

Before you begin

All users must have access to MiSACWIS. If access has not been obtained, the following documents should be followed: *MiSACWIS_GainingAccess_Steps_v5* and *MiSACWIS/CCWIS Enrollment Overview*. These documents can be found on the Child Welfare Technology Communications website under Job Aids > Security.

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Creating and Maintaining Units for Non-MDHHS Users

A unit is a group of workers consisting of one supervisor and multiple members (employees). A unit can have only one supervisor and a supervisor can be assigned to only one unit.

The unit members are those who directly report to the supervisor of the unit. The list of potential unit members comes from all employees who are supervised by the supervisor, saved to the unit, and are not active on any other unit in MiSACWIS.

Local office security coordinators (LOSCs) perform this function for MDHHS local office users.

Non-MDHHS units should not include CWFS workers, as they are MDHHS-only workers.

Failure to create and maintain units can result in:

- An inability to assign work tasks to users.
- An inability to assign or transfer work items to other agencies, as well as other supervisors/workers.
- Inaccurate case counts.
- Inaccurate Business Objects reports in the data warehouse.

Creating a Unit

1. Click **Administration > Maintenance**. The Unit Search screen appears.
2. The **Organization Category** and **Organization** pre-filled based on the logged in user. Click **Search**. All of the units within the selected organization appear.

The screenshot shows the MiSACWIS interface with the 'Unit Search Criteria' form. The 'Organization Category' dropdown is set to 'Private Agency' and the 'Organization' dropdown is set to 'Cherry Hills'. There are also 'District' and 'Section' dropdowns, and an 'Include Inactive' checkbox. The 'Search' and 'Clear Form' buttons are highlighted with red boxes.

3. Click **Add Unit** to record a new unit for the organization. The Unit Details screen appears.

The screenshot shows the 'Unit Search Results' screen with a table of results. The table has columns for 'Name', 'Organization', and 'Supervisor'. The first row shows 'Cherry Hills Unit', 'Cherry Hills', and 'Brown, Sally'. The 'Add Unit' button is highlighted with a red box.

	Name	Organization	Supervisor
select copy	Cherry Hills Unit	Cherry Hills	Brown, Sally

 **Note**
Clicking copy will allow you to record a unit based on an existing record.

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4. Enter the **Unit Name** and complete the **Description** box. Click **Apply**.

Administration > Maintenance > Unit Information

Organization: Cherry Hills Modified By:

Unit Details

Unit Name:

Description:

Spell Check Clear 200

District:

Section:

Status: Inactive

Supervisor

Name	Job Title	Start Date
<input type="button" value="Add Supervisor"/>		

CWFS Worker

Name	Start Date
<input type="button" value="Add CWFS Worker"/>	

Unit Members

Name	Supervisor	Job Title	Start Date
<input type="button" value="Add Unit Member"/>			

5. Click **Add Supervisor**. The Employee Search screen appears.

District:

Section:

Status: Inactive

Supervisor

Name	Job Title	Start Date
<input type="button" value="Add Supervisor"/>		

CWFS Worker

Name	Start Date
------	------------

6. Enter search criteria and select the appropriate employee to designate as the supervisor. *Only active employees can be designated as a supervisor.*
7. Click **Add Unit Member**. The Unit Member Detail screen appears.

8. Select the check box for each member who needs to be added to the unit. Click **Add to Unit**. The Unit Details screen appears and the selected employees will appear under Unit Members.

MiSACWIS TRNG home search help & training data warehouse portal log off

Logged In: Weaver, Sam [Ingham County]

Administration > Maintenance > Unit Information Search > Unit Details

Potential Unit Member(s)

Unit Name: Cherry Hills Unit

Result(s) 1 to 101 of 101 Page 1 of 1

Potential Unit Member(s)	
<input type="checkbox"/>	Roberts, Jill
<input type="checkbox"/>	Smith, Monica

Home Help & Trng Privacy & Security Release Notes View Log TRNG version: SACWIS.345.EMER.17 - 10/11/2023 10:32:11 EDT

9. Change the **Status** to **Active**. Click **Save**.

The screenshot shows the 'Unit Details' form. The 'Unit Name' and 'Description' fields are both set to 'Cherry Hills Unit'. There are 'Spell Check' and 'Clear' buttons, and a '200' field. The 'District' and 'Section' are dropdown menus. The 'Status' dropdown menu is highlighted with a red box and shows 'Active' selected. There is also a 'Supervisor' field at the bottom.

Maintaining Staff

To maintain units, it is important that staff members have the correct supervisor indicated on their employee record. Unit member selection is based on information located within the employee record. If this information is incorrect, the employee will not be available to add to a unit.

Verify a staff member's supervisor

If a staff member is not available to be added to a unit under the supervisor, verify that the employee record of the staff member identifies the correct supervisor.

1. Click **Administration > Staff**. The **Intake/On-Call Employee Search** screen appears.
2. Click **Maintain Staff**. The **Employee Search** screen appears.

The screenshot shows the 'Intake/On-Call Employee Search Criteria' form. The left sidebar has 'Intake/On-Call Employee' expanded, with 'Maintain Staff' highlighted. The main form has the following fields: 'Intake/On-Call Schedule Type' (Please Select an Option), 'Organization Category' (Private Agency), 'Organization' (Cherry Hills), 'County' (Please Select an Option), 'Begin date' (11/07/2023), and 'End Date' (11/07/2023). There is an 'Include Backups' checkbox and 'Search' and 'Clear Form' buttons at the bottom.

3. Enter the **Last Name** and **First Name** of the employee and select **Private Agency** as the **Organization Category**.
4. Select the appropriate **Organization** from the list. Click **Search**. The **Employee Search** screen appears.



Note

If no results are returned, then the employee is not an active member of the selected organization. To obtain access, the following documents should be followed: *MiSACWIS_GainingAccess_Steps_v5* and *MiSACWIS/CCWIS Enrollment Overview*. These documents can be found on the Child Welfare Technology Communications website under Job Aids > Security.

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5. Click select next to the appropriate employee. The Employee Basic Information screen appears.
6. The employee's current supervisor is listed in the **Supervisor** column under **Current Job**. *If the information identified is incorrect follow the steps indicated in the relevant scenario below to update the employee's information.*

When a staff has left the agency

1. Prior to the departure of a staff, all of the assignments must first be assigned to another staff, then end dated.



Note

If the work assignment is end dated prior to the work being reassigned, it will create issues.

2. Send an email to MDHHS Application Security notifying them that the staff has left the agency. Include "Inactivation" in the subject line of the email and request an action of Drop Access in DSA.
3. Once processed, the agency supervisor can update the unit.

When a staff is moved to a different supervisor

1. Users must resubmit a new DSA request for a new supervisor.
 - a. Select current access, and update request reason as supervisor change and existing access.
2. Once this is processed, the agency supervisor can update the unit.

When a supervisor or director has left the agency

1. Prior to the departure, all assignments must first be assigned to another supervisor or director and then end dated.



Note

If the work assignment is end dated prior to the work being reassigned, it will create issues.

2. Send an email to MDHHS Application Security notifying them that the staff has left the agency. Include "Inactivation" in the subject line of the email and request an action of Drop Access in DSA.
3. Once processed, the agency supervisor can update the unit.

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Updating a Unit

Once Application Security has processed the DSA request, the agency supervisor can update the unit with the correct information.

1. Click **Administration>Maintenance**. The Unit Search screen appears with **Organization Category** and **Organization** pre-filled based on the logged-in user.
2. Click **Search**. All Units within the selected organization appear.
3. Click select. The Unit Details screen appears.
4. To remove an employee from a unit, click delete next to the record.

Name	Job Title	Start Date	
Brown, Sally	Child Foster Care Supervisor	12/14/2015	delete

Add Supervisor

Name	Start Date
------	------------

Add CWFS Worker

Name	Supervisor	Job Title	Start Date	
Roberts, Jill	Brown, Sally	Child Foster Care - Private Supervisor	07/20/2015	delete

Add Unit Member

Apply Save Cancel

5. To add an employee to a unit, click either **Add Supervisor** or **Add Unit Member**. *A unit can only have one active supervisor at a time.*

Name	Job Title	Start Date	
Brown, Sally	Child Foster Care Supervisor	12/14/2015	delete

Add Supervisor

Name	Start Date
------	------------

Add CWFS Worker

Name	Supervisor	Job Title	Start Date	
Roberts, Jill	Brown, Sally	Child Foster Care - Private Supervisor	07/20/2015	delete

Add Unit Member

Apply Save Cancel

6. Click **Save**. The Unit Search screen appears.

Support Tools

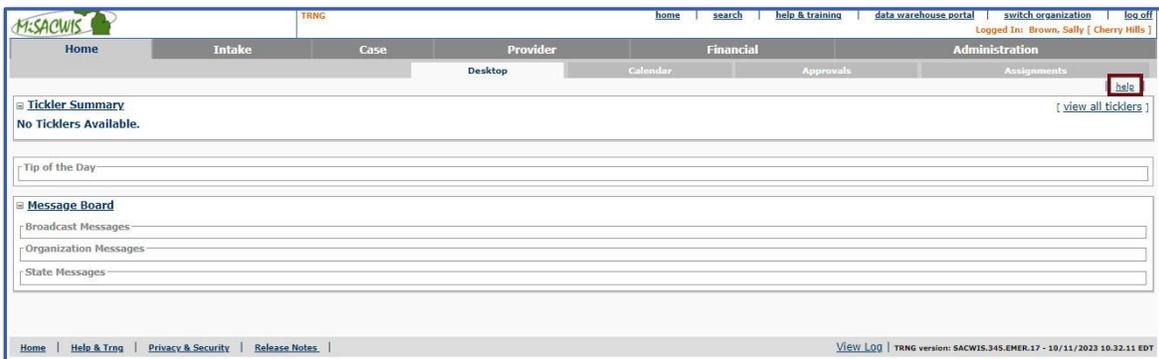
MiSACWIS provides ongoing support and various resources for our users. Below are some of the support tools readily available to our end users.

Tool	How to find it	When to use it
Online Help	Click help & training in the header or click help on any screen in the system.	For assistance in completing tasks in MiSACWIS, glossary definitions, information about the screen, or policies.
CBT (Computer Based Trainings)	Located on LMS or within the help link on any screen.	To learn how to do a task or visually see the task.
MDHHS Policy	Click help & training in the header or footer then select Rules, Regulations & Policy .	To refer to MDHHS policy that are related to the subject matter.

Using online help

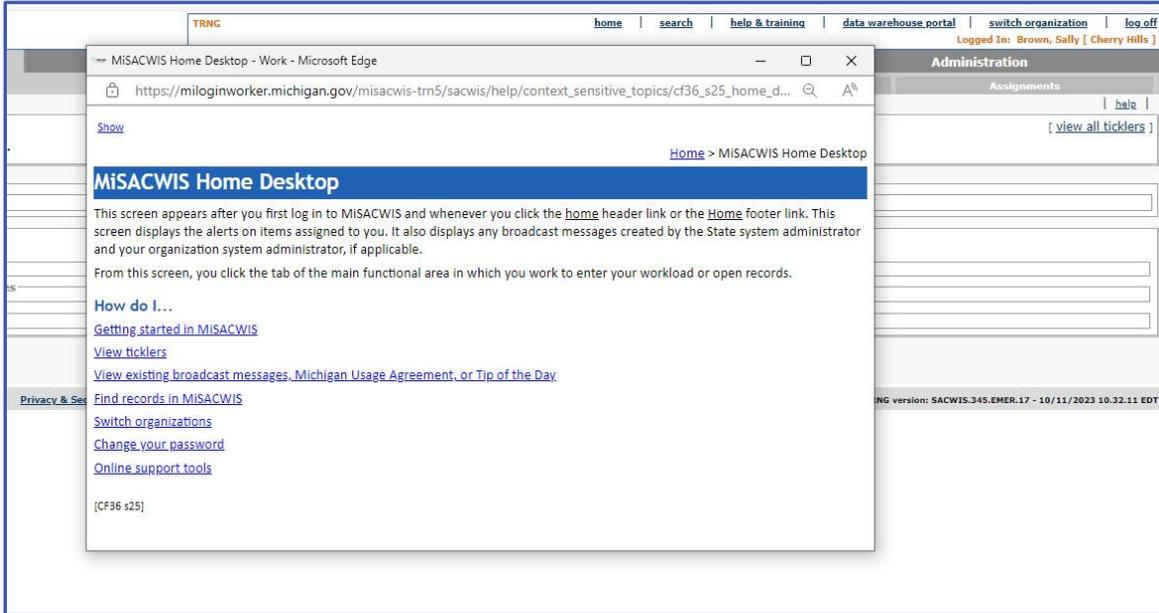
MiSACWIS online help is a comprehensive, search version of a user manual. Instead of being printed on paper, online help is available within MiSACWIS at the specific point of need.

- Users can open online help in a few different ways. The fastest way to get help while in MiSACWIS is to click the [help](#) link in the upper right of the screen.

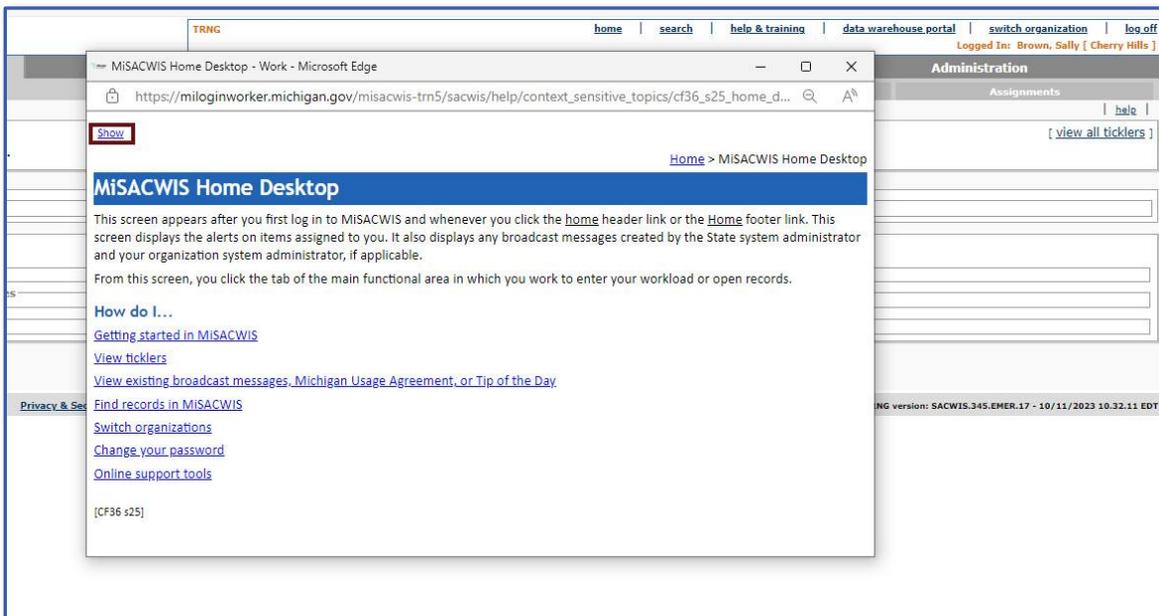


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- When clicking the help link, a new screen will appear with information related to the screen the user is on.

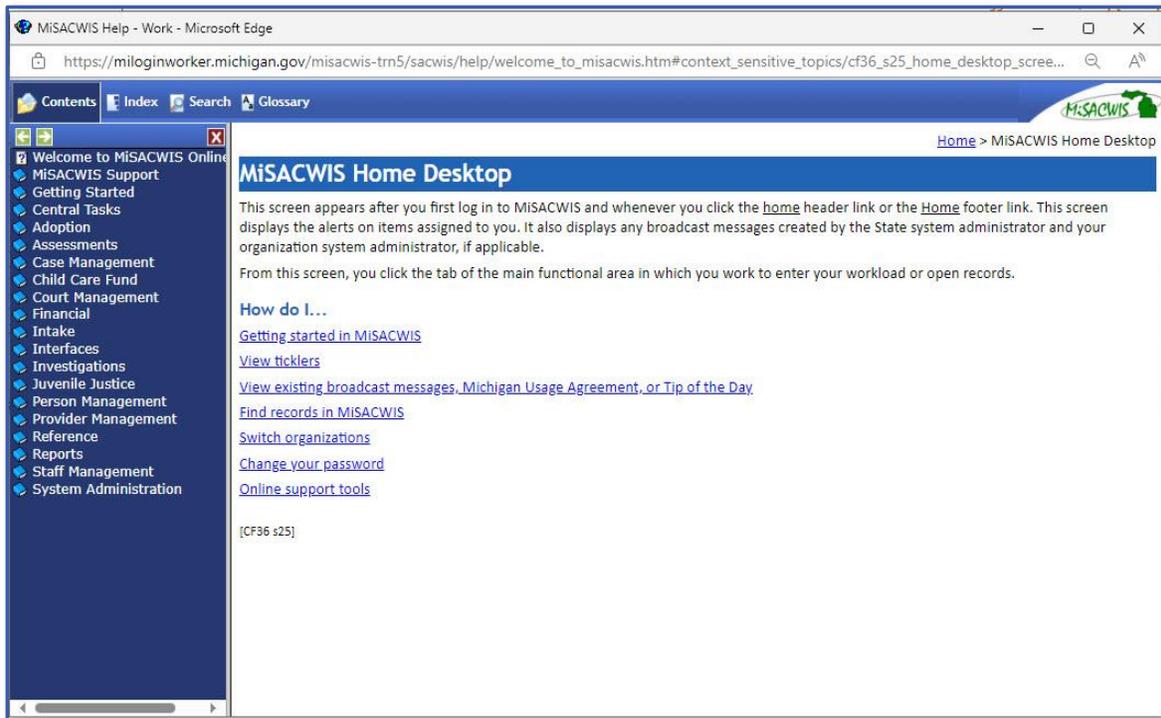


- To view the full online help system from the screen topic, click show in the upper left corner of the topic.



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The navigation window appears, displaying the full help system.



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

- **Contents**- Organized 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, users will see the topic they select. When users 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 and users can search for keywords and topics. In the right pane, users will see the topic selected.
- **Search**- Allows users to search the help content for specific terms. Users can type the term they are looking for in the **Search** box. The topics containing the term the user entered are listed in the pane. Users can click on the topic to view the content. Users can enable or disable the term highlighting feature by selecting the **Highlight search results** check box. In the right pane, users will see the topic selected.
- **Glossary**- Contains the MiSACWIS terms for reference. Click a word and its definition will appear in the box below.

Central Tasks

Find or add a person

Users can find a person, through the general Person Search screen, by clicking search at the top of the main screen. The Person Search tab is the default search tab. From here, users can check if a person record already exists for someone; However, a new person record cannot be added from the main **Person Search** tab.

Users can also find a person from a work item (e.g. incident report) and link the person to the work item. Within this area, users can add a new person record. Before adding a person, users 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 for the search.
 - If the person’s ID or SSN is known, enter the information in the Quick Person Search Criteria.
 - If the person’s ID is not known, the persons last name can be used under Advanced Search Criteria. Additional criteria will narrow the search.
3. Click **Search**. The matching person records appear in the Person Search Results.

4. If duplicate search results appear, preview the person information for each duplicate person to determine the correct record to use. Click the person name to preview.

Person Search Results
Result(s) 46 - 50 of 50

Person ID	Name	Alias	Bridges Recipient ID	Address	Gender	Has SSN	DOB	% Match	
select 101260922	Stone, Francine			0027 UNION HILL RD, Lansing, MI 48933	Female	Yes	05/03/2017		MiSACWIS History
select 68660813	Stone, Francine			0017 UNION HILL RD, Lansing, MI 48933	Female	Yes	05/03/2016		MiSACWIS History
select 59470802	Stone, Francine			0014 N WILSON BLVD, Lansing, MI 48933	Female	Yes	05/03/2016		MiSACWIS History

Results Page: 1 | 2 | 3 | 4

> Job Aid: MiSACWIS Access for Seclusion and Restraint Users

- Click select to view the person profile. If the user is searching for a person within a work item, clicking select will add the person's name to the item.

Person Search Results
Result(s) 46 - 50 of 50 Page 4 of 4

	Person ID	Name	Alias	Bridges Recipient ID	Address	Gender	Has SSN	DOB	% Match	
select	101260822	Stone, Francine			0027 UNION HILL RD, Lansing, MI 48933	Female	Yes	05/03/2017		MiSACWIS History
select	68660813	Stone, Francine			0017 UNION HILL RD, Lansing, MI 48933	Female	Yes	05/03/2016		MiSACWIS History
select	59470802	Stone, Francine			0014 N WILSON BLVD, Lansing, MI 48933	Female	Yes	05/03/2016		MiSACWIS History

Results Page: [1](#) [2](#) [3](#) [4](#)

To add a person:

- From work item screen, select **Add Member**. The Person Search screen appears.
- Enter the criteria for the search.
 - If the person's ID or SSN is known, enter the information in the Quick Person Search Criteria.
 - If the person's ID is not known, the persons last name can be used under Advanced Search Criteria. Additional criteria will narrow the search.

- If the person does not appear in the search results, click **Create New Person**. The Basic Person Information screen appears.

Person Search Results
Result(s) 1 - 15 of 50 Page 1 of 4

Pre-adoptive person whose adoption has been finalized will not be displayed in search results.

	Person ID	Name	Alias	Bridges Recipient ID	Address	Gender	Has SSN	DOB	% Match	
select	670930810	James, Amanda			0217 S Waverly, Lansing, MI 48917	Female	Yes	07/28/2006		MiSACWIS History
select	118960812	James, William			0033 S Waverly, Lansing, MI 48917	Male	Yes	04/27/2015		MiSACWIS History

Results Page: [1](#) [2](#) [3](#) [4](#) [5](#)

[Create New Person](#) [Return](#)

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

The screenshot shows the MiSACWIS interface with the 'Person Information' form. The form is organized into several sections: 'Person Header' (Name, Person ID, Gender, Age, DOB), 'Person Information' (Name Type, Prefix, First Name, Last Name, Suffix, Ward Parent of a non-Ward Child), 'Demographics' (Gender, DOB, Estimated Age, Birth City, Michigan Resident, Date Became a Citizen, Country of Origin, Driver's License #, SSN Applied for), 'Address' (SSN, Birth County, Birth Verification, US Citizen, Date Entered Country, Issue State, SSN Applied Date), 'Add'l' (State, Birth Certificate Request Date, Alien Status, Citizen Verification Source, Reason for entering U.S., Expiration, SSN Verified Date), 'Background' (Birth Country, Birth Certificate Received Date, If not U.S. Citizen, where?, Migrant Status, Refugee Status, SSN Verification Source), and 'Safety Hazard' (Safety Hazard Exists, Environmental Hazard Exists, Absconder). Red boxes highlight the 'Name Type', 'First Name', 'Last Name', 'Gender', and 'DOB' fields, indicating they are required for completion.



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 recording new employees, the name, birth date, gender and other basic information is stored in the related person record instead of their employee record.

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To add employees:

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

OR

3. From the Home screen, click **Administrative > Staff**. Click Maintain Staff in the left-hand menu. The Employee Search screen appears.

The screenshot shows the MiSACWIS Employee Search Criteria form. The left-hand menu has "Maintain Staff" highlighted. The form contains the following fields and options:

- Last Name: [Text Input]
- First Name: [Text Input]
- Middle Name: [Text Input]
- Employee ID: [Text Input]
- Organization Category: [Dropdown]
- Organization: [Dropdown]
- District: [Dropdown]
- Job Title: [Dropdown]
- Assignment Role: [Dropdown]
- Include Inactive:
- Sort Results By: [Dropdown] (Last Name (Ascending))
- Search: [Button]
- Clear Form: [Button]
- Sounds Like:
- [HINT: Wildcard (%) search & 'Sounds Like' cannot be used together.]
- SSN: [Text Input]
- Section: [Dropdown]
- License type: [Dropdown]
- Skills: [Text Input]
- Unit: [Dropdown]
- Language Proficiency: [Dropdown]
- Training: [Text Input]
- Return Supervisors Only:

4. Enter search criteria and click **Search**. The matching employees appear in the search results.
5. If the employee does not exist, click **Add Employee**. The Person Search screen appears.

The screenshot shows the MiSACWIS Employee Search Results page. The search criteria from the previous screen are populated. The results table is empty, and the "Add Employee" button is highlighted.

Employee Search Criteria:

- Last Name: Jones
- First Name: John
- Middle Name: [Text Input]
- Employee ID: [Text Input]
- Organization Category: [Dropdown]
- Organization: [Dropdown]
- District: [Dropdown]
- Job Title: [Dropdown]
- Assignment Role: [Dropdown]
- Include Inactive:
- Sort Results By: [Dropdown] (Last Name (Ascending))
- Search: [Button]
- Clear Form: [Button]
- Cancel: [Button]
- Sounds Like:
- [HINT: Wildcard (%) search & 'Sounds Like' cannot be used together.]
- SSN: [Text Input]
- Section: [Dropdown]
- License type: [Dropdown]
- Skills: [Text Input]
- Unit: [Dropdown]
- Language Proficiency: [Dropdown]
- Training: [Text Input]
- Return Supervisors Only:

Employee Search Results

Employee ID	Name	Work Phone	Supervisor	Organization
No Results Returned.				

Add Employee: [Button]

> Job Aid: MiSACWIS Access for Seclusion and Restraint Users

- Enter search criteria and select the person to be added as an employee. If the person record does not exist, click **Create New Person**.

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: -

Date of Birth: Gender:

Last 4 Digit SSN:

Sort Results By:

Person Search Results

Pre-adoptive persons whose adoption has been finalized will not be displayed in search results.

Person ID	Name	Alias	Bridges Recipient ID	Address	Gender	Has SSN	DOB	% Match
No Results Returned.								

- Enter all required information. Click **Save**. The Person Overview screen appears.
- Click **Close**. The Employee Basic Information screen appears.
- Enter the employee's **Email Address**, **Hire Date**, and **Non-SOM User** option, then click **Apply**.

staff » Maintain Staff

Employee Name: Employee ID:

Employee Information

Email Address: *

Hire Date: *

Non-SOM User *

SSN:

Supervisor Over-Ride

Termination Termination Date:

On Leave Indicator

Auto Terminated

Current Job

Start Date	Organization	Supervisor	Job Title
<input type="button" value="Add Job"/>			

Current Unit

Unit Names
<input type="button" value="Add Non-Caseload Weighted Activity"/>

Non-Caseload Weighted Activity

Activity Type	Percentage
<input type="button" value="Add Non-Caseload Weighted Activity"/>	

➤ Job Aid: MiSACWIS Access for Seclusion and Restraint Users

10. Complete the following steps to add a job for the employee.

The screenshot shows the 'staff > Maintain Staff' interface. The 'Basic' tab is active, displaying employee information for Jones, John (Employee ID: 20390825). The 'Current Job' section has a table with columns for Start Date, Organization, Supervisor, and Job Title. A red box highlights the 'Add Job' button in the bottom left of this section. Other sections include 'Current Unit' and 'Non-Caseload Weighted Activity'.

- Click **Add Job** to record the employee's position.
- Complete the required information.

The screenshot shows the 'Job Details' form for employee Jones, John. The 'Link Employee' button is highlighted with a red box. The form includes fields for Start Date, End Date, Organization Category, Organization, District, Section, Job Title, Civil Service Classification, and Scheduled Hours per Week. A 'Supervisor' section is also present with a 'Supervisor Type' dropdown.

- Click **Link Employee** to search.

This screenshot is identical to the previous one, showing the 'Job Details' form with the 'Link Employee' button highlighted in red.

- Select the supervisor and then **Supervisor Type**. Click **Save**. The Employee Basic Information screen appears.

The screenshot shows the 'Job Details' form with the 'Supervisor Type' dropdown highlighted in red. The form is now populated with data: Start Date is 11/09/2023, Organization Category is Private Agency, Organization is Cherry Hills, District is Private Agency, Section is Cherry Hills, Job Title is Juvenile Justice Specialist, Civil Service Classification is Not Applicable, and Scheduled Hours per Week is 40. The Supervisor Name is Brown, Sally and the Supervisor Type is Primary Supervisor.

> Job Aid: MiSACWIS Access for Seclusion and Restraint Users

11. Optional: Add a non-caseload weighted activity for the employee.
 - a. Click **Add Non-Caseload Weighted Activity**.
 - b. Select an activity from the **Activity Type**.
 - c. Enter the percentage of the activity in the **Percentage**.
 - d. Click **Save**. The Employee Basic Information screen appears.
12. Optional: Add professional licenses/education/skills.
 - a. Click **Qualifications**.
 - b. Select **Add License, Add Education** or **Add Skills**.
 - c. Click **Save**. The Employee Search screen will appear.

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View Existing Incident Reports

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

View incident reports:

1. Click **Provider**> **Directory**. The Provider Search screen appears.
2. Click **Search** to search for the facilities in the user's organization. The organization assigned to the user will prepopulate in the **Organization** list.

Provider Search Criteria

Organization:

Search Results

Provider Name/ MISACWIS Provider ID	Provider Type	Provider Type Status	Address	Percent Match
select Cherry Hills / 17910821	Child Caring Institution	IVE Eligible	9517 W RIDGE TRAIL RD, Lansing, MI 48933	

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

Provider Summary

Organization:

Search Results

Provider Name/ MISACWIS Provider ID	Provider Type	Provider Type Status	Address	Percent Match
select Cherry Hills / 17910821	Child Caring Institution	IVE Eligible	9517 W RIDGE TRAIL RD, Lansing, MI 48933	

4. Select **Incident Reports**. The Incident Search screen appears.
5. If there are numerous incident reports, enter search criteria for the report to view and click **Search**. The matching reports appear in the results.

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- Click select beside the report. The Incident Details screen appears.

Provider Header
 Provider Name: Cherry Hills MISACWIS Provider ID: 17910821

Incident Report Search

Search Criteria

From Date: 11/09/2016 To Date:

Incident Number: Incident Type:

Status: Child / Youth Name:

Provider Member / Staff:

Sort Results By:

Search Clear

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	10242	11/06/2023		Assault	In Progress	delete documents notification(0)

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

To add locations and sub locations

- Click select beside the facility.

Organization: Cherry Hills Provider Status Information:

Approval Status:

Member Last Name: Member First Name:

MISACWIS Provider ID: OR License Number:

[NB]: Searching by MISACWIS Provider ID -OR- License Number 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 - 50 of 50 Page 1 of 1

Provider Name/ MISACWIS Provider ID	Provider Type	Provider Type Status	Address	Percent Match
select Cherry Hills / 17910821	Child Care Institution	IVE Eligible	9517 W RIDGE TRAIL RD, Lansing, MI 48933	

- From the left hand menu, click Provider Location. The Provider Location screen appears. Existing provider locations are listed in the location list.

Home Intake Case Provider Financial Administration

Workload Directory Inquiry Recruitment & Retention Training Contracts Education

Provider Summary
 Incident Reports
[Provider Location](#)

Provider Summary

Provider Name: Cherry Hills Organization: Cherry Hills
 MISACWIS Provider ID: 17910821 License Number: CF6S0003
 Primary Address: 9517 W RIDGE TRAIL RD, Lansing MI 48933 Provider Status: Open
 Status Begin Date: 05/06/2013 Primary Contact: MISACWIS
 Estimated Date of Next Bed Availability: Managed By: MISACWIS

Provider Alerts
No Tickers Available.

Provider Actions
 Provider Information

Close

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3. Click **Add Location** to add a new location.

The screenshot shows the 'Provider > Location' screen in MiSACWIS. The 'Provider Name' is 'Cherry Hills' and the 'MISACWIS Provider ID' is '17910821'. Below this, there is a table of existing locations:

Location	Sub Location	Status	
East Wing		ACTIVE	Inactivate
West Wing		ACTIVE	Inactivate

An **Add Location** button is located below the table and is highlighted with a red box.

4. In the Location Name box, enter the location name.
5. In the Provider Sub Locations, select the desired sub location and click **Add Sub Location**.

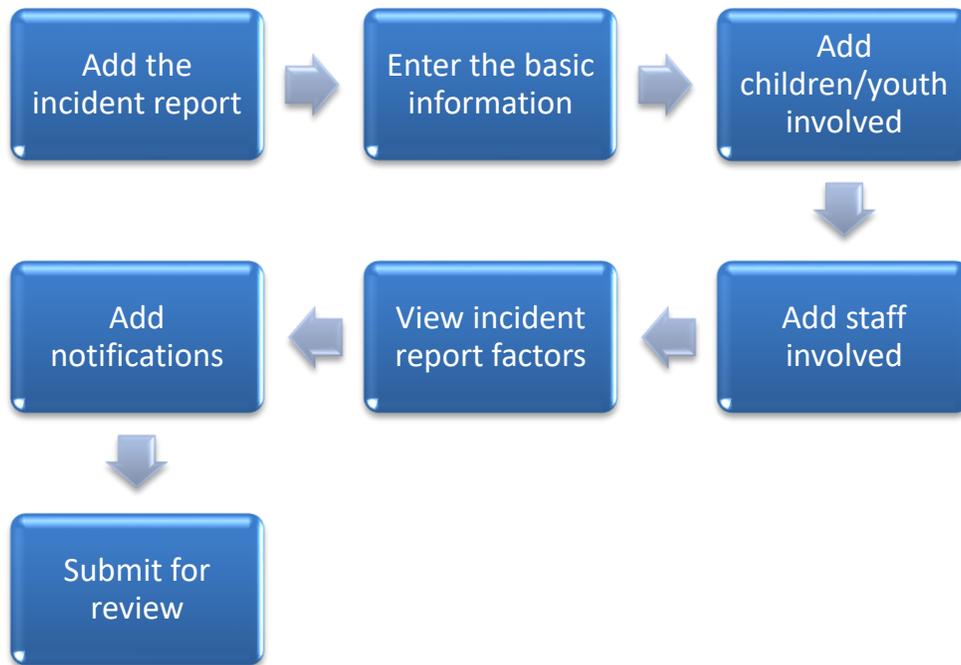
The screenshot shows the 'Provider > Location > Detail' screen. The 'Location Name' field is empty and highlighted with a red box. Below it, the 'Provider Sub Locations' section has a dropdown menu labeled 'Enter Sub Location Name:' and an **Add Sub Location** button, which is also highlighted with a red box. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons.

6. Add additional sub locations by selecting them from the list and clicking **Add Sub Location**.
7. Click **Save**. The Provider Location Screen appears.

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, users record incidents 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 MiSACWIS.



For detailed instruction to Record an Incident Report, please use the *Adding an Incident Report* Job Aid.



Other Resources

List other related resources users can consult based on this topic:

- *Adding an Incident Report* Job Aid
- *Reviewing and Approving Incident Report* Job Aid
- *Setting Up and Maintaining Units* Job Aid