



Chapter 1

Overview

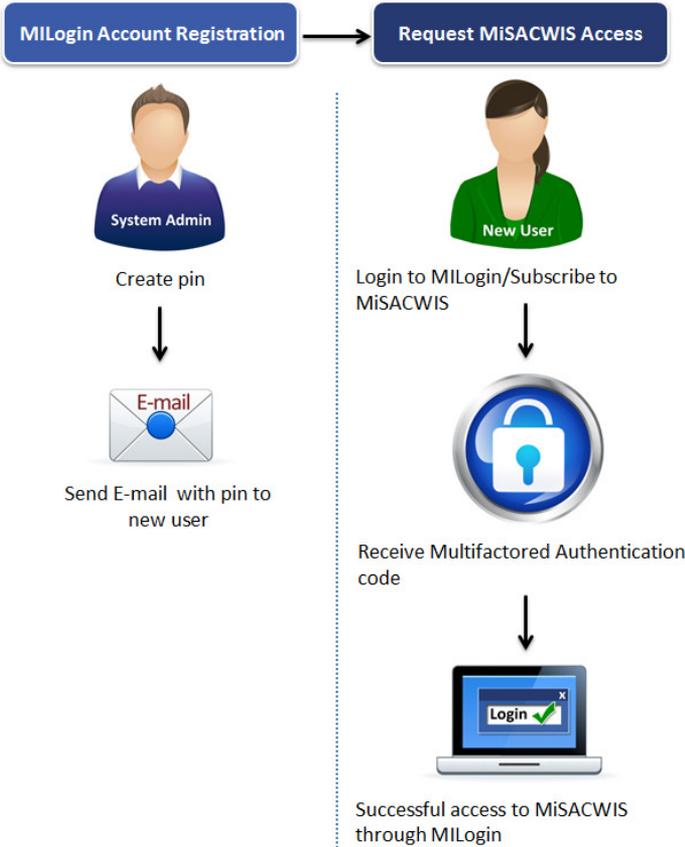
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Accessing MiSACWIS (Non-MDHHS)

As a new non-MDHHS MiSACWIS user, there is a procedure that is followed in order to access the system:



After you complete and submit the DHS-815: MiSACWIS Security Agreement Non-MDHHS Employee form, you will receive an e-mail with instructions on how to subscribe to MiSACWIS. Also, included in the e-mail is a MiSACWIS PIN that you will need to subscribe to the MiSACWIS application.

Create a new MILogin account (Non-MDHHS)

New workers outside of the MDHHS network will need to create a new account in MILogin.

To access MiSACWIS, you will use this URL:

<https://milogintp.michigan.gov>

To create a new MILogin account:

1

Using the non-MDHHS URL, navigate to MILogin.

2

On the login screen, click **Create New Account**.

Home Help MI.gov

MILogin

Login to your account

* = Required Fields

*User ID

*Password

Login

[Forgot your User ID?](#)
[Forgot your password?](#)
[Need Help?](#)

Don't have an account? [Create New Account](#)

3

Complete the required boxes, agree to the terms and conditions, and click **Next**. Be sure your name, e-mail, and phone number correspond with those on your DHS-815 form.

The screenshot shows the MILogin account creation interface. At the top right, there are links for 'Home', 'Help', and the 'MI.gov' logo. The main heading is 'MILogin' with a Michigan state icon. Below this, it says 'Create your account - Step 1 of 3'. A legend indicates that red asterisks denote required fields. The form contains several input fields: 'First Name', 'Middle Initial', 'Last Name', and 'Suffix' (all required); 'Email Address' and 'Confirm Email Address' (both required); 'Work Phone Number' and 'Mobile Number'; and a 'Verification Question' field with the text 'What is forty six thousand and fifty eight as a number?'. At the bottom, there is a checkbox for 'I agree to the terms & conditions.' and two buttons: a green 'Next' button and a 'Clear' button.

4

On the next screen, create your User ID and password using the guidelines provided. Then, respond to the secret security questions.

Home Help MI.gov

MI Login

Create your account - Step 2 of 3

* = Required Fields

***User ID**

***Password**

***Confirm Password**

User ID guideline: Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (IS#, %@~*_-!+=><)
- Should not be based on your User ID

Select four unique security questions. These questions will be used to restore access to your account in case you forget the password.

*Secret Question #1 <input type="text" value="--Select Question--"/>	*Secret Answer #1 <input type="text" value="Enter security answer #1"/>
*Secret Question #2 <input type="text" value="--Select Question--"/>	*Secret Answer #2 <input type="text" value="Enter security Answer #2"/>
*Secret Question #3 <input type="text" value="--Select Question--"/>	*Secret Answer #3 <input type="text" value="Enter security Answer #3"/>
*Secret Question #4 <input type="text" value="--Select Question--"/>	*Secret Answer #4 <input type="text" value="Enter security Answer #4"/>

5

Click **Create Account**. You will receive a confirmation message.

Home Help MI.gov

MI Login

Create your account - Step 3 of 3

Your account has been successfully created.

[Login to your account.](#)

6

Click the [Login to your account](#) link. You will be redirected to the login screen.

7

Sign in to MILogin. Your MILogin Home Page appears.

8

Click **Update Profile** and confirm your work phone number is correct. To update the other information, such as your name and email address, please contact the Client Service Center.

9

Click **Submit** to save any changes to your profile.

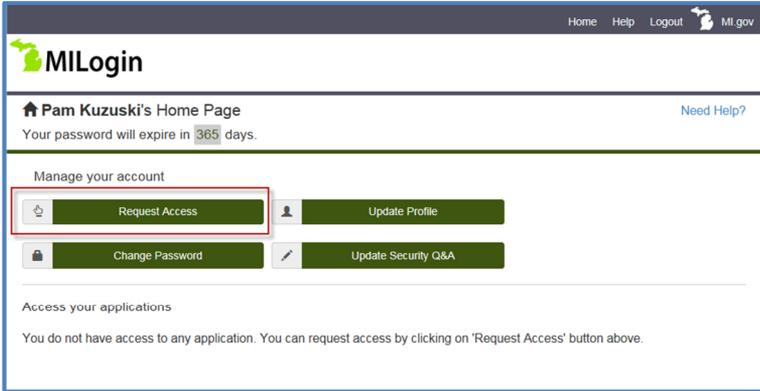
Request MiSACWIS access (Non-MDHHS)

After you successfully create your MILogin account and sign in, your next step is to subscribe to the MiSACWIS application. After you submit your access request, you will need to receive a Multifactor Authentication (MFA) code. This MFA passcode is active for 24 hours. You will need to request an MFA passcode every 24 hours to login to MiSACWIS.

To request MiSACWIS access:

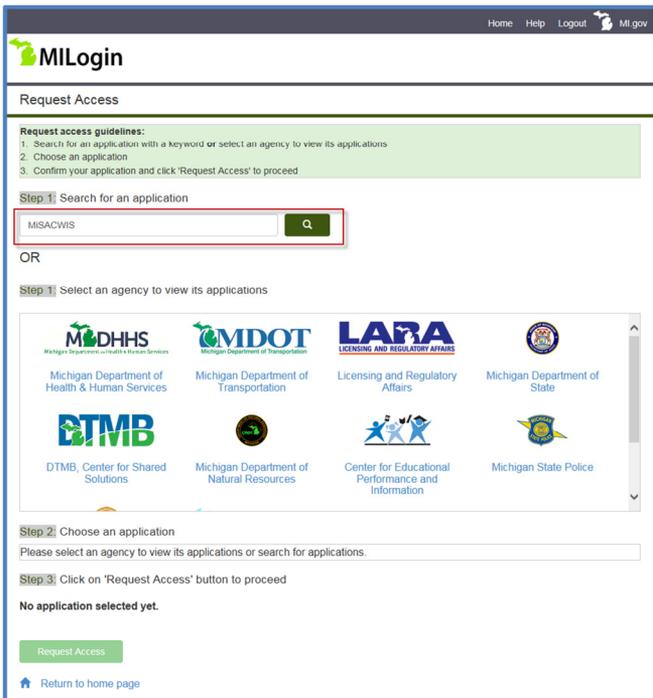
1

On your MILogin Home Page, click **Request Access**.



2

In the **Search for an application** box, type *MISACWIS* and click the search button. A list appears below **Step 2: Choose an application.**

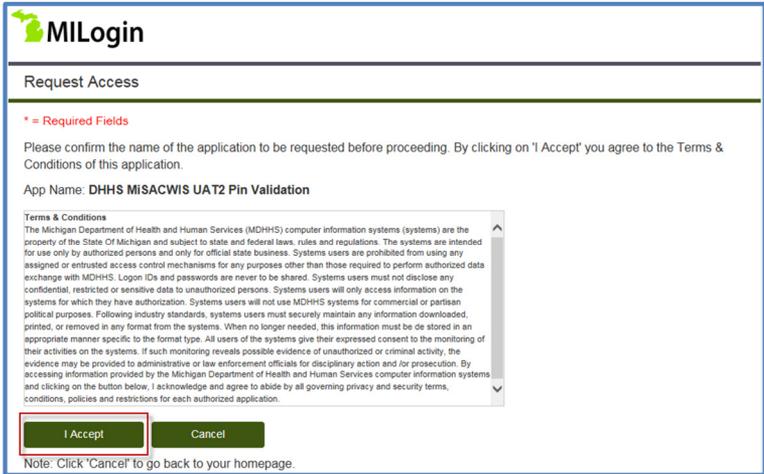


3

Select **MDHHS MISACWIS** from the list and click **Request Access**. The terms and conditions for the system appear.

4

Confirm the application you requested, read the terms and conditions, and click **I Accept**.



MILogin

Request Access

* = Required Fields

Please confirm the name of the application to be requested before proceeding. By clicking on 'I Accept' you agree to the Terms & Conditions of this application.

App Name: **DHHS MISACWIS UAT2 Pin Validation**

Terms & Conditions

The Michigan Department of Health and Human Services (MDHHS) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be de stored in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health and Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

I Accept **Cancel**

Note: Click 'Cancel' to go back to your homepage.

5

On the next screen, enter the **SACWIS Pin** you received via email. Your email address and work phone number have been prepopulated for you.

The screenshot shows the MILogin 'Request Access' page. At the top left is the MILogin logo. Below it is the title 'Request Access'. A red asterisk indicates required fields. The text says 'This application requires following attributes:'. There are three input fields: 'Email Address' (prepopulated with 'pamela@groutigan.gov'), 'Work Phone Number' (prepopulated with '987-654-3210'), and 'SACWIS Pin' (empty). At the bottom are 'Submit' and 'Clear' buttons.

6

Click **Submit**. You will be directed to the MILogin Multifactor Authentication (MFA) screen.

The screenshot shows the MILogin Multifactor Authentication (MFA) screen. At the top right are 'Home' and 'MI.gov' links. The MILogin logo is on the left. The title is 'MILogin Multifactor Authentication (MFA)'. Below is a message: 'Hello Pamela, Select one of the following options to proceed with additional authentication required to access the application.' There are four options, each with a green button and a description: 'Text Message' (You will receive a passcode via a text message on your mobile xxx-xxx-5409), 'Register Device' (You may register your mobile xxx-xxx-5409, to generate your own passcodes), 'Phone Call Back' (You will get a call on your work phone number xxx: xxx: 5409), and 'Email' (You will receive a passcode in your email p*****@gmail.com).

7

Select your preferred method of receiving your MFA passcode.

If you select **Text Message** or **Email**, you will be directed to a screen where you will enter your passcode received via text or email. Your MiSACWIS Home Desktop screen will appear.

If you select **Phone Call Back**, you will receive an immediate phone call. Follow the instructions over the phone. You will be prompted to press any key on your phone. This key selection will log you into MiSACWIS.

8

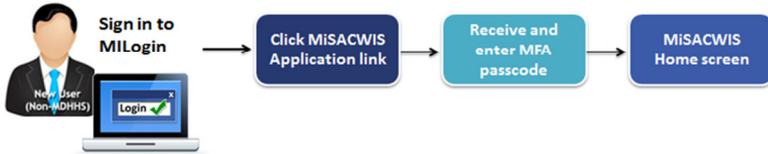
To register your device as a security authentication token, select **Register Device**. Follow the instructions you receive via text message on your device. After registration is complete, your phone can be used to generate your MFA passcode via the Duo Mobile App. In MILogin, you will be directed to a screen where you will enter your passcode. Your MiSACWIS Home Desktop screen will appear.

After your device has been registered, the **Register Device** button changes to read **Duo App Token**. You can use this method in the future to enter the passcode generated via your device's Duo Mobile App.

Login to MiSACWIS (Non-MDHHS)

As a non-MDHHS worker, you will need to obtain an MFA passcode every 24 hours to use MiSACWIS. After you create your MILogin account and request access to MiSACWIS, your routine login process will be as follows:

Non-MDHHS Login:



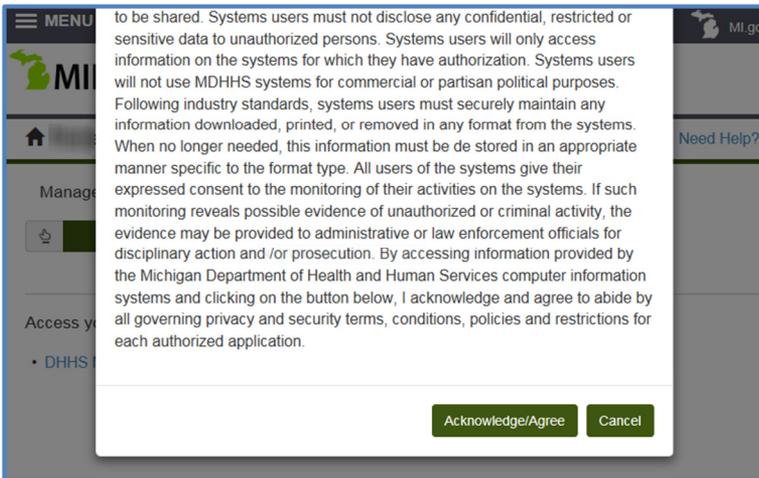
To login to MiSACWIS:

1

Sign in to MILogin. Your MILogin Home Page appears.

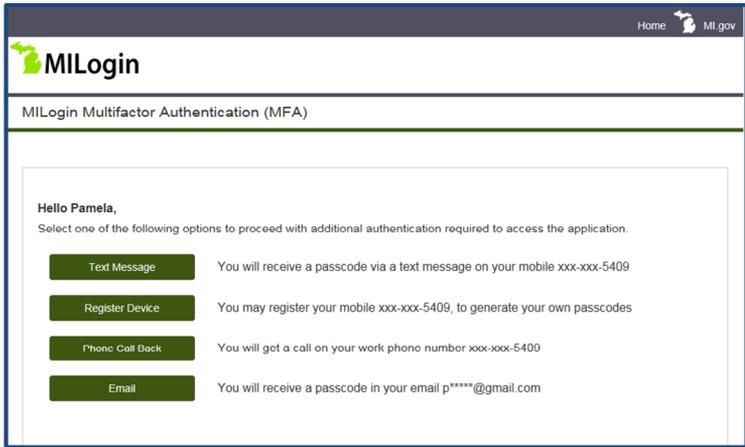
2

Click [MDHHS MiSACWIS](#). The MiSACWIS usage agreement will appear.



3

Read the usage agreement and click **Acknowledge/Agree**. The MILogin Multifactor Authentication screen appears.



4

Select the method by which you want to receive your MFA passcode. Enter your passcode if you receive a screen prompt. Your MiSACWIS Home Desktop screen will appear.

Update your profile (Non-MDHHS)

On your MILogin Home Page, click **Update Profile** to confirm information is correct. For name and email changes, you must submit a DHS-815 to Application Security so the information can be updated in MiSACWIS first. If you make any updates to your profile, click **Submit** to save your changes. If no changes are needed, click [Return to home page](#) at the bottom of the screen.

Change your password (Non-MDHHS)

Before your password expires, click **Change Password** on your MILogin Home Page to create a new password. If your password has already expired, you will need to contact the MiSACWIS Help Desk at 1-855-659-6599 to have your password reset.

Getting started in MiSACWIS

MiSACWIS is the statewide computer application you use to support day-to-day child welfare job tasks. This system provides:

- Real-time access.
- Data entry methods that reduce duplication of data collection and help eliminate paperwork.
- A single, comprehensive view of the child, youth, and family.
- Reporting capabilities.
- Maintenance of accurate data for decision making.
- Automated interfaces with external systems.

The goals of MiSACWIS are to monitor, track, and improve the outcomes of services delivered to children and families, thus fostering safety, permanency, and well-being for children in Michigan. These goals are accomplished through the multiple MiSACWIS functional areas like Intake and Case Management.

As a seclusion and restraint worker, you will have access to only certain areas of the system, mainly the Provider area.

The Provider Management area maintains information about foster homes, residential facilities, and relative caregivers throughout the state, including names, addresses, staff members, licensing information, home evaluations, and training.

System navigation and components

MiSACWIS navigation is modeled after well-known web applications. Its tab-based structure reflects the flow of normal worker and support staff business processes. You navigate MiSACWIS through a combination of tabs, menus, hyperlinks,

command buttons, and searches. When you first login to MiSACWIS, you will see the Home screen/**Desktop** tab. MiSACWIS supports primary and secondary navigation through tabs at the top of the system screens.

Upon navigating further into MiSACWIS, you access other navigational methods including the left hand menu.

The MiSACWIS screens include specialized form controls, like:

- Text boxes
- Drop-down lists
- Check boxes
- Option buttons
- Narrative boxes
- Multiple-select lists with Add and Remove features
- Pop-up calendars for date boxes
- Spell Check functionality

Required fields

You must enter required pieces of information in order to save a certain work item in the system. MiSACWIS-required fields are bold with a red asterisk at the end of the field name.

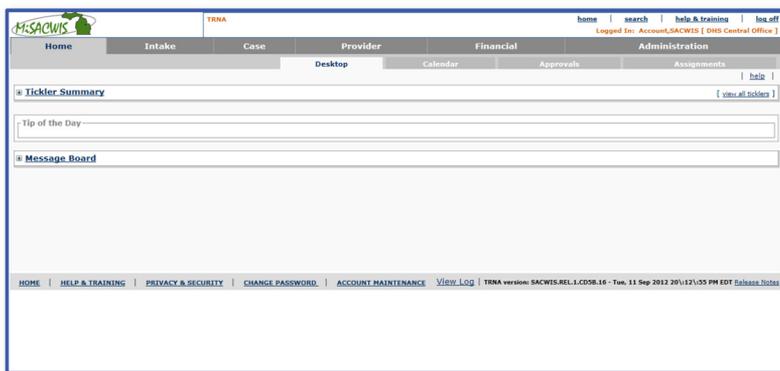
Federal reporting elements

MiSACWIS contains reporting elements of the federal Adoption and Foster Care Analysis and Reporting System (AFCARS), the National Child Abuse and Neglect Data System (NCANDS), and National Youth in Transition Database (NYTD). The federal elements/fields are in bold red text followed by a blue plus sign. If the federal elements are required, they have a red asterisk after the plus sign.

If at any time you need assistance using MiSACWIS, please review the online support tools listed on page 20 or the troubleshooting information in online help.

MiSACWIS Home screen

This screen serves as your starting point for work in MiSACWIS. Depending on your security profile, you can access various parts of MiSACWIS from this screen.



Tickler Summary

This area contains the most current ticklers for your workload. Click a tickler link to view the associated screen or work-item, or click [view all ticklers](#) to search for all ticklers related to your workload.

Tip of the Day

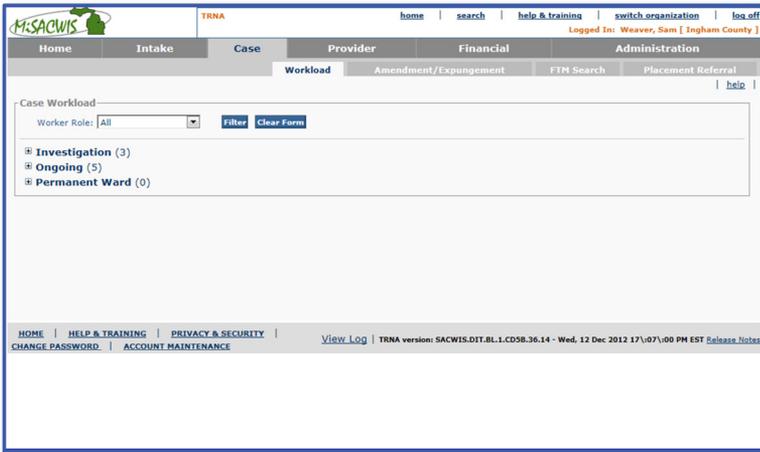
This section displays the MiSACWIS Tip of the Day. Some tips may include a link to view more information or graphics.

Message Board

This area displays broadcast messages for MiSACWIS users. Messages can be configured to display for all users, state users only, or for users from a certain organization.

Common screen components

The MiSACWIS system consists of screens, tabs, and sub tabs. It also contains some standard areas that are consistent from screen to screen.



Header Area

This area contains the [home](#), [search](#), [help & training](#), [switch organization](#), [data warehouse portal](#), and [log off](#) links.

Navigation Area

This area consists of primary and secondary tabs. Not all screens in MiSACWIS display navigation tabs.

Main Screen Area

You interact with MiSACWIS data in this area, whether you are creating, updating, deleting, or viewing data.

Footer Area

This area contains a number of links to assist you on the job, such as [Home](#), [Help & Trng](#), [Privacy & Security](#), [Acct Maint](#), and [Chge Password](#).

Support tools

MiSACWIS provides different ways to support you on your job, depending on your needs at a given time, as follows:

Tool	How to display it	When to use it
Online Help	Click help & training in the header. or Click help on a screen in the system.	You need assistance completing tasks in MiSACWIS, glossary definitions, information about the current screen, State policies, or other information.
CBT (Computer-Based Training)	Visit the following URL: http://www.michigan.gov/dhs/0,4562,7-124-5455_72083---,00.html	You are new to MiSACWIS and want to learn how to use it, or want to practice using it.
Webinar	Visit the following URL for the Incident Reporting webinar: http://midhs.adobeconnect.com/p1gveg6wtn5/	You want to learn how to record an incident report for seclusion and restraint.
State policies	Click a policy link in a screen-level help topic. OR Perform a keyword search in the online help on the Search tab. OR Click help & training in the header, and then click Rules, Regulations, & Policy .	You want to refer to State policies that are related to subject matter of the current screen or in relevance to general MiSACWIS functionality.

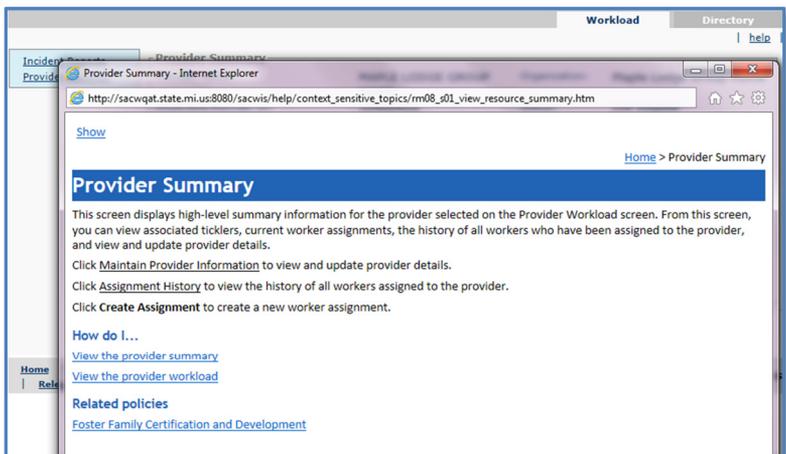
Using online help

MiSACWIS online help, what you are viewing now, is a comprehensive, searchable version of a user manual. Instead of being printed on paper, online help is available within MiSACWIS at your specific point of need.

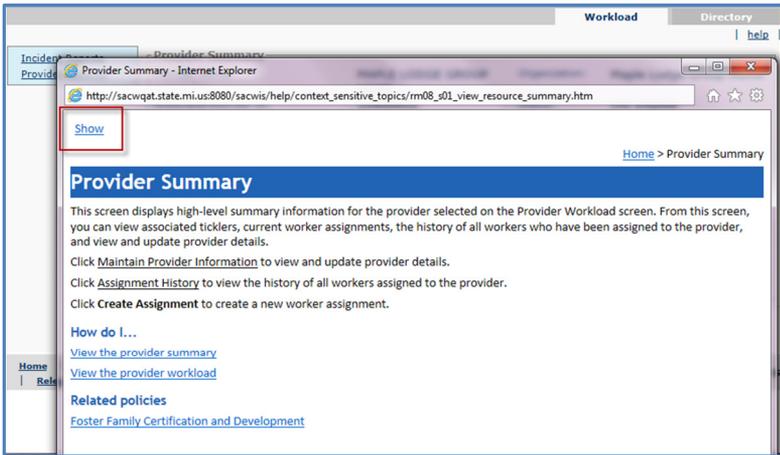
You can open online help in a few different ways. The fastest way to get help while in the system is to click the help link in the upper right of the screen:



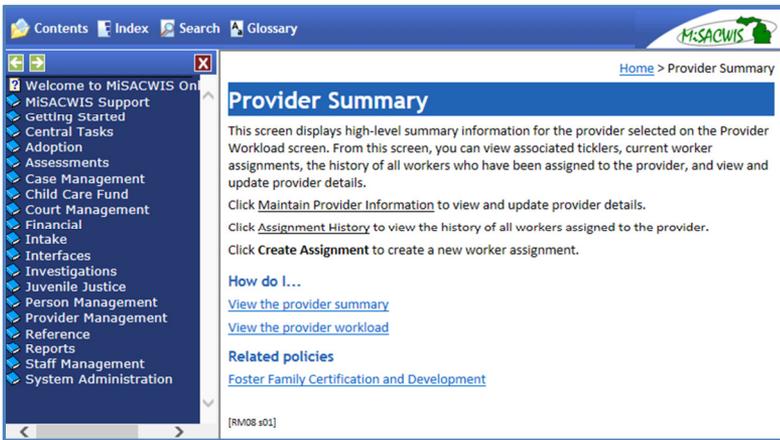
Clicking this small help link causes the corresponding screen topic to appear:



To view the full online help system from the screen topic, click Show in the upper left corner of the topic:



The navigation window appears, displaying the full help system:



The **Contents**, **Index**, **Glossary**, and **Search** buttons offer different ways in which you can find information:

- **Contents** - Organizes topics according to the functional job areas within MiSACWIS. Categories of topics appear

as "books" in the contents. Specific topics appear as pages. In the right pane, you will see the topic you selected. When you open the main help system, the **Contents** display by default.

- **Index** - Offers an alphabetical list of keywords within the online help. This index is more interactive than one in a book in that you can search for keywords and topics. In the right pane, you will see the topic you selected.
- **Search** - Allows you to search the help content for specific terms. Type the term you are looking for in the **Search** box, and then press **Enter**. The topics containing the term you entered are listed in the pane. Click the topic to view the content. You can enable or disable the term highlighting feature by selecting the **Highlight search results** check box. In the right pane, you will see the topic you selected.
- **Glossary** - Contains the MiSACWIS terms for reference. Click a word, and its definition will appear in the box below.

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Chapter 2

Central Tasks

In this chapter

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Find or add a person

You can find a person through the general Person Search screen. Simply click search at the top of main screen in MiSACWIS. Person Search is the default search tab. From here you can make sure a person record already exists for someone. You cannot add a new person record from the main **Person Search** tab.

You can also find a person from a work item (e.g. incident report) and link the person to the work item. From this area, you can add a new person record. Before you add a person, you will be prompted to search. This helps eliminate the duplication of records.

To find a person:

1. From any screen, click search in the header. The Person Search screen appears.
2. Enter the criteria you want to use in your search:
 - If you know the person's ID, SSN, or reference value, enter it under Quick Person Search Criteria.
 - If you do not know the person's unique ID values, enter the person's last name under Advanced Search Criteria. You can enter additional criteria to narrow the search results.

Getting Started Guide – Seclusion and Restraint

Person Search

Quick Person Search Criteria

Person ID:

or

SSN:

or

Reference Type: Reference Value:

or

Advanced Search Criteria

Last Name: First Name: Middle Name:

Alias Last Name: Alias First Name: Alias Middle Name:

Street Number: Street Name:

City: County: State: Zip Code:

HOME | HELP & TRAINING | PRIVACY & SECURITY | CHANGE PASSWORD | View Log | INT version: SACWIS.DIT.BL.1.CDSB.34.34 - Wed, 28 Nov 2012 17:06:56 PM EST Release Notes

3. Click **Search**. The matching person records appear in the **Person Search Results** area.

If duplicate search results come back, review the person preview for each duplicate person to determine the correct record to use. You do this by clicking the person name hyperlink:

Person Search Results

Result(s) 1 - 15 of 18 Page 1 of 2

Person ID	Name	Alias	Address	Gender	DOB	% Match
select 17560801	Stone, Marcus		9811 DALLAS HOLLOW RD, Lansing, MI 48933	Male	04/27/1958	
select 17480801	Stone, Shelia		499 PATTERSON ST, Lansing, MI 48933	Female	07/18/1986	
select 17800805	Stone, Shelia					
select 17470802	Stone, Francine		499 PATTERSON ST, Lansing, MI 48933	Female	05/03/2011	
select 17410796	[M] Stone, Mark		499 PATTERSON ST, Lansing, MI 48933	Male	09/23/1986	

4. Click select to view the person profile. If you are searching for a person from a work item, clicking select will add the person to the work item.

To add a person:

1. On your current work item screen, click the appropriate button to search for a person. The Person Search screen appears.

2. Enter the criteria you want to use in your search:
 - If you know the person's ID, SSN, or reference value, enter it under **Quick Person Search Criteria**. If you do not know the person's unique ID values, enter the person's last name under **Advanced Search Criteria**. You can enter additional criteria to narrow the search results.
 - If you do not know the person's unique ID values, enter the person's last name under **Advanced Search Criteria**. You can enter additional criteria to narrow the search results.
3. If the person does not appear in the search results, click **Add Person**. The Basic Person Information screen appears:

The screenshot shows the 'Basic' tab of the MichiganSACWIS system. The form is titled 'Person Information' and contains several sections with input fields and dropdown menus. The 'Name Information' section includes fields for Name Type, Prefix, First Name (filled with 'Jason'), Middle Name 1, Middle Name 2, Last Name (filled with 'Stone'), and Suffix. The 'Gender' section has a dropdown menu. The 'DOB' section includes fields for Estimated Age, Year(s), Month(s), and Day(s). The 'Birth' section includes Birth City, Birth Country, Birth Verified?, Birth County, Birth Verification, and Birth Certificate Request Date. The 'Michigan Resident?' section includes Michigan Resident?, US Citizen?, Date Became a Citizen?, and Citizenship verified Date. The 'Citizenship' section includes US Citizen?, Date Entered Country, Citizenship verified Date, Citizen Verification Source, and Reason for entering U.S. The 'Alien Status' section includes Alien Status, Birth Certificate, and Migrant Status. The 'Refugee Status' section includes Refugee Status. A 'Populate Additional Names' button is visible next to the 'Ward Parent of a non-Ward Child' checkbox.

4. Complete the required boxes on the screen and click **Save**.



Online Help

For more details on how to enter a new, complete person profile, please see the “Record a person profile” process in online help.

Add employees

Employee records include basic information, job history, and qualifications. An employee has both an employee record and a person record in MiSACWIS. When you record new employees, their name, birth date, gender, and other basic information is stored in their person record instead of their employee record.

To add employees:

1. From the Home screen, click search. The Person Search screen appears. Click the **Employee Search** tab. The Employee Search screen appears.

OR

2. From the Home screen, click **Administration > Staff**. Click Maintain Staff in the left hand menu. The Employee Search screen appears.
3. Enter search criteria and click **Search**. The matching employees appear in the search results.
4. If the employee does not exist, click Add Employee. The Person Search screen appears.
5. Enter search criteria and select the person you want to add as an employee. The Employee Basic Information screen appears.

If the person record does not exist, create a person profile. Upon saving the new person profile, the Employee Basic Information screen appears.

6. Enter the employee's e-mail address and hire date and click **Apply**.
7. Add a job for the employee:
 - a. Click **Add Job** to record the employee's current position. The Employee Job Details screen appears.

- b. Complete the following required information:

Start Date
Organization Category
Organization
Job Title
Scheduled Hours per Week
Supervisor Type

- c. Enter any additional information.
 - d. Click **Link Employee** to search and select a supervisor to link to the employee record.
 - e. Click **Save**. You are returned to the Employee Basic Information screen.
8. Add a non-caseload weighted activity for the employee:
 - a. Click **Add Non-Caseload Weighted Activity**. The Employee Non-Caseload Weighted Activity screen appears.
 - b. Select an activity from the **Activity Type** list.
 - c. Enter the percentage of the activity in the **Percentage** box.
 - d. Click **Save**. You are returned to the Employee Basic Information screen.
 9. Add professional licenses:
 - a. Click the **Qualifications** tab. The Employee Qualifications screen appears.
 - b. Click **Add License**. The Employee License Details screen appears.
 - c. Complete the following required information:

License Name
License Type
Start Date
 - d. Enter any additional information.

- e. Click **Save**. You are returned to the Employee Qualifications screen.
10. Add education information:
 - a. On the Employee Qualifications screen, click **Add Education**. The Employee Education Details screen appears.
 - b. Complete at least the following required information:
 - School**
 - Degree**
 - Major**
 - c. Click **Save**. You are returned to the Employee Qualifications screen.
11. Add the employee's skills:
 - a. On the Employee Qualifications screen, click **Add Skills**. The Employee Skills screen appears.
 - b. Enter information about the employee's skills in the **Comments** box.
 - c. Click **Save**. You are returned to the Employee Qualifications screen.
12. Click **Save**. You are returned to the Employee Search screen.

View existing incident reports

In MiSACWIS, you can view the incident reports that have been recorded for the organization.

To view incident reports:

1. Click the **Provider** tab and then the **Directory** tab. This takes you to the Provider Search screen.
2. Click **Search** to search for the facilities in your organization. Your facility is prepopulated in the **Organization** list.

Provider Search **Provider Match**

Provider Search Criteria

Provider Name:

Service Group/Category: Service Type:

Service Description:

Provider Type:

Organization: Provider Status Information:

Approval Status:

Member Last Name: OR Member First Name:

MISACWIS Provider ID:

[HINT: Searching by MISACWIS Provider ID will deliver an exact Provider match. Searching by Provider Name will result in both exact and partial matches.]

[Advanced Search Criteria](#)

Search **Clear Form**

Search Results

Result(s) 1 - 1 of 1 Page 1 of 1

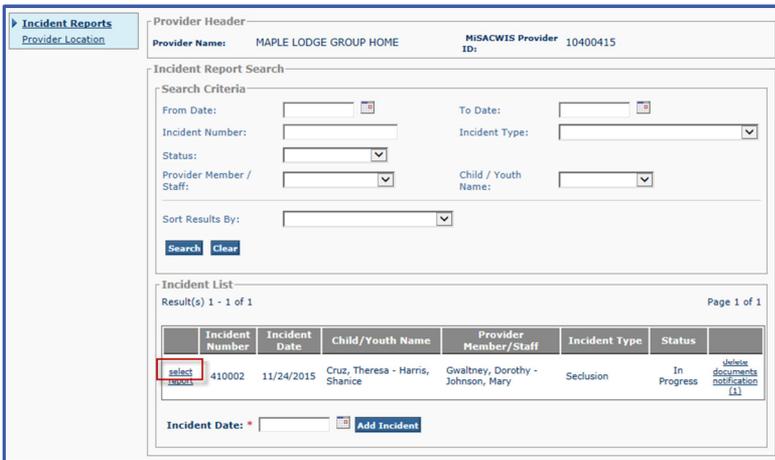
	Provider Name/ MISACWIS Provider ID	Provider Status	Provider Type	Address	Percent Match
select	MAPLE LODGE GROUP HOME / 10400415	Active	Child Caring Institution	300 68TH STREET, SE, GRAND RAPIDS, MI 49548	

3. In the search results, click select beside the facility. The Provider Summary screen appears.

- From the left hand menu, click Incident Reports. The Incident Search screen appears.



- If there are numerous incident reports, select the search criteria for the report you want to view and click **Search**. The matching reports appear in the results.
- Click **select** beside the report you want to view. The Incident Details screen appears.



- Click the tabs within the incident report to view the details about the incident.
- Click **Cancel** to return to the Incident Search screen.

Add locations and sub locations

At times, you may need to add locations and sub locations for your facility. These locations/sub locations are specified as part of the incident report.

To add locations and sub locations:

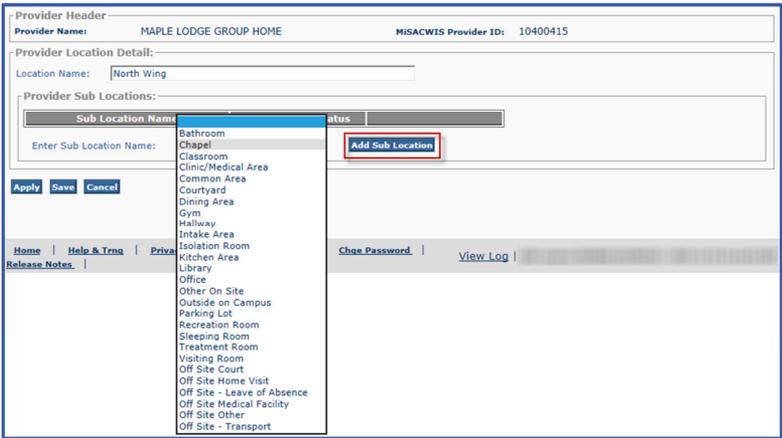
1. From the Home screen, click the **Provider** tab. Click the **Directory** tab.
2. Enter the search criteria and click **Search**. The matching providers appear under **Search Results**.
3. Click select to select to view the provider record. The Provider Summary screen appears.
4. From the left hand menu, click Provider Location. The Provider Location screen appears. Existing provider locations are listed in the location list.



5. Click **Add Location** to add a new location. The Provider Location Detail screen appears.



6. In the **Location Name** box, enter the location name.
7. In the **Provider Sub Locations** section, select the appropriate sub location and click **Add Sub Location**.

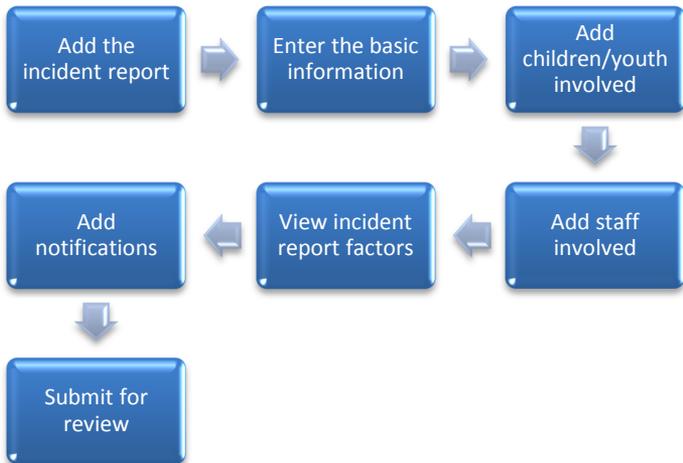


8. Add additional sub locations by selecting them from the list and clicking **Add Sub Location**.
9. Click **Save**. You return to the Provider Location screen.

Record an incident report

Reporting incidents quickly and accurately is crucial to the daily operations of MDHHS for the care and safety of children, youth, and employees. In MiSACWIS, you record incident reports that include the incident details, the child or youth involved, and the provider members or staff involved.

Recording an incident report includes these high-level steps in the system:



To record an incident report:

1. Click the **Provider** tab and then the **Directory** tab. This takes you to the Provider Search screen.

2. Click **Search** to search for the facilities in your organization. Your facility is prepopulated in the **Organization** list:

The screenshot shows a 'Provider Search' form with the following fields: Provider Name, Service Group/Category, Service Description, Provider Type, Organization (pre-filled with 'Maple Lodge Group Home'), Approval Status, Member Last Name, Service Type, Provider Status Information, and Member First Name. Below the form is a 'Search' button and a 'Clear Form' button. The search results section shows one result: 'MAPLE LODGE GROUP HOME / 10400415' with a 'select' link, 'Active' status, 'Child Caring Institution' type, and address '300 68TH STREET, SE, GRAND RAPIDS, MI 49548'.

3. In the search results, click select beside the facility. The Provider Summary screen appears.
4. From the left hand menu, click Incident Reports. The Incident Search screen appears.

The screenshot shows the 'Provider Summary' screen for 'MAPLE LODGE GROUP HOME'. The left-hand menu has 'Incident Reports' highlighted. The main content area displays: Provider Name: MAPLE LODGE GROUP HOME; MISACWIS Provider ID: 10400415; Primary Address: 300 68TH STREET, SE GRAND RAPIDS, MI 49548; License Begin Date: 11/01/1997; Estimated Date of Next Bed Availability: 01/11/2006; Organization: Maple Lodge Group Home; Status: IVE Eligible; Primary Contact: Home Phone (616) 455-5000; License End Date: Managed By: BCAL. Below this is a 'Provider Alerts' section with 'No Tickers Available.' and a 'Provider Actions' section with a 'Provider Information' link. A 'Close' button is at the bottom.

5. Enter the **Incident Date** and click **Add Incident Report**. The Incident Details screen appears.

Incident List
Result(s) 1 - 1 of 1 Page 1 of 1

	Incident Number	Incident Date	Child/Youth Name	Provider Member/Staff	Incident Type	Status	
select report	410002	11/24/2015	Cruz, Theresa - Harris, Shanice	Gwaltney, Dorothy - Johnson, Mary	Seclusion	In Progress	delete documents notification (1)

Incident Date: * 11/25/2015



Online Help

Refer to Online Help for the next detailed steps:

- Enter basic information for an incident.
- Add children or youth involved in an incident. (Remember that the person selected as the perpetrator is the one who initiated the incident. Not all witnesses need to be included as observers, only those directly involved.)
- Add provider members or staff involved in an incident.
- View the incident report factors.
- Submit the incident report for review.