

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. This missive and all other missives can be found under the Forms tab of the MIS.
3. All technical information, completed forms and uploaded documents are included in the electronic transfer of cases from one HF program to another. Forms entered by the previous program appearing as 'out of window' on reports cannot be changed. The HF Best Practice Standards allow for circumstances such as these and therefore do not require 100% performance results. Our recommendation is to contact your contract manager to discuss exemptions for any missed targets.
4. The Worker Form is located in the MIS under the Settings tab. This form is used to specify the staff roles within the MIS. If the Worker Form specifies a FRS role for a staff person, then all trainings for FRS will then be required for that staff person.
5. To allow a new staff person access to enter and review data in the MIS, please complete the [User Request Form](#) located under the Forms tab in the MIS. Be sure to include the person's valid email account, as this is how we will contact the user in the future with missives and updates. Also, the User Request form must be signed by a supervisor or higher. We cannot create the user account without it.
6. Supervisions dated prior to the changeover on 02/01/2019 can no longer be added to the MIS. If you need an exemption for missing supervisions, please contact your contract manager.

7. A few people have asked about the CHEERS Check-In when there are multiple births as the Target Children. We are still awaiting final policy from HFA. But, in the interim, please complete this form for all Target Children. We will update you with the policy as soon as it is finalized.

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