HF MISsive January 15, 2021

Helpful Hints and FAQs –

- **Double check the dates** on your forms, we are now in the year **2021!**. A date entered in error could result in deleted forms and extra work.
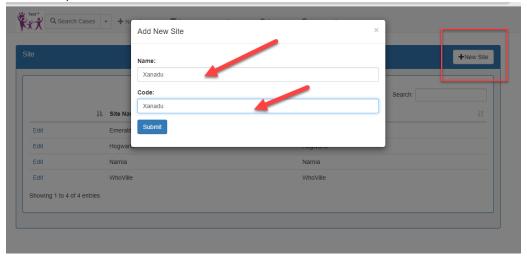- If **a screening tool (ASQ, ASQ-SE, PHQ2/9)** has been completed but it is not appearing as such on the HV log, check the form due date. If the due date is after the HV date, it will not appear as completed.
- The **Family Time Line** is an excellent report to review prior to visiting clients. It provides a snapshot of case due dates for all the forms and immunizations for the entire life of a case. An added benefit of reviewing this report is the adjusted ASQ due dates if a target child is premature.
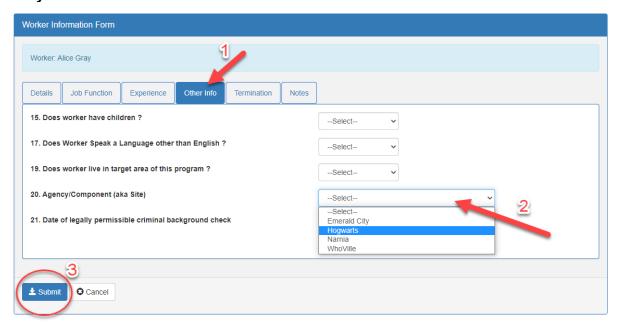

Procedures –

- **Site Filters** are linked to workers, not cases.
- After linking a site to a worker, all cases assigned to that worker will be linked to that site.

When filtering reports by site, only cases assigned to workers linked to that site will appear in the report.

- **Creating a Site Filter**
    - Click **Sites, located in Settings**, under the Program Manager column. (only Supervisor and Data Entry Role users can create site filters)
    - Click **New Site** (upper right side of the page) and the pop-up box will appear.
    - Type in the name of the site and the Report code (they do not have to be the same). Click Submit.

- **Linking a Site to a Worker to a site**
    - Go to the **Worker Form, in Settings**, under the Data Entry column (only Supervisor and Data Entry Role users have access to this form).
    - Select the worker name by **clicking the Edit button** to the right of the name.
    - Click on the **Other Info** tab.
    - Item #20. Agency/Component (aka Site) will link site and worker.
    - **Click Submit Button** when site is chosen

Only one site can be linked to a worker*

Special Topics –

- **Suggested Trainings to Meet HFA Wraparound Training Standards**: An Interim Plan for New HFA Staff   https://www.healthyfamiliesamerica.org/network-resources/interim-wraparound-plan/

System Updates –

- **U**pdates are continuously made to the HF MIS. **Check the News** regularly (located under Help and Docs) to see the latest updates and fixes.

We are available from 8-4 Monday through Friday. Please submit a support ticket (There is a direct link on the MIS, under Help and Docs) for any MIS related issues.

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.*

Best wishes for peaceful weekend.
Take care,
Your MIS IT Team