HFMISsive –

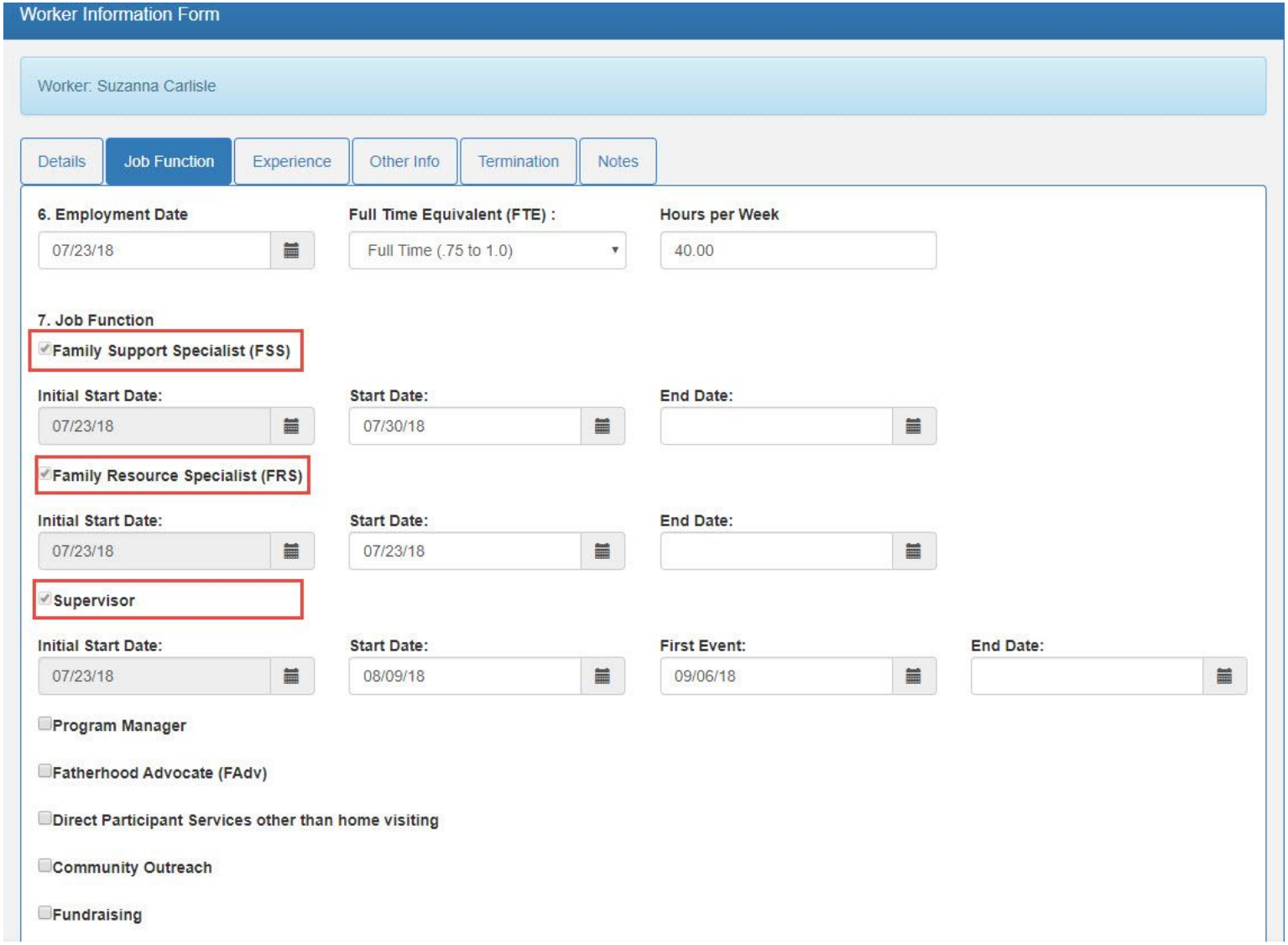
11/18/2019

Updates, Reminders and Recommendations from the MIS Team

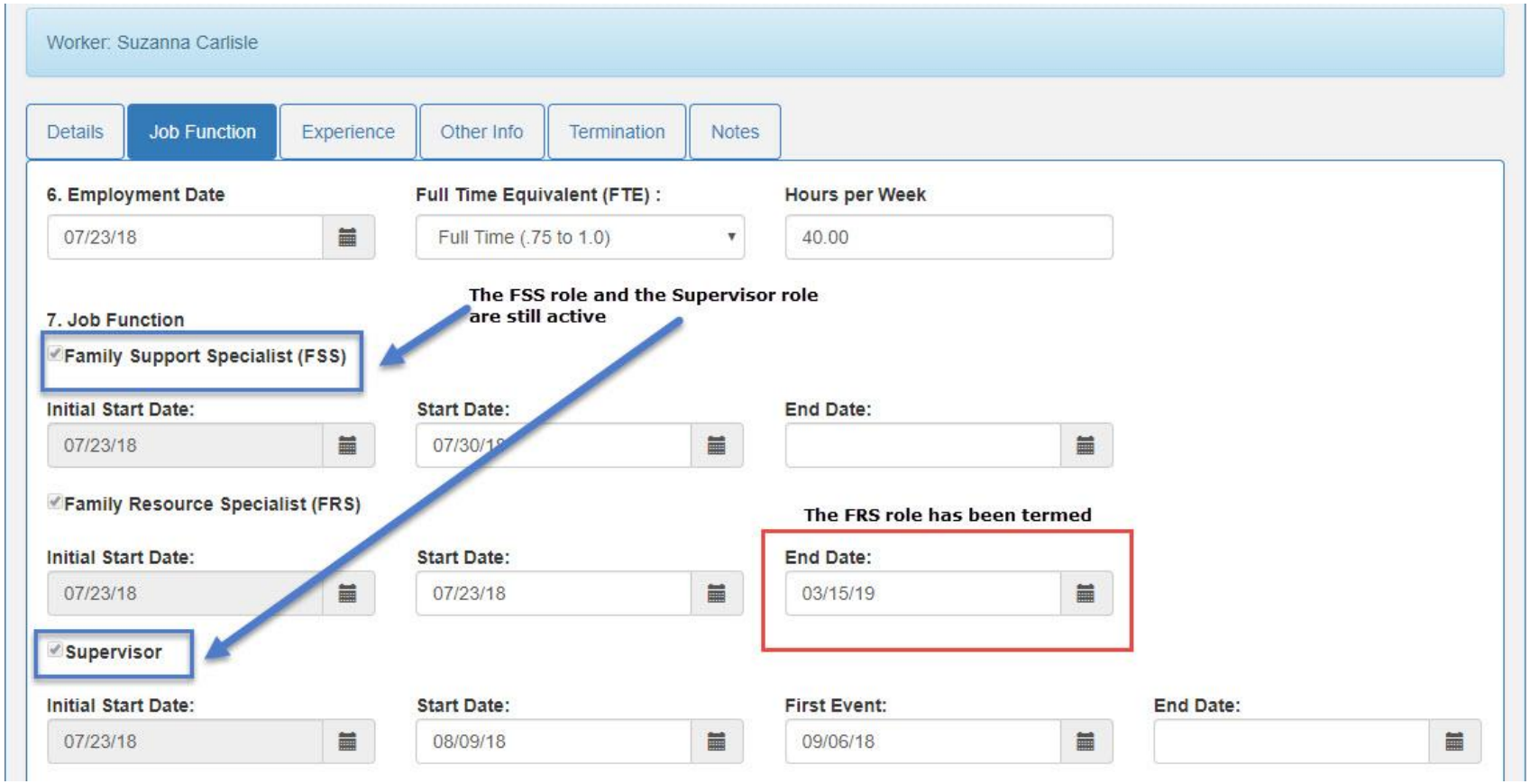
Another new MIS update/feature has been published. The MIS now allows *terminations of worker roles or temporary termination of a worker.* Let's take a deep dive into these features.

1. Only MIS Users with a Supervisor or Data Entry roles can access the worker form.
2. Click on *Worker Form* to access the list of active and termed workers for your program. (FYI, The Worker form is the last option in the Data Entry column under the Settings tab.)
3. Click the edit button to open the Worker Form.
4. In the past, roles entered on a worker form were permanent, regardless of a staff person's current job responsibilities. *The MIS now allows a role to be termed.* (If a **role** is termed and then reinstated, the MIS does not keep a history of the time termed for that role.)

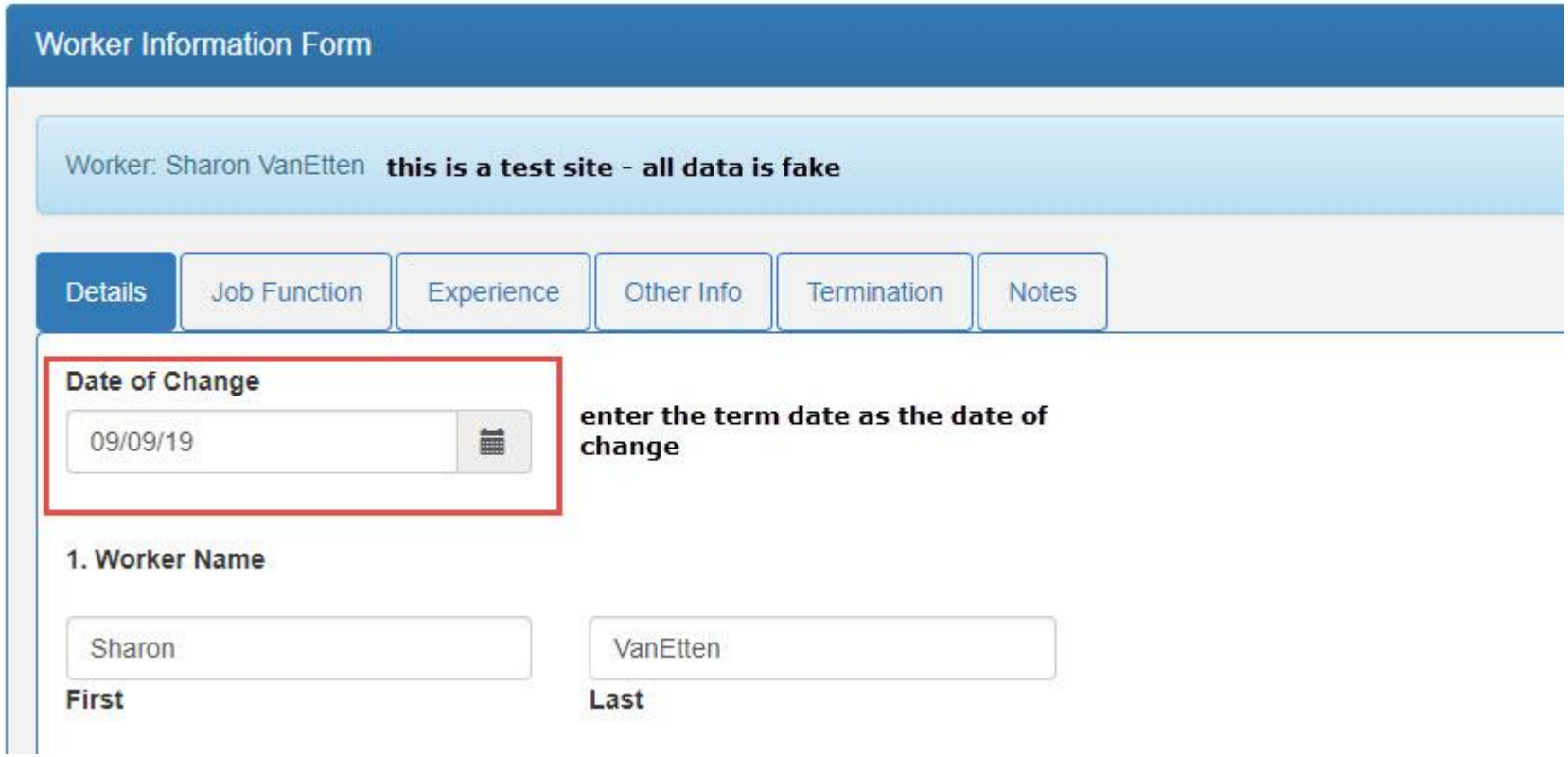
a. For example, If we look at the example below, Suzanna Carlisle's (fake data) worker form, we will see that she has three roles – FRS, FSS and Supervisor.



b. Suzanna's Program Manager (or Supervisor) has recently decided to stop her role as an FRS to help Suzanne focus on the other roles. Suzanne's supervisor can now term her FRS role in the MIS without terming the whole form. Any tasks, trainings or standards in the time frame that Suzanna was an active FRS will count for her and her program. *Going forward, after the date the FRS role was termed, she will no longer be accountable for FRS tasks, trainings or standards*. (****FYI***if the role is ever reinstated, the MIS does not keep a history of the termed time period for that role.*)

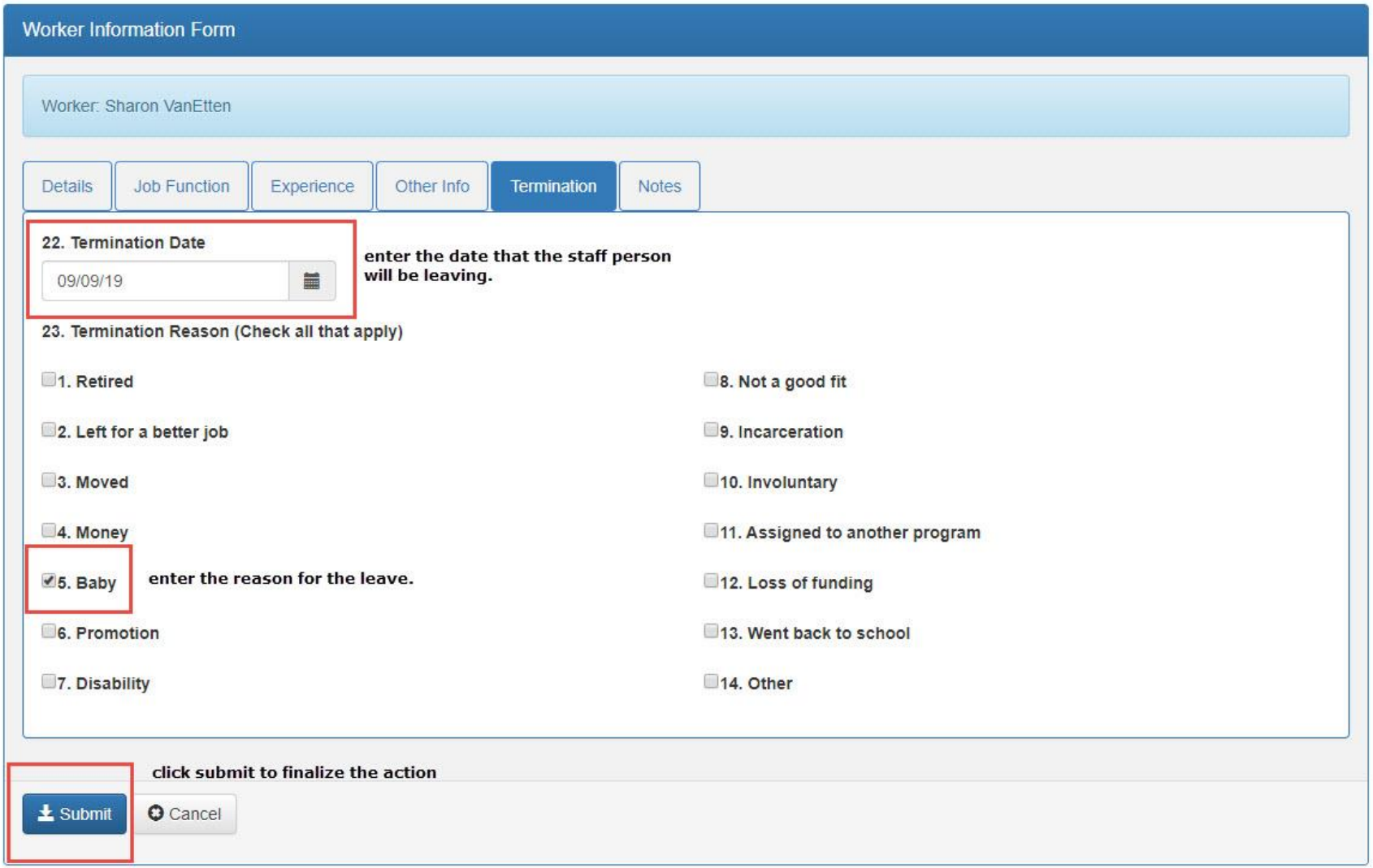


5. The second new feature of the updated Worker form allow a *staff person to be "temporarily terminated"* in the MIS. This will be helpful to Supervisors who have staff on extended leave, such as maternity leave or medical leave. *It is not for use for staff members that are on extended vacations*.
    a. To terminate a worker for a short or long term leave on worker form, add the date of change (the date the worker will be termed) to the worker form.

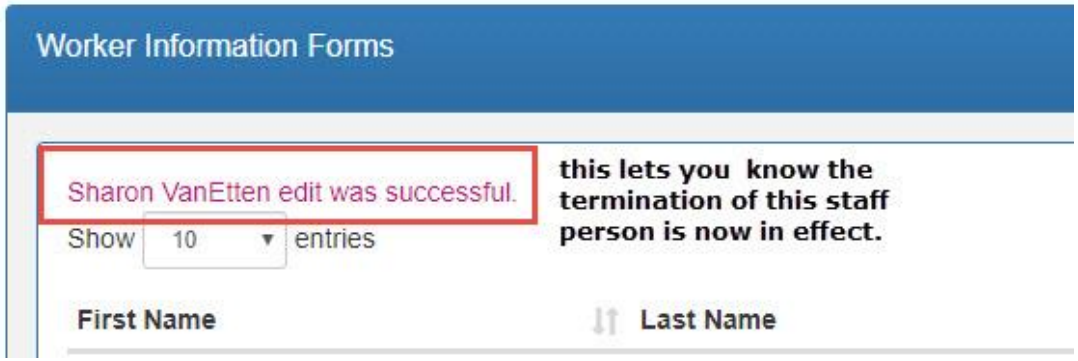


    b. Move to the Termination Tab.

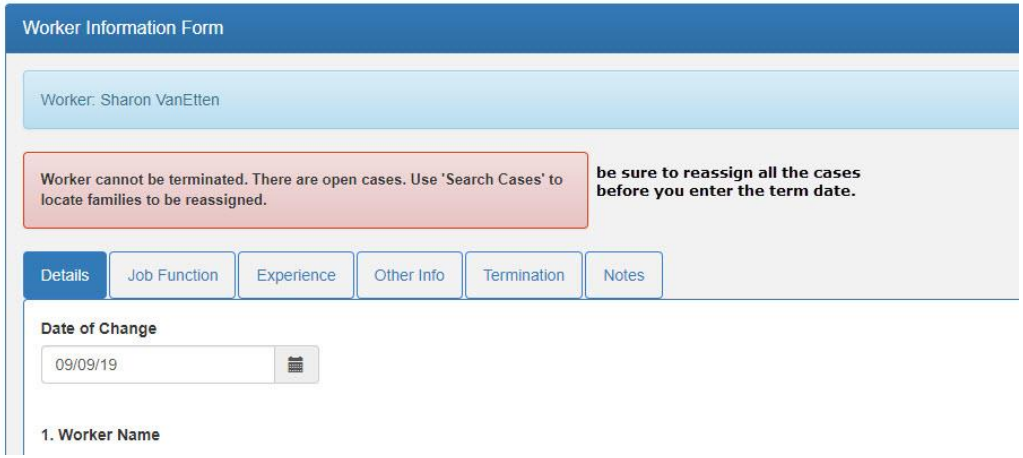
c. Enter the Term date and reason for the termination in the appropriate fields.



d. When the term date has been accepted, you will see this:

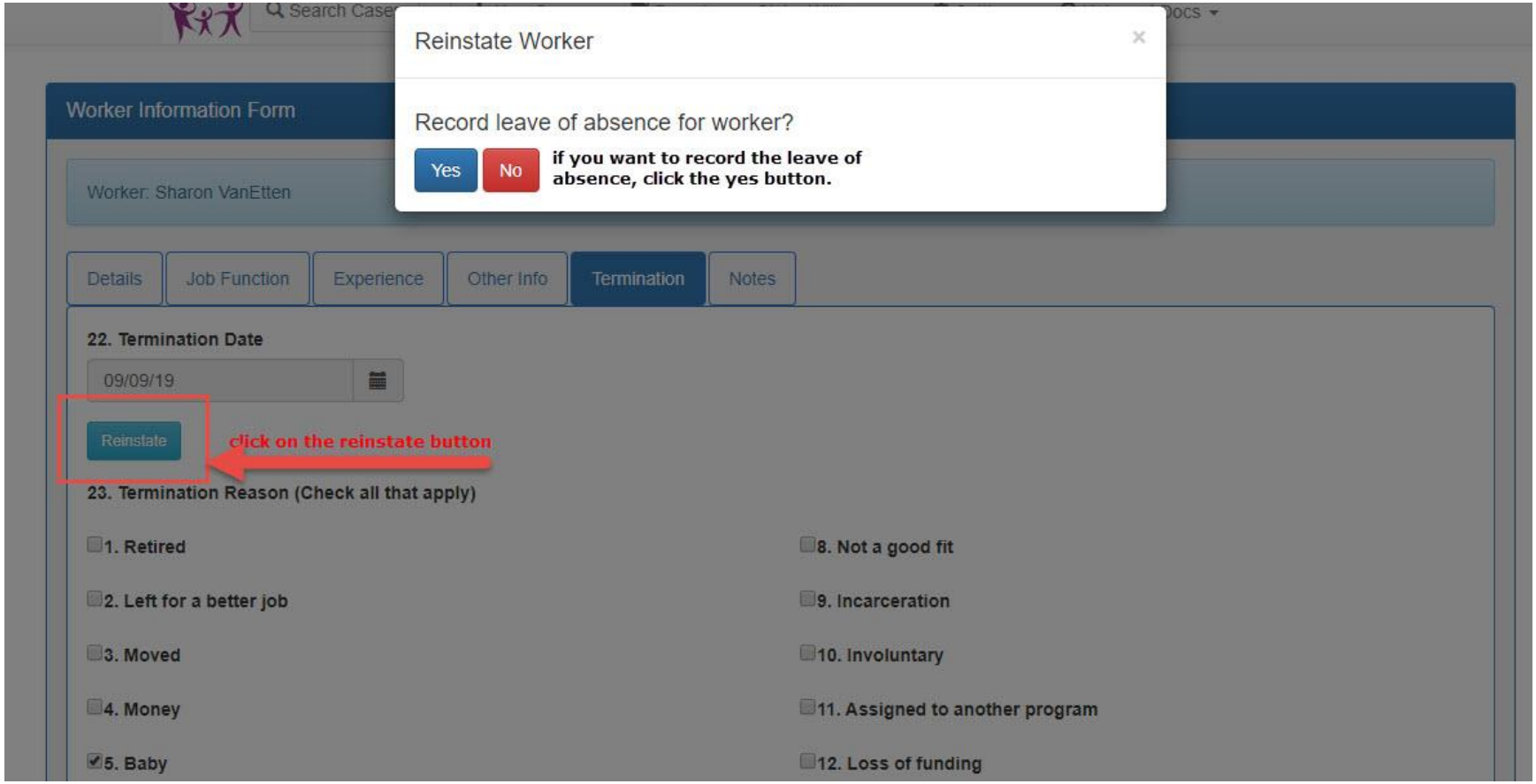


e. Be sure to *RESASSIGN ALL CASES* before entering the term date. If this is not done, you will see this validation error.

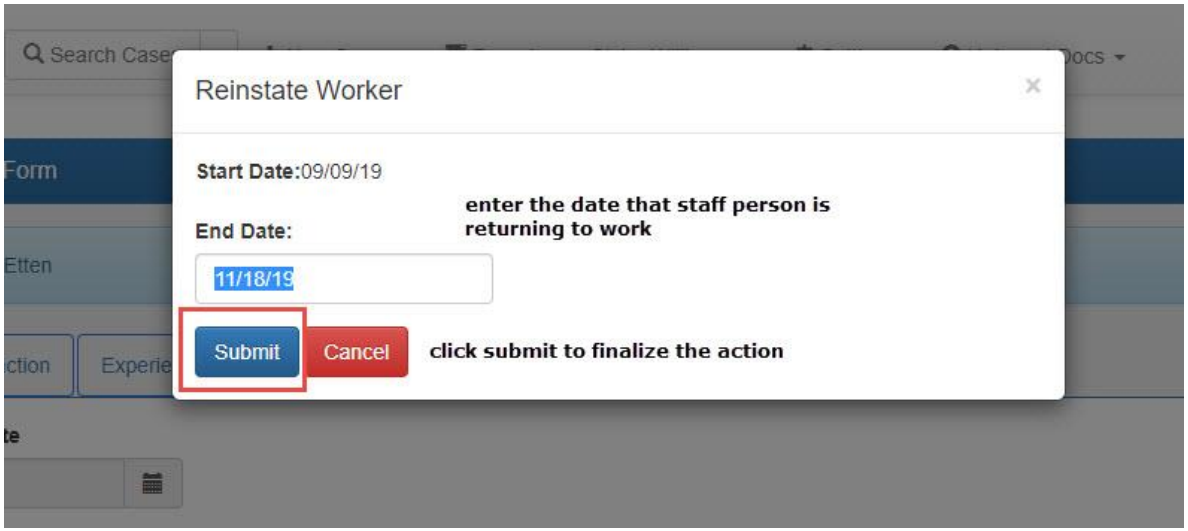


f. To reinstate the worker at the end of the leave, choose the worker, enter the date of change (date worker will be returning) and move to the Termination Tab.

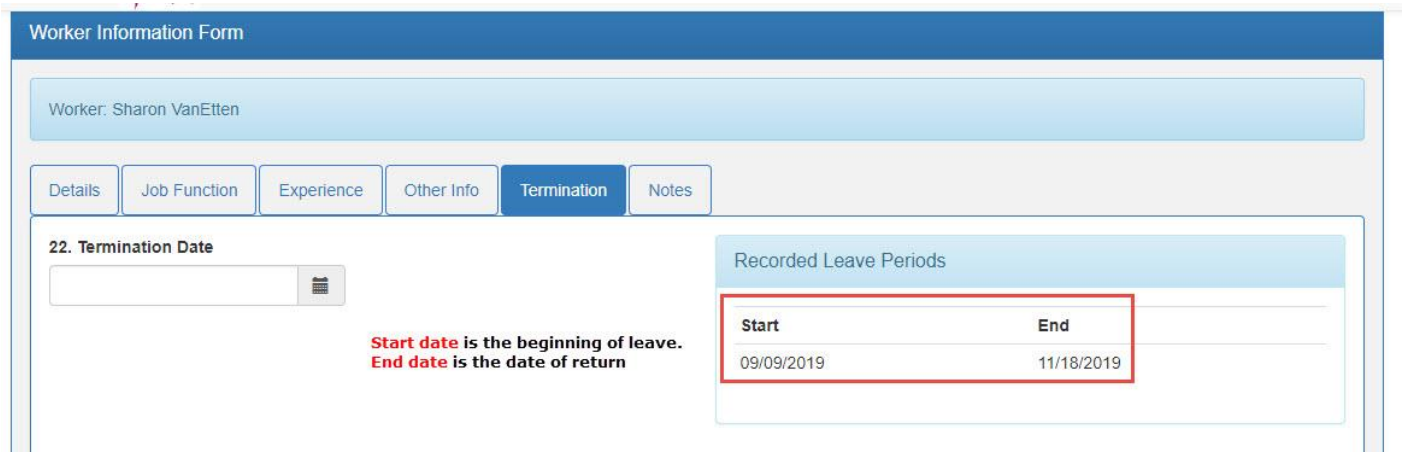
g. Click the Reinstate button. You will see a Reinstate Worker box with Yes and No buttons. Choose Yes if you want the leave recorded (*meaning all trainings, HV, observations, supervisions will not be required during this time period*).



h. Add the Reinstate Date and click the Submit button.



6. We can see how this will look in the example below. The Termination tab of Sharon VanEtten's (fake data) worker form shows a *Recorded Leave Period* that starts on 09/09/2019 and ends on 11/18/19. This means that Sharon's active worker status was terminated on 09/09/19 and she was reinstated on 11/18/19.



7. As always, if you have questions regarding this or any other MIS issue, please submit a ***SUPPORT TICKET*** or call us at 518-591-8610.

   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