HFMISsive –

Updates, Reminders and Recommendations from the MIS Team

1. The latest *MIS news and updates* are posted weekly on the MIS under Help and Docs.
2. There is a new field for *agency email addresses* when adding a new Referral Source (located under Program Management in Settings). Existing sources can be edited to include the email address as well.
3. *Worker Dashboard* only includes logs from the last 30 days. The dashboards have been updated to show this information.
4. There is a *new feature* designed to assist users when too many unsuccessful logins to the MIS have locked them out.
    a. Now, All MIS Users will see this alert when locked out:
    [Your account has been locked due to excessive failed login attempts. Please request that your supervisor unlock your account through the Worker form.]
    b. Supervisors can unlock the User on the first tab of the worker form (located in Settings under the Data Entry column).
5. When *terminating a worker*, the MIS will show this validation message [Worker cannot be terminated. There are open cases. Please use Batch Case Reassignment to reassign cases] with a link to the Batch Reassignment page for quick and easy case reassignment.

6. MIS issues/questions that involves *more than one case* should be noted in one ticket. Each case does not have to be submitted in a separate ticket.
7. Please use *CHROME as your browser*. There have been several updates to CHROME/EDGE so you may have to update your computer with the latest version.
8. The *Home Visit Log* has had several updates and changes.
    a. Critical phrases are now displayed in bold to indicate the important part of each activity.
    b. Also, the CHEERS section has had some upgrades. There are 4 new checkboxes to indicate the TC was absent or asleep for half or all of the visit. Checking one of the boxes adds text to each CHEERS domain's text field to indicate the TC's status. Unchecking the box removes the text.
    c. Also, there are new frequency drop down lists for each domain. The options are half, most, or all of the visit. Selecting an option will put relevant text into the related text area for that domain. Also added auto-text to "Appears Healthy" check boxes.
9. We are available to answer all your MIS related questions *Monday through Friday, from 8-4pm*.

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!
Stay safe and be well.
Enjoy the holiday weekend!
Your MIS Team