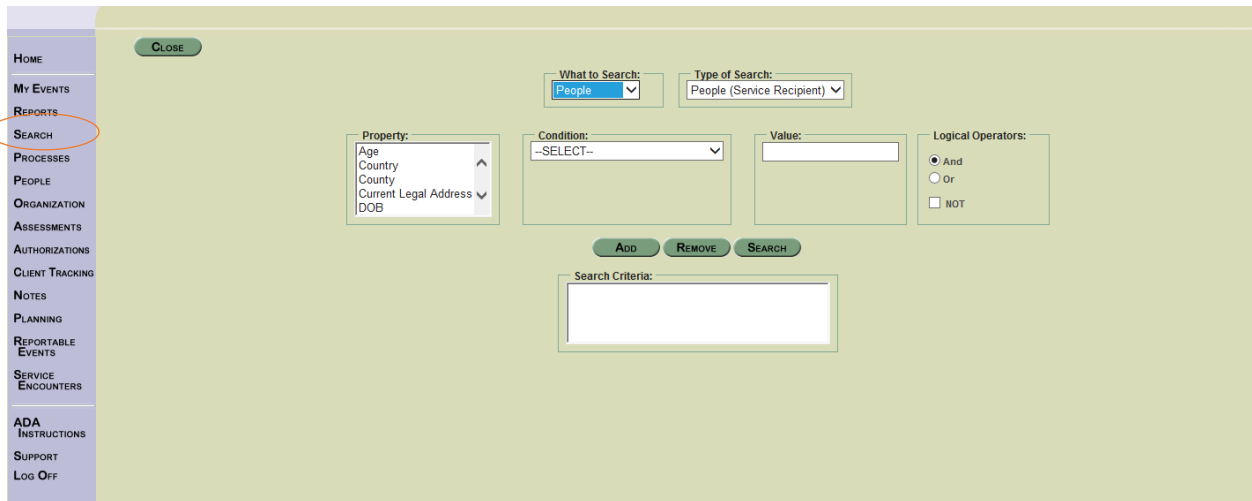


Instructions for Completing the Provider Follow-Up Report in EIS

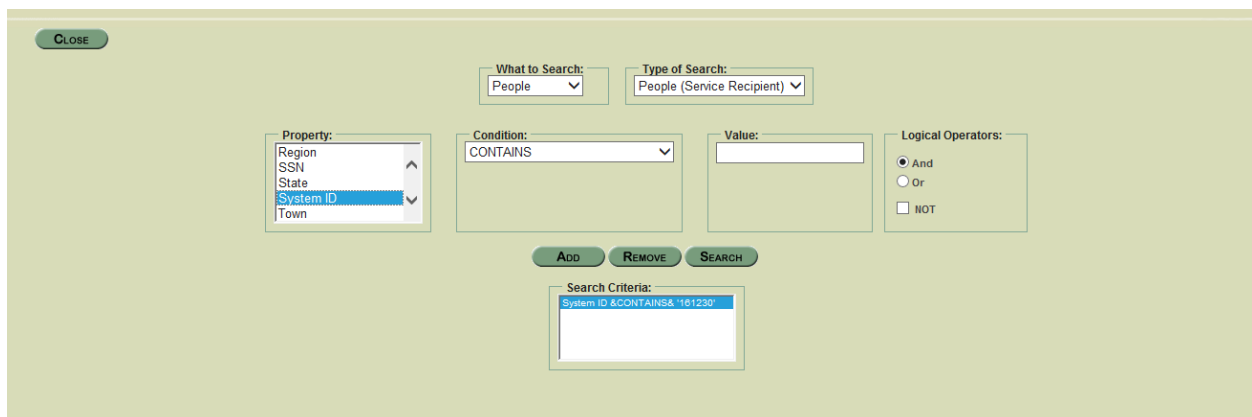
For each Reportable Event reported to the Department, the Provider must submit a Follow-Up Report through the Reportable Event Database, which is EIS (the Enterprise Information System).

The following steps outline how to submit the Follow-Up Report in EIS.

1. Log into EIS
2. Click Search on the left hand purple menu.



3. Search for a client using the client's system ID number (People ID#), which is the client's 6 digit EIS number. Click on System ID under Properties, then under Condition, click Contains or Equals, and then type the number under Value, and click Add, then Search.



- If the system ID is unknown, search can be performed on the client's First and Last name. This is done the same way, only you must add each separately. Click on First Name, type it in, and click Add, then select Last Name, type it in, and click add.

The screenshot shows a search interface with the following elements:

- What to Search:** People
- Type of Search:** People (Service Recipient)
- Property:** First Name (selected)
- Condition:** CONTAINS
- Value:** Terry
- Logical Operators:** And (selected), Or, NOT
- Buttons:** ADD, REMOVE, SEARCH
- Search Criteria:** (Empty text box)

- After both names are in the Search Criteria, click Search.
- Note: searching by Date of Birth (DOB), Social Security Number (SSN) or any other ways of identifying the client is possible.

The screenshot shows the search interface after adding a second criterion:

- Property:** Last Name (selected)
- Condition:** CONTAINS
- Value:** (Empty)
- Logical Operators:** And (selected), Or, NOT
- Buttons:** ADD, REMOVE, SEARCH
- Search Criteria:** First Name &CONTAINS& 'Terry' / And: Last Name &CONTAINS& 'Duck'

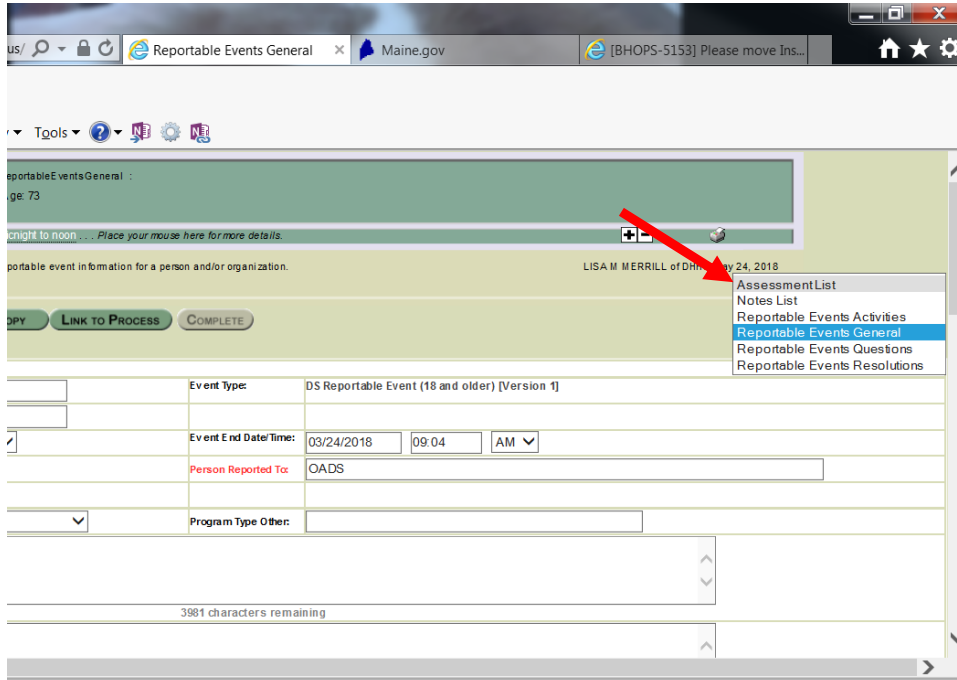
- This will bring up search results. Select client by clicking "Set Anchor" to the right of the client's information.
- After anchoring the client's information, the client's name will show up at the top of the screen.
- Click on Reportable Events in the left hand purple menu.
- Click on the Reportable Event that needs the Provider Follow up Assessment added:

The screenshot shows the 'Reportable Events List' page for a client with ID 161230 and name DUCK, TERRY. The page includes a filter overlay with the following settings:

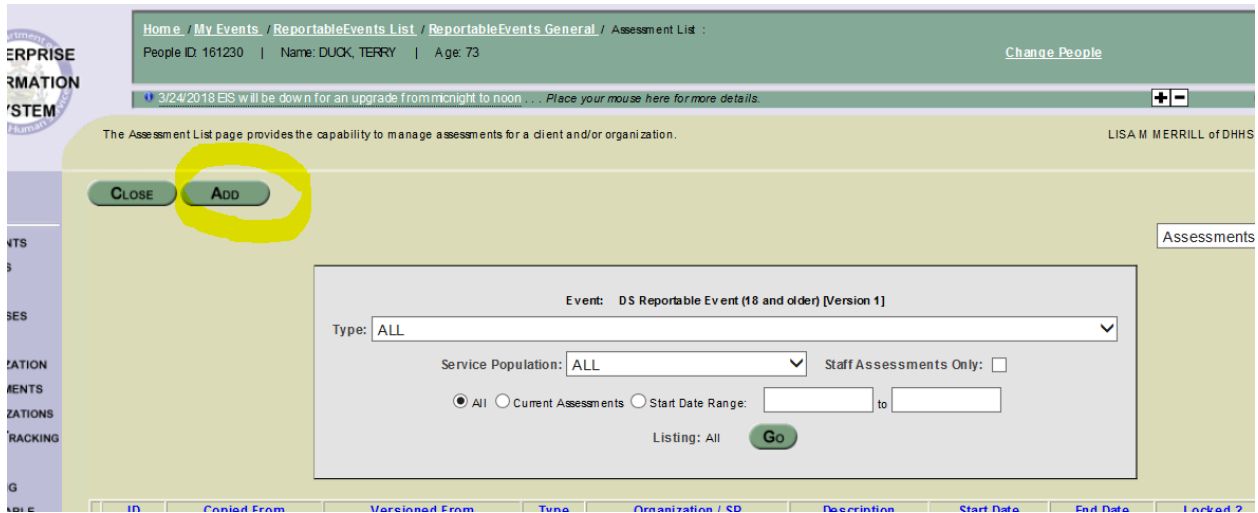
- Type:** ALL
- Group:** ALL
- Radio Buttons:** All (selected), Current Reportable Events, Date Range: [] to []
- Event ID:** []
- Include Reportable Events without clients:** []
- Go** button
- Listing:** All

	M/S	Id	Name	Type	Originator	Organization / SP	StartDate	EndDate
X		830608	cccccc	DS Reportable Event (18 and older) [Version 1]	SUZANNE FREITAS		04/02/2018	
X		829827	test	DS Reportable Event (18 and older) [Version 1]	LISA M MERRILL		03/27/2018	
X		829133	RE Test after Oracle DB Upgrade	DS Reportable Event (18 and older) [Version 1]	LE SLEY MYSKA		03/24/2018	03/24/2018

11. Scroll to the right, click on the drop-down menu item titled "Show". Click on Assessment List.



12. Click the Add button:



13. The start date will default to the date of entry. No need to change anything on this screen. Click Next.

The screenshot shows a web browser window titled "Add Assessment Step1 - Internet Explorer". The main heading is "Select a person and/or organization, enter the assessment start date and press the Next button to continue." Below this, there is a section titled "People Targeted Assessments:". It contains four fields: "Start Date:" with the value "05/24/2018", "End Date:" which is empty, "Person:" with the value "DUCK, TERRY", and "Organization:" with the value "DHHS / REGION 3 PRESQUE ISLE". At the bottom of the form are two buttons: "NEXT" and "CANCEL". A red arrow points from the top left towards the "Start Date" field.

14. In the Instrument Type list, click on "Reportable Event Provider FollowUp [Version1], click Finish.

The screenshot shows a web browser window titled "Add Assessment Step2 - Internet Explorer". The main heading is "Select the instrument type and press Finish button to add the assessment." Below this, there is a section titled "People Targeted Assessments:". It contains one field: "Instrument Type:" with the value "Reportable Event Provider FollowUp [Version 1]". At the bottom of the form are three buttons: "PREVIOUS", "FINISH", and "CANCEL". A red arrow points from the top left towards the "FINISH" button.

15. The screen will refresh and the Assessment General page will display.

The screenshot shows the "Assessment General" page in a web browser. The page title is "SYSTEM" and the subtitle is "The Assessment General page provides the capability to manage assessments". The user is identified as "LISA M MERRILL of DHHS May 24, 2018". The page has a navigation bar with buttons: "CLOSE", "SAVE", "COPY", "SCORE", "NEW VERSION", "LINK TO PROCESS", "COMPLETE", and "UNANSWERED QUESTIONS". Below the navigation bar is a table with the following data:

Type:	Reportable Event Provider Follow Up (Version 1)	End Date:	
Start Date:	05/24/2018	Date of First Assessment:	05/24/2018
Performed By:	LISA M MERRILL	Date of First Assessment at this Organization:	05/24/2018
Client Refuses to Take Assessment:	<input type="checkbox"/>	Locked:	<input type="checkbox"/>
Baseline:	<input checked="" type="checkbox"/>		
Source:	DS Reportable Event (18 and older) [Version 1]		
Description:			

At the bottom of the page, there is a section titled "Score Results:" with columns for "Item" and "Result".

16. Click on the dropdown menu to the right with the label "Show". Click on Questionnaire.

The screenshot shows a web-based form for a 'Reportable Event Provider Follow Up (Version 1)'. The form includes fields for 'Start Date' (05/24/2018), 'End Date', 'Performed By' (LISA M. MERRILL), 'Date of First Assessment' (05/24/2018), 'Client Refuses to Take Assessment' (checkbox), 'Date of First Assessment at this Organization' (05/24/2018), 'Baseline' (checkbox), 'Locked' (checkbox), and 'Source' (DS Reportable Event (18 and older) | Version 1). A 'Score Results' section is visible at the bottom. On the right side, there is a dropdown menu with 'General' selected, and options for 'Notes' and 'Questionnaire'. A red arrow points to this dropdown menu.

17. Complete the Questionnaire as per the policy outlined below:

Rule	EIS Assessment																																												
<p>1. The date and time of the Reportable Event and, if the Reportable Event is reported in the Reportable Event Database more than one business day from the time of the Reportable Event, an explanation for the delay in reporting;</p>	<p>Assessment: Reportable Event Provider Follow Up</p> <p>Dimension: Provider Follow up to Critical Incident Report</p> <p>Dimension Description</p> <p>A.</p> <p>Dates: Date of Followup, Date of Incident, Time of Incident</p> <p>Reason for delay: IF Critical Incident was reported to DHHS more than one business day from the time of the Critical Incident, what was the reason for delay?</p>																																												
<p>2. A summary of the circumstances that resulted in the Reportable Event</p>	<p>Summary</p> <p>Please provide a summary of circumstances that resulted in the Critical Incident</p> <p>4000 characters remaining</p>																																												
<p>3. An outline of any Remediation Action Steps that were taken following the Reportable Event to decrease the likelihood that the same or a similar incident will reoccur, including the date(s) of implementation and the party or parties responsible for</p>	<p>Remediation Action Steps to decrease the chance of incident recurrence</p> <table border="1"> <thead> <tr> <th></th> <th>1. Action</th> <th>1. Date Completed</th> <th>1. Name(s) of party responsible</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td></tr> </tbody> </table>		1. Action	1. Date Completed	1. Name(s) of party responsible	1.				2.				3.				4.				5.				6.				7.				8.				9.				10.			
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<p>implementing each Remediation Action Step;</p>																																													
<p>4. An outline of any future Remediation Action Steps that will be taken to decrease the likelihood that such an incident will reoccur, including the planned dates of implementation, if applicable, and the party or parties responsible for implementing each Remediation Action Step;</p>	<p>Future Remediation Action Steps to decrease the chance of incident recurrence</p> <table border="1"> <thead> <tr> <th></th> <th>1. Action</th> <th>1. Deadline</th> <th>1. Assigned to</th> </tr> </thead> <tbody> <tr><td>1.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>3.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>4.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>5.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>6.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>7.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>8.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>9.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>10.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>		1. Action	1. Deadline	1. Assigned to	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	10.	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<p>5. If no Remediation Action Steps have been or will be taken in response to the incident, an explanation as to why Remediation Action Steps are not necessary.</p>	<p>OR Please provide reasons why action steps were not necessary</p> <p>1. <input type="text"/></p> <p>Please provide a description of why action steps were not necessary</p> <p><input type="text"/></p> <p>4000 characters remaining</p>																																												

18. Click Save

