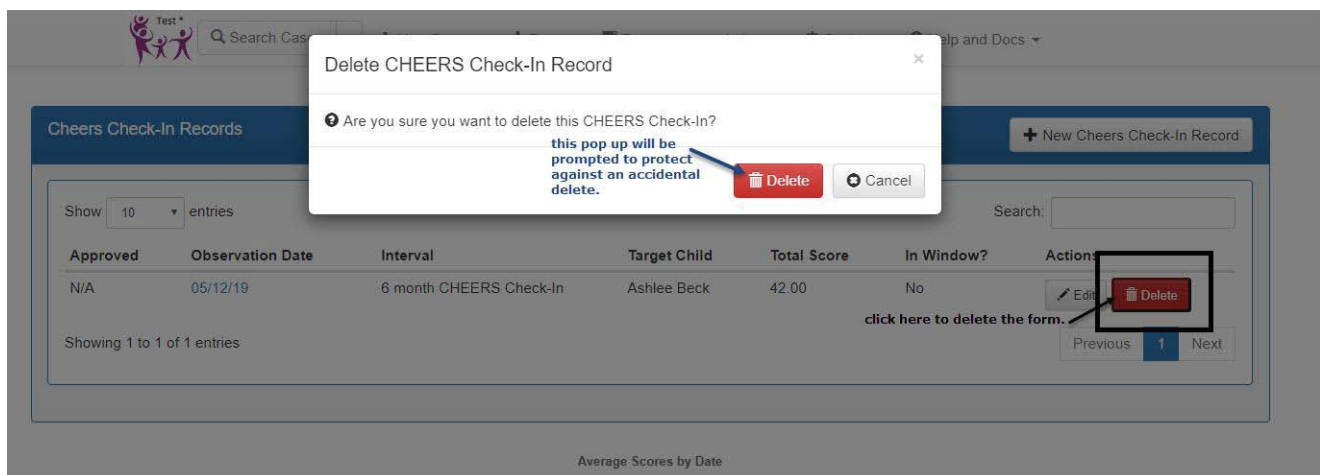# HFMISsive –

May 14th, 2019

Updates, Reminders and Recommendations from the MIS Team

1. See the image below for **PDF tools** to adjust the view of a document. These tools are located on the lower right corner of the document.
    > To enlarge an image, click on the PLUS sign.

2. The **CHEERS Check-in form** has been updated to include the option to delete a form.

3. FSS Case List Report Update – Now includes names and phone numbers of PC2, OBP and EC

Primary Caregiver 1	Address/Phone	Target Child (DOB/EDC)	Current Level (Start Date)	PC1 Parent Survey Score
AB89969347646	18 Clear Street, Apt: F1	Cecily Williams-Bloome	Level 1	40
Andrea Bloome	Elbonia, NY 00001		(03/04/2019)	
Primary: 000-885-7440		DOB: (03/04/2019)		
OBP: Edwin Williams	OBP Primary: 000-885-7440			
AR02969347647	1004 Grant Avenue		Level 2-Prenatal	35
Ashley Roberts	Elbonia, NY 00001		(11/15/2018)	
Primary: 000-998-9465		EDC: (03/31/2019)		
PC2: Gwen Roberts	PC2 Primary: 000-998-9465		*now includes names and ph#s of obp, pc2 and ec*	
OBP: Aiden Jackson	OBP Primary: 000-998-9659			
PB99969347640	100 Cage Way	Ashlee Beck	Level 1	40
Pamela Beck	Elbonia, NY 00001		(03/04/2019)	
Primary: 000-598-7147		DOB: (03/04/2019)		
PC2: Carolina Beck-Rose	PC2 Primary: 000-165-4548			
EC: Olivia Tanner	EC Primary: 000-485-6486			

4. New Report - Cases Served in Time Period.
   a. Located in the Report Catalog, under Analysis.
   b. The report is sorted in alphabetical order by worker name and PC1ID.
   c. The default search dates are the start and end of the last full month but users can customize the dates to fit their needs.
   d. This report may be useful for programs to show funders and agencies monthly case progress.

5. New Report - Home Visits Performed in Time Period
   a. Located in the Report Catalog, under Analysis.
   b. The report is sorted in alphabetical order by worker name and PC1ID
   c. The default search dates are the start and end of the last full month but users can customize the dates to fit their needs.
   d. This report may be useful for supervisors to track the home visits that need to be completed by the FSS or require supervisor approval.

6. TC ID form has been fixed to prevent crash when the PHQ9 date was blanked out

7. Please check the NEWS under the Help and Docs tab for all the latest changes to the MIS.

8. Correction to previous Missive dated 05/08/19 - After the **Identification and Contact 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 after the Id and Contact is submitted. It is a good practice to check the TC DOB before submitting the Id and Contact form to avoid deleting and re-enter the case.

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