

Updates, Reminders and Recommendations from the MIS Team

1. HFNY has launched a *VOLUNTARY Exit Survey* for all staff that have ended their HFNY employment. Below are a few things to know about this Exit Survey:
 - a. *The exit survey will be sent as a link from your Program Manager when you provide notice.*
 - b. Your identity will be protected. *Only CHSR and OCFS will have access to your responses.*
 - c. The CHSR will collect the survey responses
 - d. Aggregated results will be reported to Central Administration to ensure that no individual worker or program is singled out.
 - e. Participation is voluntary.
 - f. Not all the questions need to be addressed. Only answer the questions you feel are significant to your experience.
 - g. If you would like, *you can request the link to the exit survey directly from CHSR.*
 - h. If you have any questions about the survey, please contact *Moira Riley at 518.442.5579 or mrriley@albany.edu.*
2. The *FSS Enrolled Case Tickler Summaries* only provide information for the current month and the month following. If you require data information for the prior months, please run the *FSS Enrolled Case Tickler*. This report can be run using the case number for a complete overview of what has been completed and what is missing on the case.
3. Just a reminder about the *Cheers Check In Tool*. Please complete the Interval question (located on the top right of the form). If this is left unanswered, the reports will read it as missing or invalid.
4. Please use *CHROME* as your browser when entering data in the MIS. The application performs best in CHROME. Also, there are some forms (the Supervision form to name one) that do not function in IE, Safari or Firefox.

5. This missive, along with every missive sent in 2019, is now available on the staff side of the *Healthy Families New York website*.
6. Changes are coming to the MIS. Look for another MISsive early next week!

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.****

We wish everyone a safe and happy weekend!

Take care,

Your MIS Team