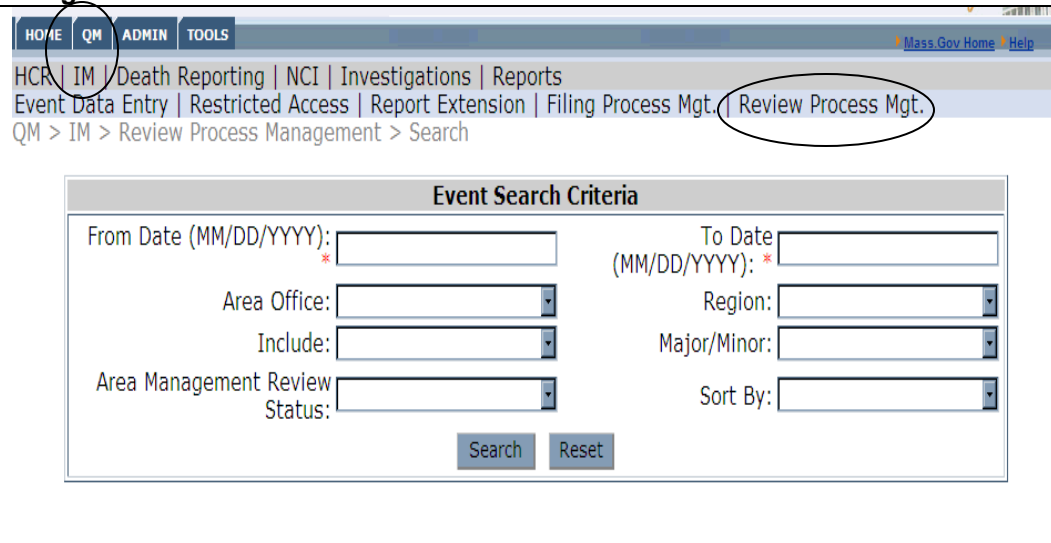


Use the Review Process Management Screen as a means to “work your caseload.” Most submitted events (an exception being the HCR) will enter onto this screen the day after the event shows up in Alerts. It is also important to remember that, since the system refreshes overnight, the work done today will not be reflected until tomorrow. Events that are in this screen are ones which will require review, comment and resolution. Note, however, that some events, restraints for example, will stay open, and therefore remain on this screen, for up to three months. Events for which there has been a final, approved disposition will drop from this screen the day after resolution.

Review Process Management Screens	
<p>Click on QM, IM, Review Process Management.</p> <p>Insert date range. Note format.</p>	
<p><b>Note</b></p>	<p>In addition to entering the dates, which are mandatory, there are up to six different <b>filters</b> which can be employed, depending upon the users role and scope. It is worthwhile to click on the various drop down menus to determine whether to choose any particular filters.</p> <p>Regarding date ranges, be as generous as possible; for example, monthly, quarterly, or semi-annually, to gather sufficient data.</p>

<p><b>After entering the relevant search criteria, the search screen will display data, as filtered.</b></p>	<table border="1"> <thead> <tr> <th>Event ID</th> <th>Event Name</th> <th>Event Date</th> <th>Primary Nature</th> <th>Secondary Nature</th> <th>Recent Milestone</th> <th>Major Minor</th> <th>Provider</th> <th>Provider Site</th> <th>Area C</th> </tr> </thead> <tbody> <tr> <td><u>744</u></td> <td>CORDERO PARALLEL</td> <td>04/12/2006</td> <td>Restraint</td> <td>Physical</td> <td>Restraint Manager Review - Finalized</td> <td></td> <td>THE ASSOCIATION FOR COMMUNITY LIVING</td> <td>203 SCHOOL ST., AGAWAM</td> <td>Springf</td> </tr> <tr> <td><u>727</u></td> <td>CORDERO PARALLEL</td> <td>04/18/2006</td> <td>Assault</td> <td>Physical Assault - Alleged Victim</td> <td>Region Management Review - In Progress</td> <td>Major</td> <td>THE ASSOCIATION FOR COMMUNITY LIVING</td> <td>203 SCHOOL ST., AGAWAM</td> <td>Springf</td> </tr> <tr> <td><u>838</u></td> <td>CORDERO</td> <td>05/01/2006</td> <td>Assault</td> <td>Physical Assault - Alleged Victim</td> <td>Area Management Review - In Progress</td> <td>Major</td> <td>THE ASSOCIATION FOR COMMUNITY LIVING</td> <td></td> <td>Springf</td> </tr> <tr> <td><u>810</u></td> <td></td> <td>05/2006</td> <td>Assault</td> <td>Physical Assault - Alleged Perpetrator</td> <td>Region Management Review - In Progress</td> <td>Major</td> <td>THE ASSOCIATION FOR COMMUNITY LIVING</td> <td>39 LAUREL ST., GREENFIELD</td> <td>Springf</td> </tr> <tr> <td><u>811</u></td> <td></td> <td>05/2006</td> <td>Restraint</td> <td>Physical</td> <td>Restraint Report - Finalized</td> <td></td> <td>THE ASSOCIATION FOR COMMUNITY LIVING</td> <td>203 SCHOOL ST., AGAWAM</td> <td>Springf</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Area</td> <td></td> <td>THE ASSOCIATION</td> <td>203 SCHOOL</td> <td></td> </tr> </tbody> </table>	Event ID	Event Name	Event Date	Primary Nature	Secondary Nature	Recent Milestone	Major Minor	Provider	Provider Site	Area C	<u>744</u>	CORDERO PARALLEL	04/12/2006	Restraint	Physical	Restraint Manager Review - Finalized		THE ASSOCIATION FOR COMMUNITY LIVING	203 SCHOOL ST., AGAWAM	Springf	<u>727</u>	CORDERO PARALLEL	04/18/2006	Assault	Physical Assault - Alleged Victim	Region Management Review - In Progress	Major	THE ASSOCIATION FOR COMMUNITY LIVING	203 SCHOOL ST., AGAWAM	Springf	<u>838</u>	CORDERO	05/01/2006	Assault	Physical Assault - Alleged Victim	Area Management Review - In Progress	Major	THE ASSOCIATION FOR COMMUNITY LIVING		Springf	<u>810</u>		05/2006	Assault	Physical Assault - Alleged Perpetrator	Region Management Review - In Progress	Major	THE ASSOCIATION FOR COMMUNITY LIVING	39 LAUREL ST., GREENFIELD	Springf	<u>811</u>		05/2006	Restraint	Physical	Restraint Report - Finalized		THE ASSOCIATION FOR COMMUNITY LIVING	203 SCHOOL ST., AGAWAM	Springf						Area		THE ASSOCIATION	203 SCHOOL	
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<p><b>After clicking on the event ID, the user is taken to the event switchboard. The user can then access the event itself.</b></p>	<p>Event Data Entry   Restricted Access   Report Extension   Filing Process Mgt.   Review Process QM &gt; IM &gt; Event Data Entry &gt; Switch Board</p> <p>Search</p> <p style="text-align: center;"> <a href="#">Incident Notification Printable Summary</a>  <a href="#">Printable Incident Summary</a> </p> <table border="1"> <thead> <tr> <th>Individual Information</th> <th>Name: CORDERO, PARALLEL</th> <th>SSN: XXX-XX-4455</th> <th>DOB: 5/5/1955</th> <th>Gender: Female</th> <th>Springf</th> </tr> </thead> <tbody> <tr> <td colspan="6"><b>Incident Information</b></td> </tr> <tr> <td colspan="2">Incident ID: 1047</td> <td colspan="2">Incident Date: 5/20/2006</td> <td colspan="2">Primary Incident Nat</td> </tr> <tr> <td colspan="6" style="text-align: center;"><b>Incident Management Documents</b></td> </tr> <tr> <td colspan="6" style="text-align: center;"><b>Incident Report</b></td> </tr> <tr> <td colspan="6" style="text-align: center;">Finalized - Created: 05/31/2006; Finalized: 05/31/2006</td> </tr> <tr> <td colspan="6" style="text-align: center;"><b>Area Office Management Review</b></td> </tr> <tr> <td colspan="6" style="text-align: center;">In Progress - Created: 05/31/2006</td> </tr> <tr> <td colspan="6" style="text-align: center;"><b>Regional Office Management Review</b></td> </tr> <tr> <td colspan="6" style="text-align: center;"><b>Action Steps Follow-up</b></td> </tr> </tbody> </table>	Individual Information	Name: CORDERO, PARALLEL	SSN: XXX-XX-4455	DOB: 5/5/1955	Gender: Female	Springf	<b>Incident Information</b>						Incident ID: 1047		Incident Date: 5/20/2006		Primary Incident Nat		<b>Incident Management Documents</b>						<b>Incident Report</b>						Finalized - Created: 05/31/2006; Finalized: 05/31/2006						<b>Area Office Management Review</b>						In Progress - Created: 05/31/2006						<b>Regional Office Management Review</b>						<b>Action Steps Follow-up</b>															
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<p><b>Note</b></p>	<p>The user can access the event by clicking on the underlined hyperlink beneath, in this example, "Incident Management Documents." However, if the user chooses to only to read the event, by right clicking on "Printable Incident Summary" and choosing Open in New Window the user can access and scroll through the event, returning to the switchboard upon finishing reading the event. Doing this may make it easier to read the event and then do the Area Office Management Review.</p>																																																																						