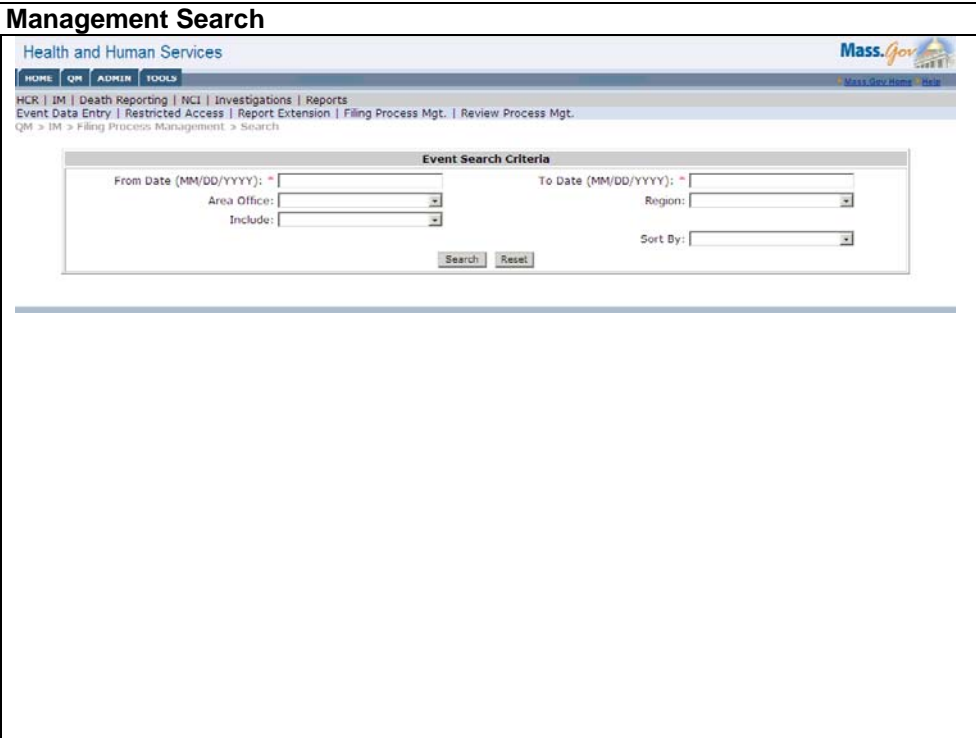


Filing Process Management Quick Guide Useful for Filing Agencies

The Filing Process Management screen is a way for the Filing agency to manage its workload. Here, you will see what needs to be addressed before it can move onto the next level—the Area Office, for example. This screen can be used instead of (or in tandem with) the Alerts. When events are **Finalized** or **Closed**, they drop off the screen. This screen is updated **overnight**; thus, it is best to look in the morning for the most accurate view of what needs to be done.

Filing Process Management Search	
<p>1. Navigate to the Filing Process Management screen by clicking QM→IM→Filing Process Management.</p> <p>2. Type a date range—this could be used to show what needs to be addressed from the last day, the last week, the last month, etc.</p>	

Filing Process Management Quick Guide

Useful for Filing Agencies

Filing Process Management Results

The results show events that are **In Progress, Submitted, and Not Approved.**

All the events shown need some action—whether it be to **Finalize** the final report, **Approve** the incident report or **Finalize** the MOR.

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Event Search Criteria

From Date (MM/DD/YYYY): To Date (MM/DD/YYYY):
 Area Office: Region:
 Include: Sort By:

Event ID	Name	Event Date	Primary Nature	Secondary Nature	Recent Milestone	Person Responsible for FollowUp	Provider	Provider Site	Area Office
1221	CORDERO, PARALLEL	01/07/2006	MOR	Wrong Individual	Medication Occurrence Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING	1094 SUFFIELD ST., AGAWAM, M	Springfield/Westfield
182	BROWNLEE, PARALLEL	01/25/2006	MOR	Wrong Dose	Medication Occurrence Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING	11 CREAMERY AVE., BUCKLAND	Springfield/Westfield
476	SMITH, JOHN	02/14/2006	Unexpected Hospital Visit	Medical Hospitalization	Initial Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING		Berkshire
791	BROWNLEE, PARALLEL	04/01/2006	Unexpected Hospital Visit	E.R. Visit	Initial Report - Submitted		THE ASSOCIATION FOR COMMUNITY LIVING		Springfield/Westfield
717	BROWNLEE, PARALLEL	04/04/2006	Medical Treatment Resulting From Injury	None	Initial Report - Submitted		THE ASSOCIATION FOR COMMUNITY LIVING		Springfield/Westfield
808	BROWNLEE, PARALLEL	05/05/2006	Medical Treatment Resulting From Injury	None	Initial Report - Submitted		THE ASSOCIATION FOR COMMUNITY LIVING	21 BOUKER ST, GREENFIELD, MA	Springfield/Westfield
824	BROWNLEE, PARALLEL	05/06/2006	Unexpected Hospital Visit	E.R. Visit	Initial Report - Submitted		THE ASSOCIATION FOR COMMUNITY LIVING	101 MUNSON ST, GREENFIELD, M	Springfield/Westfield
1347	BROWNLEE, PARALLEL	05/14/2006	Physical Altercation	Individual to Individual, Alleged Victim	Incident Report - Not Approved		THE ASSOCIATION FOR COMMUNITY LIVING	1 CARANDO DR, SPRINGFIELD, M	Springfield/Westfield
996	BROWNLEE, PARALLEL	05/16/2006	Fire	Accidental - Started By Individual	Incident Report - Not Approved		THE ASSOCIATION FOR COMMUNITY LIVING	109 BROOKLYN ST., N.ADAMS, MA	Springfield/Westfield
1016	SMITH, JOHN	05/20/2006	MOR	Wrong Individual	Medication Occurrence Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING	203 SCHOOL ST., AGAWAM, MA	Berkshire
1019	CORDERO, PARALLEL	05/24/2006	Assault	Sexual Assault - Alleged Perpetrator	Initial Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING	101 MUNSON ST, GREENFIELD, M	Springfield/Westfield
1078	BROWNLEE, PARALLEL	06/01/2006	Theft	Alleged Victim	Incident Report - Not Approved		THE ASSOCIATION FOR COMMUNITY LIVING		Springfield/Westfield

Using right-click to toggle between windows

Right-click on the underlined **Event ID** to open the event. This will take you to the Switchboard of the event.

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[Event Data Entry](#) | [Restricted Access](#) | [Report Extension](#) | [Filing Process Mgt.](#) | [Review Process Mgt.](#)
 QM > IM > Filing Process Management > Search

Event Search Criteria

From Date (MM/DD/YYYY): To Date (MM/DD/YYYY):
 Area Office: Region:
 Include: Sort By:

Event ID	Name	Event Date	Primary Nature	Secondary Nature	Recent Milestone	Person Responsible for FollowUp	Provider	Provider Site	Area Office
1221	CORDERO, PARALLEL	01/07/2006	MOR	Wrong Individual	Medication Occurrence Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING	1094 SUFFIELD ST., AGAWAM, M	Springfield/Westfield
182	BROWNLEE, PARALLEL	01/25/2006	MOR	Wrong Dose	Medication Occurrence Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING	11 CREAMERY AVE., BUCKLAND	Springfield/Westfield
476	SMITH, JOHN	02/14/2006	Unexpected Hospital Visit	Medical Hospitalization	Initial Report - In progress		THE ASSOCIATION FOR COMMUNITY LIVING		Berkshire
791	BROWNLEE, PARALLEL	04/01/2006	Unexpected Hospital Visit	E.R. Visit	Initial Report - Submitted		THE ASSOCIATION FOR COMMUNITY LIVING		Springfield/Westfield
717	BROWNLEE, PARALLEL	04/04/2006	Medical Treatment Resulting From Injury	None	Initial Report - Submitted		THE ASSOCIATION FOR COMMUNITY LIVING		Springfield/Westfield
808	BROWNLEE, PARALLEL	05/05/2006	Medical Treatment Resulting From Injury	None	Initial Report - Submitted		THE ASSOCIATION FOR COMMUNITY LIVING	21 BOUKER ST, GREENFIELD, MA	Springfield/Westfield

Filing Process Management Quick Guide Useful for Filing Agencies

Switchboard of Event Chosen

Click on the underlined link to open the event, to see what needs to be addressed.

Close window by clicking on the **X** in the upper right corner to go back to the Filing Process Management Screen.

Site	Area Office
SUFFIELD	Springfield/Westfield
AGAWAM, M	Springfield/Westfield
REAMERY	Springfield/Westfield
BUCKLAND	Springfield/Westfield
	Berkshire
	Springfield/Westfield
	Springfield/Westfield
DUKER ST.	Springfield/Westfield
WINDHAM	Springfield/Westfield

Remember the screen updates overnight, so the work you do today will be not be reflected until tomorrow. In this example shown, once this MOR is Finalized it will drop off the Filing Process Management screen and appear on the Review Process Management screen—that is, it is ready for the reviewers to work on.