

MI-FRI USER GUIDE

FOR

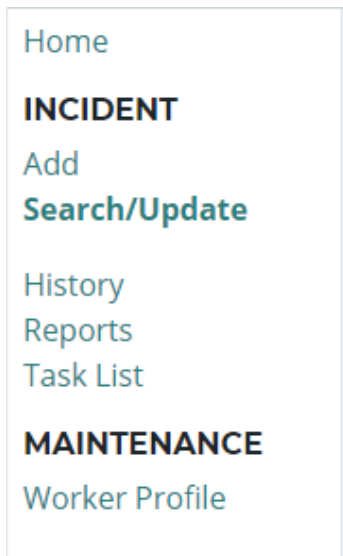
FACILITY & CORPORATE USER TRAINING

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1) Overview


MI-FRI: Michigan Facility Reported Incidents for Long Term Care (MI-FRI) is a web-based application that automates the Facility's process of adding, updating, viewing, deleting drafts and submitting incident and investigation reports to the State of Michigan.



To navigate through MI-FRI a navigation panel is situated on the left side of every screen.

Click on the screen name in the navigation panel to open the screen.

The required fields on each page are noted with the word REQUIRED, in red, after the field title. If the required fields are not populated prior to clicking the Save button, the system provides an error message to notify the worker to "Enter the Required Fields". The Save and Submit button will not be activated until all required fields have been entered.

A Help feature is available on each screen/tab by clicking the blue circle with the enclosed question mark  .

MI-FRI IDs are assigned incrementally by the system when the Incident is saved. What this means is a Facility in Northern Michigan may click on Save and be assigned MI-FRI ID 00000001, while a Facility in Southeast Michigan may be assigned MI-FRI ID 00000002.

1a) Security

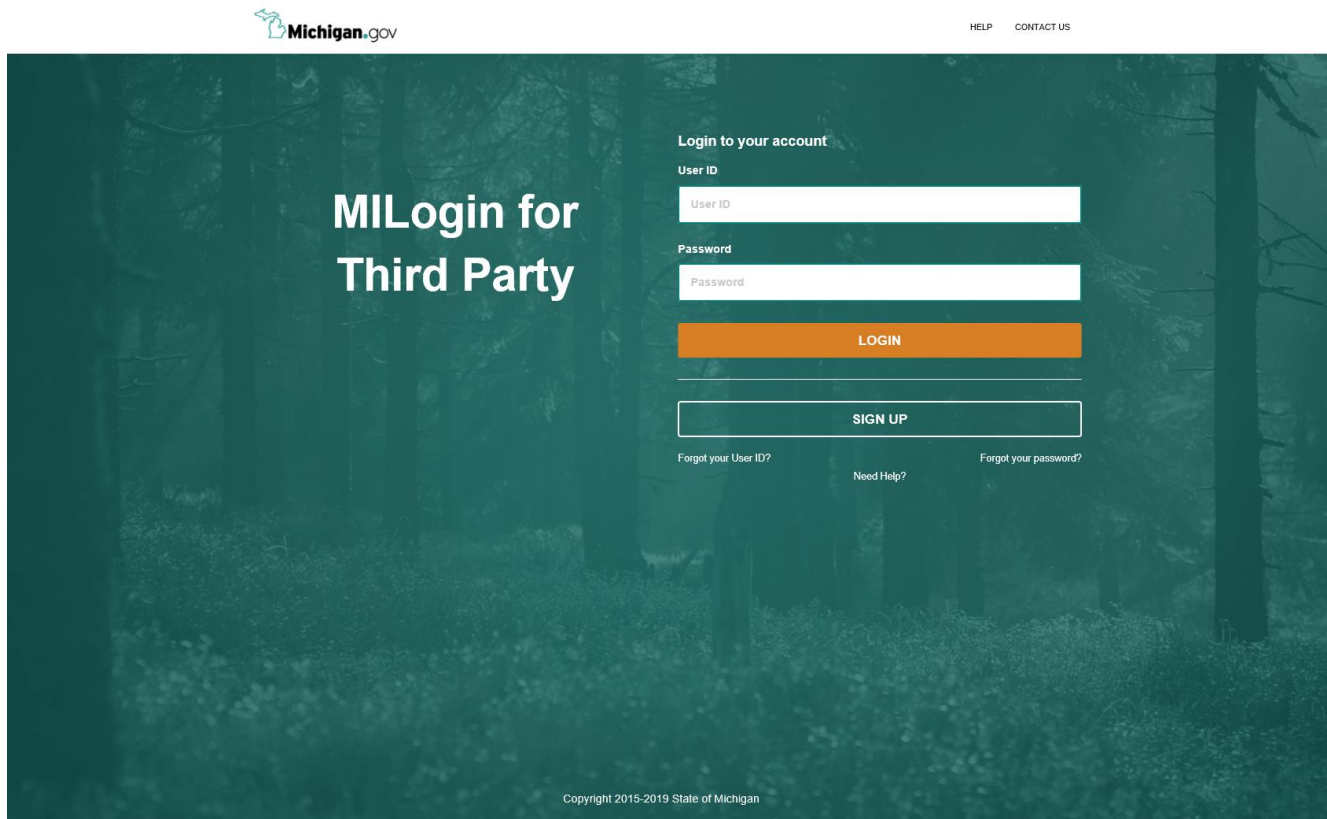
Users are required to use State of Michigan (SOM) Michigan Login (MILogin) to access the MI-FRI application. **If you already have a MILogin ID, your username and password will stay the same.**

Confidentiality Notice: By using this system, you understand and consent to the following. This system includes confidential provider information as well as personal identification and health information that is intended solely for use by the authorized users in accordance with federal reporting requirements. Any unauthorized review, use, disclosure or distribution of this information is expressly prohibited.

To obtain access to MI-FRI, complete the authorization form and follow the directions on the form for submission: [MI-FRI Authorization Form](#)

Register for a MILogin ID at: <https://milogintp.michigan.gov>

The following screen is presented. Select Sign Up to create a new ID:



The screenshot shows the MILogin for Third Party login page. The page has a dark teal background with a forest image. The Michigan.gov logo is in the top left, and HELP and CONTACT US links are in the top right. The main heading is "MILogin for Third Party". The login section includes a "Login to your account" heading, a "User ID" field, a "Password" field, a "LOGIN" button, and a "SIGN UP" button. Below the buttons are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer text is "Copyright 2015-2019 State of Michigan".

Michigan.gov

HELP CONTACT US

MILogin for Third Party

Login to your account

User ID

User ID

Password

Password

LOGIN

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

Copyright 2015-2019 State of Michigan

Complete the registration screens. This system uses the Last Name, first letter of the First Name and a 4-digit number to create a user name. You may enter a 4-digit number in the box at the top of the screen.

The screenshot shows the 'MILogin for Third Party' registration page. At the top, there's a Michigan.gov logo and navigation links for 'HELP' and 'CONTACT US'. A progress bar indicates three steps: 1. Profile Information (active), 2. Security Setup, and 3. Confirmation. The main heading is 'Create Your Account'. Below it, the 'Profile Information' section prompts the user to 'Enter your profile information'. A list of required fields follows: First Name (John), Middle Initial (A), Last Name (Doe), Suffix (empty), Email Address (myemail@gmail.com), Confirm Email Address (myemail@gmail.com), Work Phone Number (555-555-5555), and Mobile Number (555-555-5555). A verification question asks which word from a list contains the letter 'p', with 'portfolio' entered. A checkbox for 'I agree to the terms & conditions.' is checked. At the bottom are 'NEXT' and 'RESET' buttons.

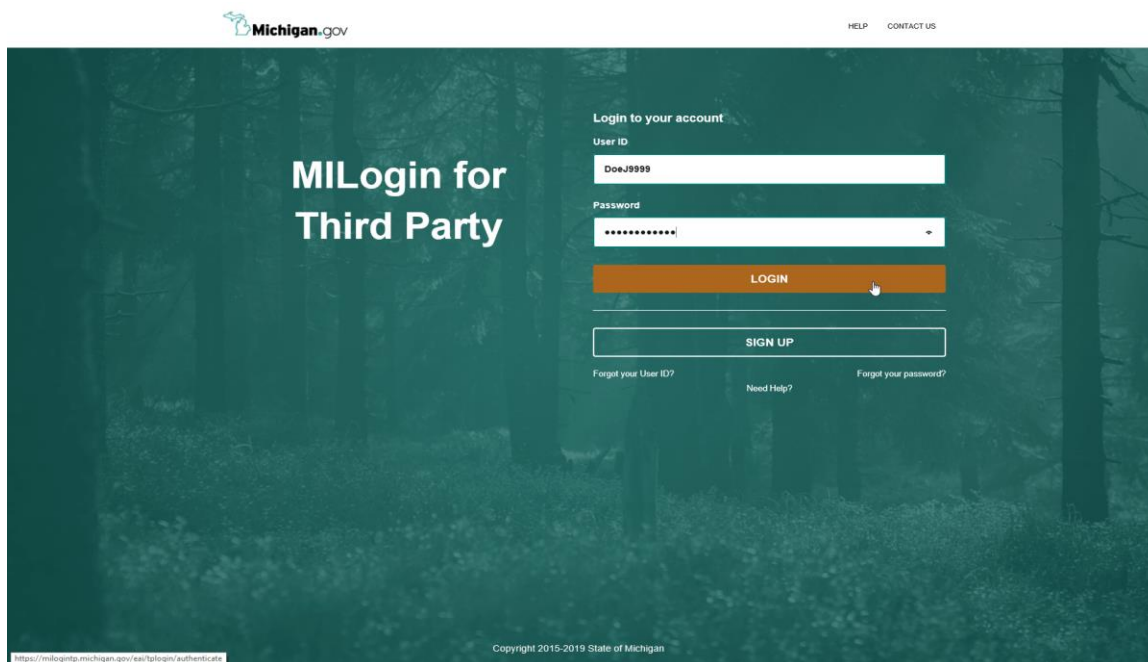
Once you have created a User ID select which Security Option from the choices below that you would like to use for password recovery. These are implemented to protect the system from malicious attempts to flood the system with ID requests.

The screenshot shows the 'Security Setup' step of the registration process. The progress bar now highlights 'Security Setup' as the active step. The section prompts the user to 'Provide user id and password information to complete your profile'. Required fields include: User ID (DoeJ5555), Password (masked with dots and a checkmark), and Confirm New Password (masked with dots and a checkmark). To the right, 'User ID guidelines' and 'Password Guidelines' are listed. Below these, the 'Security Options' section asks the user to choose preferred password recovery methods, with buttons for 'Email', 'Mobile (Text/SMS)', and 'Security Questions'. At the bottom are 'CREATE ACCOUNT' and 'BACK' buttons.

If the system prompts you to change your password. Follow the instructions on the screen to create your new password.

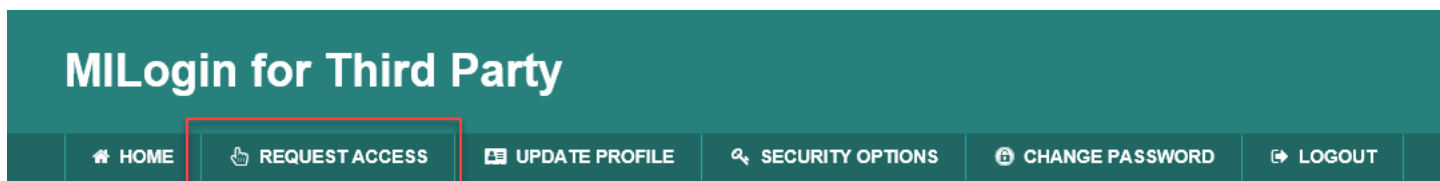
Complete the challenge questions so that you can reset your own password if problems occur in the future.

- w If you experience issues setting the new password, contact the DTMB Client Service Center at 517-241-9700, 1-800-968-2644 for assistance.



The screenshot shows the 'MILogin for Third Party' login page. At the top left is the Michigan.gov logo. At the top right are links for 'HELP' and 'CONTACT US'. The main heading is 'MILogin for Third Party'. Below this is a login form with fields for 'User ID' (containing 'DoeJ9999') and 'Password' (masked with dots). There is a 'LOGIN' button and a 'SIGN UP' button. Below the buttons are links for 'Forgot your User ID?', 'Need Help?', and 'Forgot your password?'. At the bottom, there is a URL 'https://miloginp.michigan.gov/ea/login/authenticate' and a copyright notice 'Copyright 2015-2019 State of Michigan'.

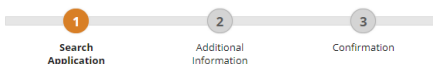
After you have successfully logged in to MILogin, you must request access to the MI-FRI Application.



The screenshot shows the navigation bar of the 'MILogin for Third Party' application. It has a dark teal background with white text. The main heading is 'MILogin for Third Party'. Below it is a horizontal menu with several items: 'HOME', 'REQUEST ACCESS' (highlighted with a red box), 'UPDATE PROFILE', 'SECURITY OPTIONS', 'CHANGE PASSWORD', and 'LOGOUT'.

From the 'Select Agencies' menu, choose 'Licensing and Regulatory Affairs (LARA)'.

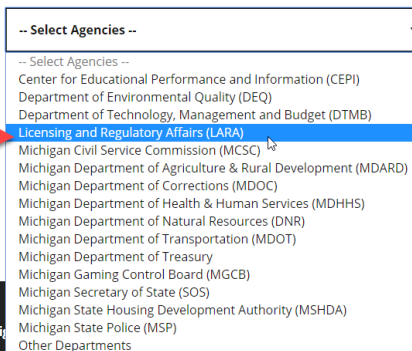
Request Access



Search Application

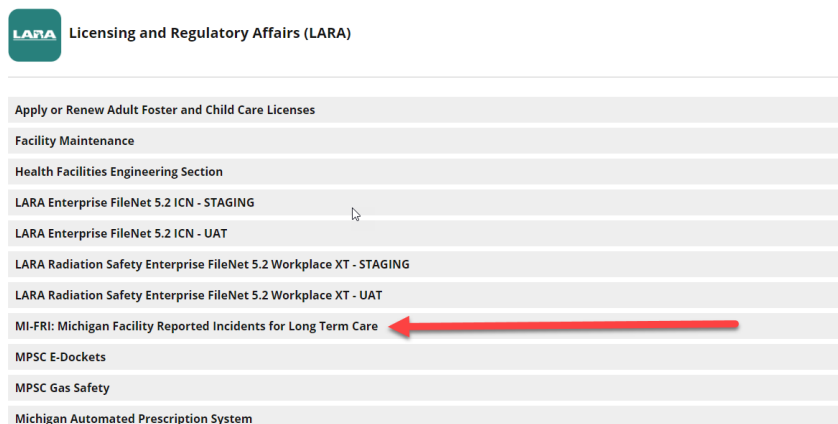
Search for an application with a keyword or select an agency to view its applications

Search application



The screenshot shows a dropdown menu titled '-- Select Agencies --'. It lists various Michigan agencies. A red arrow points to 'Licensing and Regulatory Affairs (LARA)', which is highlighted in blue. The list includes: Center for Educational Performance and Information (CEPI), Department of Environmental Quality (DEQ), Department of Technology, Management and Budget (DTMB), Michigan Civil Service Commission (MCSC), Michigan Department of Agriculture & Rural Development (MDARD), Michigan Department of Corrections (MDOC), Michigan Department of Health & Human Services (MDHHS), Michigan Department of Natural Resources (DNR), Michigan Department of Transportation (MDOT), Michigan Department of Treasury, Michigan Gaming Control Board (MGCB), Michigan Secretary of State (SOS), Michigan State Housing Development Authority (MSHDA), Michigan State Police (MSP), and Other Departments.

Click **'MI-FRI: Michigan Facility Reported Incidents for Long Term Care'**.



Click **'REQUEST ACCESS'**.



Enter the additional information needed and click **'Submit'**.

Request Access

✓
Ap

Additional Information

Provide following information to submit your access request

* Required

* Email Address

* Work Phone Number

SUBMIT **RESET**

Role-based security within the application controls access to specific functionality in MI-FRI. Fill out and submit the MI-FRI Authorization Form to complete the activation of your access to the MI-FRI application.

1b) Roles

The facility and corporate roles defined for MI-FRI include:


ROLE	ACCESS LEVEL
Facility Administrator	Add/Update/View Incidents and Investigations, Delete Incident Drafts, View Task List, Run Reports, View History, Update Worker Profile Records.
Facility Worker	Add/Update/View Incidents and Investigations, Delete Incident Drafts, View Task List, Run Reports, View History, View Worker Profile Records.
Corporate Administrator*	Add/Update/View Incidents and Investigations, Delete Incident Drafts, View Task List, Run Reports, View History, Update Worker Profile Records.
Corporate Read Only*	View Incidents and Investigations, View Task List, Run Reports, View History, View Worker Profiles

***Corporate Users can access information for multiple facilities under a single MILogin User ID.**

1c) Worker Profile

The Worker Profile screen is used to control the login and access level for MI-FRI users. It displays a user's ID, name, email, phone number, and access information. The user must have an active MILogin ID before they can be given authorization to log into MI-FRI. If an individual does not have an active MILogin record and a Worker Profile Record in MI-FRI, they are not able to log into MI-FRI. Only a State Agency (SA) Administrator has the ability to activate a MI-FRI user. The SA creates the user's Worker Profile in MI-FRI. The user's access to data is controlled by the role assigned.

The 'Find Worker Profile' screen allows users with an active 'Corporate Administrator' or 'Facility Administrator' role to view or update an existing worker profile. Users assigned the 'Corporate Read Only' or 'Facility Worker' role do not have the ability to update user profiles.



Long Term Care Provider Portal - MiACTS

LARA - Bureau of Community and Health Systems

MIACTS

Michigan.gov Home

LTCPP Public Access

LTCPP SOM Employee Access

BCHS Home

Contact BCHS

LARA Hom

Logout

Home

INCIDENT

Add

Search/Update

INVESTIGATION

Add/Search/Update

History

Reports

Task List

MAINTENANCE

Find Worker Profile

Worker Profile

Last Name Criteria

Last Name

First Name

Starts With

MILogin Criteria

MILogin Id

Email Criteria

Email Address

Starts With

Facility


Search

Clear Filters

Users assigned a Corporate Administrator, Corporate Read Only, or Facility Administrator role can perform a search using the Last Name, First Name, MILogin ID, or Email Address. Facility Administrators only have access to users assigned to their individual facility. Corporate Administrators may search among all the facilities they have access to or choose to narrow the search to a single facility by using the facility dropdown menu. The search criteria for the last name and email can be changed by clicking on the dropdown menu in front of the field. The three options are: Starts With, Contains, and Ends With. To perform the search, select the search criteria desired, enter the information to search for, and click the 'Search' button. If no match is found, the 'No Results Found' message is displayed. To clear the search criteria and start over, click the 'Clear Filters' button. If a match is found, a window is displayed with all matching results.

In this window, you can sort the results by clicking the column headers. To select a record, click the 'MILogin ID' of the user. To terminate the search and not select an entry, click the 'X'. The results window closes and returns to the Worker Profile screen.

Worker Profiles



MILogin Id	Last Name	First Name	Email	Facility Name	Role	B. D
lindseykFA	Lindsey	K FA		MI FRI DEV FACILITY	Facility Administrator	01/C

When a Worker Profile is displayed, a Corporate Administrator or Facility Administrator can update specific information for that user. All required fields have a red * asterisk after the label, followed by the word REQUIRED. Once the required information has been entered, the word REQUIRED is no longer displayed. Once all information has been updated click the ‘Update’ button to save the changes.

Long Term Care Provider Portal - MI-FRI
LARA - Bureau of Community and Health Systems

Michigan.gov Home LTCPP Public Access LTCPP SOM Employee Access BCHS Home Contact BCHS LARA Home **Logout**

Home

INCIDENT
Add
Search/Update
History
Reports
Task List

MAINTENANCE
Find Worker Profile

Worker Profile

MI Login ID * User Last Name * User First Name *

lindseykFA Lindsey K

User Email Address * Work Phone * Title

LindseyK (555) 555-5555

Begin Access Date * End Access Date

01/01/2019 mm/dd/yyyy

Worker Role *

Facility Administrator

Facility *

MI FRI DEV FACILITY - ZY0000

Update
+ Show Email Template List

Copyright 2019 State of Michigan Policies

Every user has access to view their own Worker Profile record. A Facility Worker does not have access to view another user’s Worker Profile. Corporate Administrators, Corporate Read Only, or Facility Administrator roles can view another user’s Worker Profile.

Important Note: To disable/end a user from logging into MI-FRI, an Administrator must enter an End Access Date on the Worker Profile screen. The worker has access to MI-FRI until midnight of the date entered, so it is strongly recommended to enter a date before the worker’s last day to ensure functionality is turned off when the staff member leaves the position or office.

The MI-FRI application sends automated emails to active users at different process points. Users have the option to “opt-out” of receiving email notifications. The worker profile screen displays your current email options. Requests to opt-out of emails must be sent to the State Administrator.

Worker Role * ?

Facility Worker

Facility *

MI FRI DEV FACILITY - ZY0000

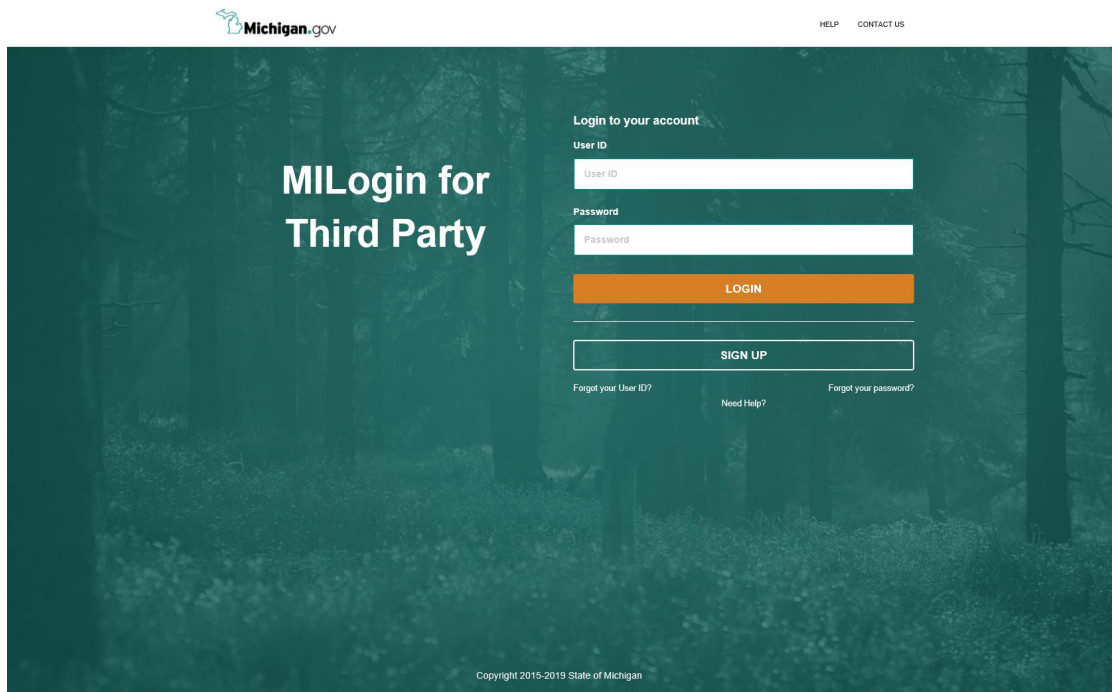
Hide Email Opt-Out

- ☐ Incident submission confirmation email to facility/corporate users.
- ☐ Nightly email notification to facility/corporate users of a late Investigation report.
- ☐ Investigation submission confirmation email to facility/corporate users.
- ☐ Email notification to facility/corporate users that an incident/investigation was closed via administrative review.

2) System Navigation - Facility

2a) Login Page

To access the MI-FRI Application, Login to MILogin for Third Party at <https://milogintp.michigan.gov> then select the link to MI-FRI: Michigan Facility Reported Incidents for Long Term Care.

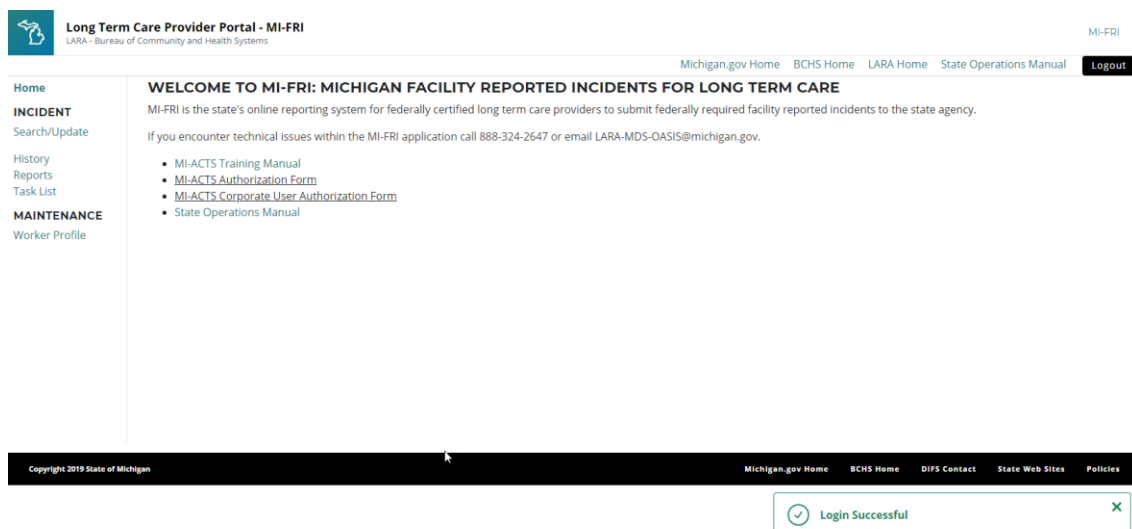


The screenshot shows the MILogin for Third Party login page. The page has a dark green background with a forest scene. The Michigan.gov logo is in the top left corner, and 'HELP' and 'CONTACT US' links are in the top right. The main heading is 'MILogin for Third Party'. Below it, there is a 'Login to your account' section with fields for 'User ID' and 'Password', a 'LOGIN' button, and a 'SIGN UP' button. There are also links for 'Forgot your User ID?', 'Need Help?', and 'Forgot your password?'. The footer contains the text 'Copyright 2015-2019 State of Michigan'.

2b) Home Screen

The Home screen is the first screen that opens when a worker logs into MI-FRI. The page allows the Facility to:

- Read broadcasts from the SA on upcoming events and important information.
- Navigate to other screens in MI-FRI.



The screenshot shows the MI-FRI Home Screen. The page has a white background with a blue header. The header contains the 'Long Term Care Provider Portal - MI-FRI' logo, the 'LARA - Bureau of Community and Health Systems' text, and the 'MI-FRI' text. The main content area is divided into two sections: 'Home' and 'INCIDENT'. The 'Home' section contains a 'Search/Update' button, a 'History' link, and a 'Task List' link. The 'INCIDENT' section contains a 'Worker Profile' link. The 'Home' section also contains a 'WELCOME TO MI-FRI: MICHIGAN FACILITY REPORTED INCIDENTS FOR LONG TERM CARE' heading, a paragraph about the system, and a list of links: 'MI-ACTS Training Manual', 'MI-ACTS Authorization Form', 'MI-ACTS Corporate User Authorization Form', and 'State Operations Manual'. The footer contains the text 'Copyright 2019 State of Michigan' and a 'Login Successful' message.

2c) Statuses

As incident and investigation records are updated and move through the submission process, the status of the record will update accordingly. The statuses defined for MI-FRI include:

STATUS	DEFINITION
INCD DRAFT	Incident Draft – Incident report draft has been saved but has not been submitted to the state agency. State users are unable to view the content of incidents in this status.
INCD SBMT	Incident Submitted to SA – Incident report has been successfully submitted to the state agency. Once an incident is submitted, changes cannot be made to the incident record, however, information can be changed at the time of investigation submission.
INVT DRAFT	Investigation Draft – Investigation report draft has been saved but has not been submitted to the state agency. State users are unable to view the content of investigations in this status.
INVT SBMT	Investigation Submitted to SA – Investigation report has been successfully submitted to the state agency. Once an investigation is submitted, changes cannot be made to the record.
CLOSED AA	Closed by ASPEN/ACTS – The state agency's onsite investigation is complete, all necessary notifications have been sent to the facility, and the intake has been closed in the database used by the state agency for tracking intakes (ASPEN/ACTS).
CLOSED SA	Closed by State Agency – An administrative review of the MI-FRI record has determined that an onsite investigation is not necessary at this time. However (in accordance with section 5075.5 of the State Operations Manual), the state agency may confirm the findings of the facility's investigation at the next onsite survey.

3) Incidents

3a) Incident Overview

The Incident screen allows the Facility Worker, Facility Administrator, or Corporate Administrator to add, view, update and delete a draft report (an Incident Report that has been saved but not yet submitted to the SA). The incident screen collects information pertaining to the incident such as Resident name, Alleged Perpetrator Information, Incident Details, and Incident Summary. It also provides the ability to attach documents and pictures to the Incident Report.

The SA cannot view the Incident Report until the Facility successfully submits the record to the SA. After the Facility submits the incident to the SA, the information (data) for the incident is locked and may only be viewed by both the Facility/Corporate users and the SA.

3b) Adding a New Incident

Upon accessing the MI-FRI application, the navigation pane on the left side of the screen presents the actions that can be taken. To add an incident, the facility worker selects **'Add'** under the INCIDENT section of the navigation pane:


Home
INCIDENT
Add
Search/Update

History
Reports
Task List

While adding an incident, the incident section will always stay on the page, it can be minimized by clicking on the **'Hide Details'** button in the top of the tab, the **'Save'**, **'Save and Submit'**, and **'Print'** buttons will remain once minimized. The Incident screen opens, and all fields are enabled for the worker to enter or select information to populate the fields. The required fields are noted with a red * asterisk after the field name, followed by the word required:

The screenshot displays the 'Long Term Care Provider Portal - MI-FRI' interface. On the left, a navigation pane includes links for Home, INCIDENT (with 'Add' highlighted), Search/Update, History, Reports, Task List, and MAINTENANCE. The main content area is titled 'Incident' and features a 'Hide Details' button. Below this, there are input fields for Facility ID (ZY0000) and Facility Name (MI-FRI DEV FACILITY). A status dropdown menu is also present. A message states: 'All required fields must be completed before the incident can be submitted'. At the bottom of the incident section are buttons for 'Save', 'Save And Submit', and 'Print'. To the right of the incident form is a sidebar with links for Residents, Perpetrators, Incident Details, and Attachments. Below the incident form, the 'Residents' section is visible, starting with 'Resident 1'. It includes fields for Last Name * Required, First Name * Required, and Middle Initial. Below these are radio buttons for 'Was the Resident Harmed * Required' (Yes/No). Further down are date selection fields for 'Date of Birth * Required' (Month, Day, Year) and a 'Pertinent Diagnosis * Required' field. A link to '+ Add Another Resident' is at the bottom of the residents section. The 'Perpetrators' section is partially visible at the very bottom.

To navigate to the different sections of the Incident report, use the scroll bar on the right side of the window, or click the hyperlinks to each section in the box located on the upper right side of the page.

**Long Term Care Provider Portal - MI-FRI**
LARA - Bureau of Community and Health Systems

Michigan.gov Home BCHS Home LARA Home State Operations Manual **Logout**

[Home](#)
INCIDENT
[Add](#)
[Search/Update](#)
[History](#)
[Reports](#)
[Task List](#)
MAINTENANCE
[Worker Profile](#)

Incident

[- Hide Details](#)

MI-FRI ID

Facility ID

ZY0000

Status

Facility Name

MI FRI DEV FACILITY

All required fields must be completed before the incident can be submitted

Residents

Resident 1

Last Name * Required

First Name * Required

Middle Initial

Was the Resident Harmed * Required

☐ Yes ☐ No

Date of Birth * Required

Pertinent Diagnosis * Required

Month

Day

Year

+ Add Another Resident

Perpetrators

Residents

Perpetrators

Incident Details

Attachments

3c) Residents

The **'Residents'** section contains basic information for each resident involved in the incident.

- Resident Last Name*
- Resident First Name*
- Resident Middle Name
- Was the Resident Harmed*
 - If yes,
 - Type of Injury/Harm*
- Date of Birth: *
 - Month*
 - Day*
 - Year*
- Pertinent Diagnosis*

Once the resident information has been added you can choose to mark this resident as a perpetrator if necessary. This can be done by clicking **'Add Resident as Perpetrator'** and the resident's information will auto-fill to the Perpetrator section. If more than one resident was involved in the incident, click the option to **'Add Another Resident.'** There is no limit to the number of residents that can be added to one incident.

The screenshot displays the 'Long Term Care Provider Portal - MI-FRI' interface. The top navigation bar includes links for Michigan.gov Home, BCHS Home, LARA Home, State Operations Manual, and a Logout button. The left sidebar contains navigation links for Home, INCIDENT (Add, Search/Update, History, Reports, Task List), and MAINTENANCE (Worker Profile). The main content area is titled 'Incident' and includes a 'Hide Details' link. It features input fields for MI-FRI ID, Facility ID (ZY0000), Status, and Facility Name (MI FRI DEV FACILITY). A message states: 'All required fields must be completed before the incident can be submitted'. Below this are 'Save' and 'Save And Submit' buttons. The 'Residents' section, indicated by a question mark icon, shows 'Resident 1' with fields for Last Name (Doe), First Name (John), and Middle Initial. It includes a 'Was the Resident Harmed' section with 'Yes' selected, and a 'Type of Injury/Harm' section with 'Physical' selected. The 'Date of Birth' section shows August 17, 2007. The 'Pertinent Diagnosis' field contains 'Resident fell'. At the bottom of the Residents section, two buttons are highlighted with a red box: '+ Add Resident 1 as Perpetrator' and '+ Add Another Resident'. A right-hand sidebar contains links for Residents, Perpetrators, Incident Details, and Attachments.

3d) Perpetrators

The **'Perpetrators'** section collects information on all alleged perpetrators involved in the incident.

- Type of Alleged Perpetrator*
 - Resident
 - If the alleged perpetrator is a resident, you must first add their information in the 'Residents' section, choose **'Resident'** as the 'Type of Alleged Perpetrator' then select the applicable resident from the **'Choose a Resident'** dropdown list. If you previously selected to 'Add Resident as Perpetrator' in the 'Residents' section, the information will be prefilled in the **'Perpetrators'** section.
 - Visitor
 - Staff
 - Unknown
 - N/A

If more than one perpetrator was involved in the incident, click the option to **'Add Another Perpetrator.'** There is no limit to the number of perpetrators that can be added to one incident.

The screenshot displays the 'Incident' management interface. On the left is a sidebar with navigation links: Home, INCIDENT (Add, Search/Update, History, Reports, Task List), and MAINTENANCE (Find Worker Profile). The main content area is titled 'Incident' and includes a '- Hide Details' link. It contains input fields for 'MI-FRI ID' and 'Facility ID' (pre-filled with 'ZY0000'), a 'Status' dropdown, and a 'Facility Name' field (pre-filled with 'MI FRI DEV FACILITY'). Below these fields is a red error message: 'All required fields must be completed before the incident can be submitted'. At the bottom of this section are buttons for 'Save', 'Save And Submit', and 'Print'. To the right of the main form is a vertical sidebar with links: Residents, Perpetrators, Incident Details, and Attachments. The 'Perpetrators' section is expanded, showing 'Perpetrator 1' with a 'Type of Alleged Perpetrator' dropdown set to 'Resident'. To the right of this dropdown is a message: 'Choose a resident * Please first enter the resident's information in the Resident Section'. Below this is a dropdown menu currently showing '-Select-'. A '+ Add Another Perpetrator' button is located below the first perpetrator's dropdown. At the bottom, the 'Incident Details' section is partially visible, showing a list of residents: 'Doe, John - DOB: Jan 1, 1950' and 'Doe, Jane - DOB: Jul 15, 1978', with the latter highlighted in blue.

3e) Incident Details

The **'Incident Details'** section collects the specific details related to the incident. All fields are enabled for the user to manually enter or select information to populate the fields:

- Type of Alleged Incident*
- Suspected Crime*
- Date Incident Discovered*
- Time Incident Recovered*
- Date Incident Occurred
- Time Incident Occurred
- Incident Summary*

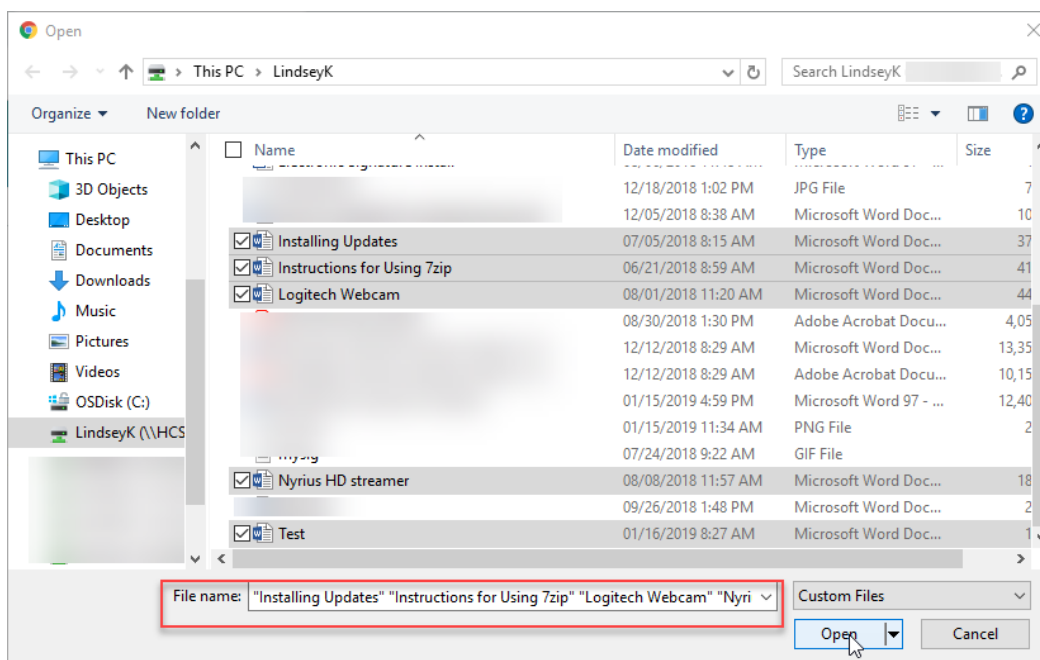
The screenshot shows the 'Incident' form in the Long Term Care Provider Portal. The form is titled 'Incident' and has a 'Show Details' link. Below the title are buttons for 'Save', 'Save And Submit', 'Delete', and 'Print'. The form is divided into sections: 'Incident Details' and 'Attachments'. The 'Incident Details' section contains fields for 'Type of Alleged Incident' (a dropdown menu with 'Abuse' selected), 'Suspected Crime' (a radio button group with 'Yes' and 'No' options, where 'Yes' is selected), 'Date Incident Discovered' (a date field with '01/15/2019' entered), 'Time Incident Discovered' (a time field with '04:45 PM' entered), 'Date Incident Occurred' (a date field with 'mm/dd/yyyy' entered), and 'Time Incident Occurred' (a time field with '--:--:--' entered). Below these fields is the 'Incident Summary' section, which contains a text area with the instruction 'Provide a summary of the incident in accordance with the State Operations Manual § 483.12 and the LARA Determination of Reportable Incident/Investigation Tool'. A red box highlights an expand/collapse icon (two arrows pointing in opposite directions) on the right side of the text area. The 'Attachments' section at the bottom has a note 'Max Attachment Size: 10MB' and 'Allowed Attachment Types: .txt, .pdf, .rtf, .jpeg, .jpg, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .png, .gif, .bmp, .xps', followed by an 'Upload Attachments' button.

When the user clicks on the **'Incident Summary'** text box, the user must manually enter the text directly into the notepad. The notepad can be expanded for easier viewing and data entry it also allows text to be pasted in from another document. To expand the notepad, click the expand button as shown below.

The screenshot shows a close-up of the 'Incident Summary' text area. The title 'Incident Summary' is at the top left, and a close button (a circle with an 'X') is at the top right. The text area contains the text 'See Attached', 'testing', and 'test' on separate lines. A red box highlights an expand/collapse icon (two arrows pointing in opposite directions) on the right side of the text area.

3f) Adding an Attachment

In the **'Attachment'** section, the worker is able to attach files from their private or network drives to the Incident Report. To add one or multiple attachments, click the **'Upload Attachments'** button. You can add as many attachments as necessary to the incident if they are under 10MB each. More than one attachment can be added at one time. To add multiple attachments at once, Hold the Ctrl on your keyboard and click each file you wish to upload. Once they are clicked, they will be highlighted, and their name will be added to File Names area. Once all have been selected, click the **'Open'** button to attach them.








Once the attachments have been uploaded, the file name will appear. If necessary, files can be removed before the incident is submitted to the SA. To remove a file, click the **'X'** next to the document you wish to remove. If a file upload is unsuccessful, an error message will appear, and the file name will not display on the screen.

Attachments

Max Attachment Size: 10MB
Allowed Attachment Types: .txt, .pdf, .rtf, .jpeg, .jpg, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .png, .gif, .bmp, .xps

[Upload Attachments](#)

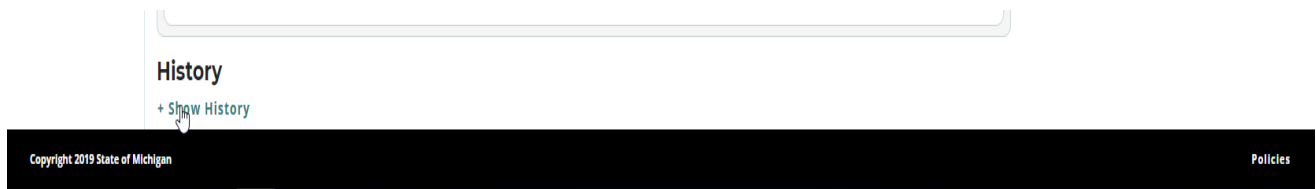
File Name	Size
 Installing Updates.docx	376.4 KB
 Test.docx	11.7 KB
 Instructions for Using 7zip.docx	412.7 KB
 Nyrius HD streamer.docx	185.3 KB
 Logitech Webcam.docx	446.0 KB

History

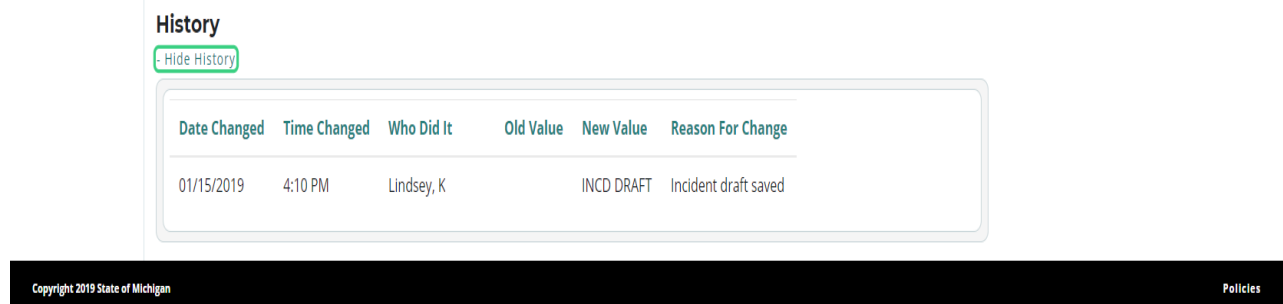
[+ Show History](#)

3g) History

The **'History'** section is hidden at the bottom of the screen, if you wish to see who has made updates to an incident or an investigation, click **'+ Show History'**.

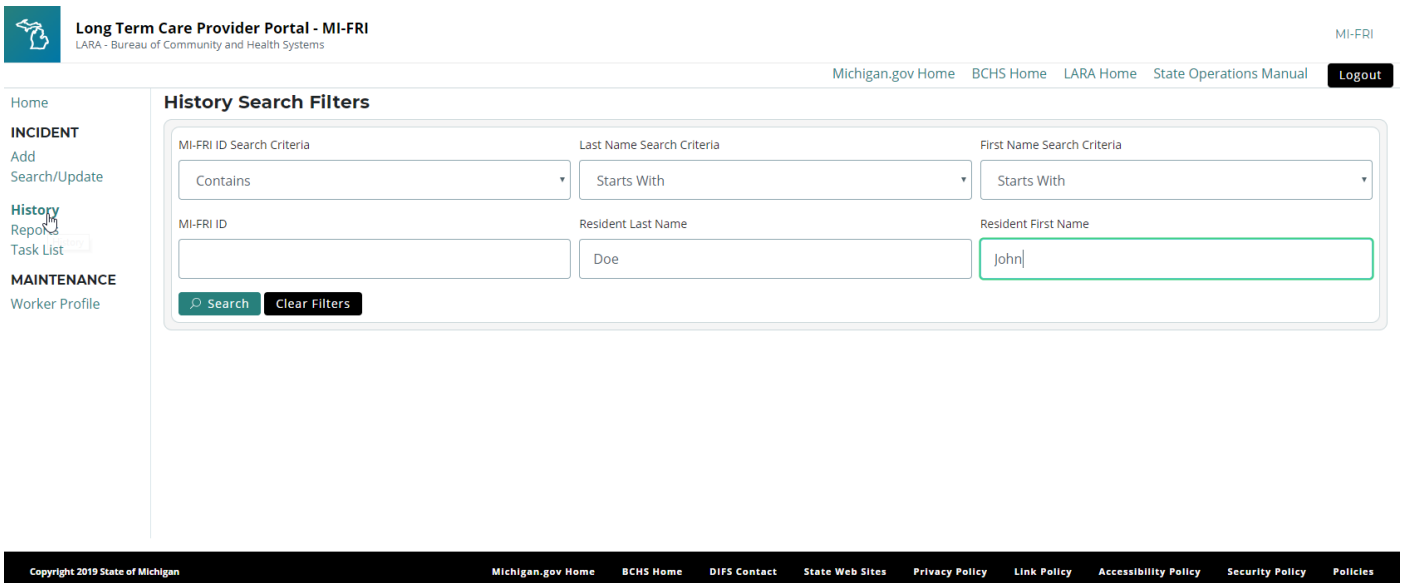


In this section, you will be able to see changes in the status, who has made updates, the date and time of the updates, and the reason for the change.



Note: The **'Reason for Change'** listed as **'Clicked the Action of Delete'** is referencing a record being deleted from the Task List of a State User and can be disregarded by all other users. This action only applies to historical records (prior to the implementation of MI-FRI on March 18, 2019).

The **'History'** screen is also available by clicking **'History'** on the navigation pane, then performing a search for the desired record.



3h) Submitting an Incident

Once all required fields are completed and you are ready to submit your incident report, click the **'Save and Submit'** button that floats at the top of the page as you scroll through the incident. This button will not activate until all required fields are completed. If the button is not active, scroll through the sections to find any fields that still display the word *** Required** or have a **red warning message** and complete them.

Incident
- Hide Details

MI-FRI ID: 00020416 Facility ID: ZY0000

Status: INCD DRAFT - Incident Draft Facility Name: MI FRI DEV FACILITY

Residents ?

Once you click **'Save and Submit'** an attestation statement will appear. Your submission will not be successful until after you check the attestation checkbox and click **'OK.'** Clicking **'Cancel'** will return you to the Incident page.

Submit

If you agree with the statement below, check the checkbox and then the OK button below. The checkbox must be checked and the OK button must be pressed before the report will be submitted to the State Agency.

If you wish to return to the report, click Cancel below.

☒ I hereby attest that the report and the supporting documentation submitted in reference to the report are true to the best of the facility's knowledge and the facility has not omitted any information or evidence that a reasonable person would not find important to include in or with the report.

Once your Incident has been successfully submitted, the status will change to **'INCD SBMT – Incident Submitted to SA'** and it will be assigned a **'MI- FRI ID'** number (if not already assigned in draft status).

Incident
- Hide Details

MI-FRI ID: 00020416 Facility ID: ZY0000

Status: INCD SBMT - Incident Submitted to SA Facility Name: MI FRI DEV FACILITY

3i) Search/Update an Incident

The **‘Search/Update’** option on the navigation pane allows you to search for any incident or investigation that has been saved or submitted. You can use this screen to search for specific records and:


- Review existing records
- Update or submit records that are in draft status
- Add Investigation reports to Incidents that have been submitted
- Delete incident drafts

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To update an existing incident or investigation, the record must not have been submitted to the SA (status must be equal to **‘INCD DRAFT - Incident Draft’** or **‘INVT Draft - Investigation Draft’**). A Corporate or Facility user may update the incident or investigation information until it is submitted to the SA. Once the incident has been submitted to the SA (status is **‘INCD SBMT - Incident Submitted to SA’** or **‘INVT SMBT – Investigation Submitted to SA’**), the information is locked and may not be updated. The information may only be viewed and/or printed after it has been submitted to the SA.

Note: The SA cannot update information submitted by the Facility. The SA may view or print the information but cannot change the information. If the facility has important information that must be added after submission, this can be sent to the SA to be added as an attachment, however, the facility will be unable to view this information in the MI-FRI application.

If the Incident or investigation report has not been submitted to the SA, the record may be updated by the Facility by navigating to the **‘Search/Update’** screen function. The user searches for the incident by entering the **‘MI-FRI ID’** number, **‘Resident Last Name’** and/or **‘Resident First Name’** in the Selection Filters section of the screen and clicking **Enter** on the keyboard or by clicking the **‘Search’** button.

**Long Term Care Provider Portal - MI-FRI**
LARA - Bureau of Community and Health Systems

MI-FRI

Michigan.gov Home BCHS Home LARA Home State Operations Manual Logout

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Incident Search Filters

MI-FRI ID Search Criteria	Last Name Search Criteria	First Name Search Criteria
Contains	Starts With	Starts With
MI-FRI ID	Resident Last Name	Resident First Name
20349	Doe	John
<div>Search Clear Filters</div>		

If a match is found, a window is displayed with all matching results. In this window, you can sort the results by clicking the column headers. To select a record, click the **'MI-FRI ID'**. To terminate the search and not select an entry, click the **'X'**. The results window closes and returns you to the previous screen.

MI-FRI ID	Last Name	First Name	Date of Birth	Facility Name	Date Discovered/ Reported	Incident Type
00020416	test	tester	08/17/2004	MI FRI DEV FACILITY	11/01/2018	Neglect
00020317	test	test	11/18/1986	MI FRI DEV FACILITY	02/04/2019	Exploitation
00020407	test	test	02/08/1992	MI FRI DEV FACILITY	02/01/2019	Exploitation
00020396	testres2	test res2	08/19/2003	MI FRI DEV FACILITY	02/01/2019	Exploitation
00020396	test	test	10/16/2005	MI FRI DEV FACILITY	02/01/2019	Exploitation
00020348	test res	test res	10/17/2001	MI FRI DEV FACILITY	01/03/2019	Exploitation

To delete an existing incident, the incident must not have been submitted to the SA (status must be equal to **'INCD DRAFT - Incident Draft'**). A Corporate or Facility user may delete the incident until the incident is submitted to the SA. Once the incident has been submitted to the SA, the incident information is locked and may not be deleted. Once the incident is deleted, it is no longer able to be viewed and/or printed.

If the Incident report has not been submitted to the SA, the record may be deleted by navigating to the **'Search/Update'** screen function. The user searches for the incident by entering the **'MI-FRI ID'** number, **'Resident Last Name'** and/or **'Resident First Name'** in the Selection Filters section of the screen and clicking **Enter** on the keyboard or by clicking the **'Search'** button.

If a match is found, a window is displayed with all matching results. In this window, you can sort the results by clicking the column headers. To select a record, click the **'MI-FRI ID'**. To terminate the search and not select an entry, click the **'X'**. The results window closes and returns you to the previous screen.

Once the desired Incident Draft record is open, click the **'Delete'** button that floats at the top of the screen.

Incident

- Hide Details

MI-FRI ID

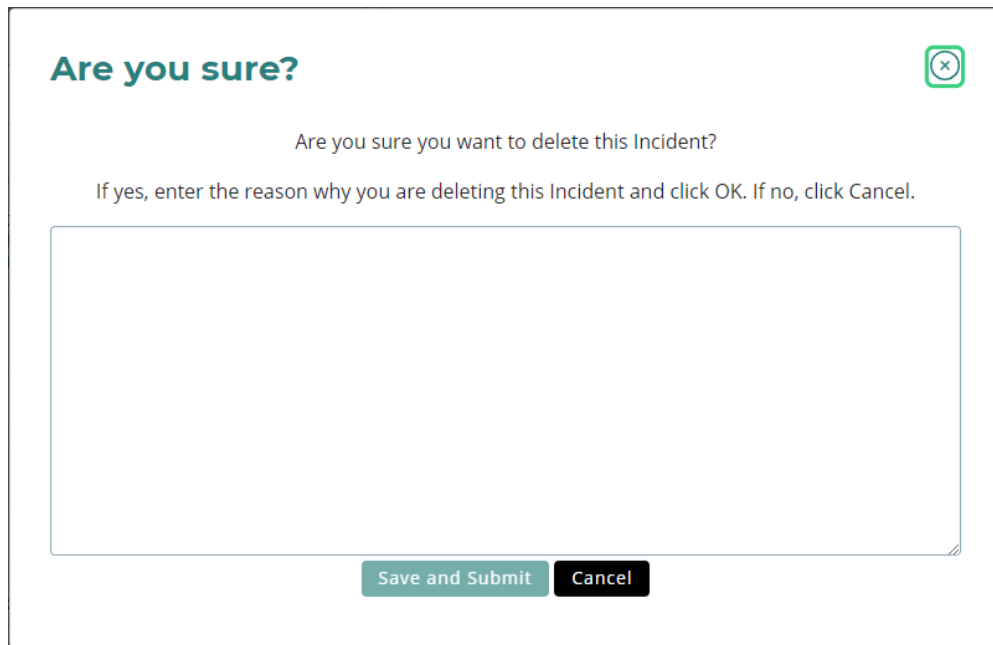
Facility ID

Status ?

Facility Name

Residents ?

The following window will be displayed.



Are you sure?

Are you sure you want to delete this Incident?

If yes, enter the reason why you are deleting this Incident and click OK. If no, click Cancel.

Save and Submit **Cancel**


If the user is deleting the Draft Incident Report, the worker is required to enter a note as to why the Draft Incident is being deleted, prior to clicking '**Save and Submit.**'

If the worker enters the required reason and clicks the OK button, the Workflow Status is automatically updated to **INCD DEL – Incident Deleted** and the information is no longer viewable.

If the user clicks Cancel, the system returns the worker back to the Incident Draft record.

3j) Viewing Incidents/Investigations

To view an existing incident or investigation, the user clicks on **‘Search/View’** from the Incident menu function. After the Incident is submitted to the SA, all fields are disabled from update and are view only. The record remains in the MI-FRI database for retrieval at the user’s request. Once the Incident has been submitted, the Status will update, the History section will update, and the Submission section will populate with submission information, including date, time, and name of user who submitted the record. You will also now have the option to start an investigation. When ready click, **‘Start Investigation’**.



Long Term Care Provider Portal - MI-FRI
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MI-FRI

Logout

Incident

- Hide Details

MI-FRI ID

00020335

Facility ID

ZY0000

Status

INCD SBMT - Incident Submitted to SA

Facility Name

MI FRI DEV FACILITY

Start Investigation

Print

History

- Hide History

Date Changed	Time Changed	Who Did It	Old Value	New Value	Reason For Change
01/15/2019	4:10 PM	Lindsey, k FA		INCD DRAFT	Incident draft saved
01/16/2019	11:51 AM	Lindsey, K FA	INCD DRAFT	INCD SBMT	Incident Report submitted to state agency
01/16/2019	11:51 AM	Lindsey, Ki FA			INCD SBMT email was initiated to active facility users

Submission

Submitted By Name

K -FA Lindsey

Submitted By Title

Submitted By Phone Number

Submitted Date/Time

Residents

Perpetrators

Incident Details

Attachments

History

Submission

4) Investigations

4a) Investigations Overview

The Investigation screen allows the Facility Worker, Facility Administrator, or Corporate Administrator to add, view, and update an investigation record. The investigation screen collects information pertaining to the facility's internal investigation of the reported incident. It also provides the ability to attach documents and pictures to the Investigation Report.

The SA cannot view the Investigation Report until the Facility successfully submits the record to the SA. After the Facility submits the Investigation to the SA, the information (data) for the Investigation record is locked and may only be viewed by both the Facility/Corporate users and the SA.

4b) Starting an Investigation Report

Investigation reports can be added after an Incident has been successfully submitted to the SA (status is **'INCD SBMT – Incident Submitted to SA'**). To add an Investigation, open the incident record via the **Task List** or the **Search/Update** option on the navigation pane. Once the desired record is open, click the **'Start Investigation'** button that floats at the top of the screen. Once you click the **'Start Investigation'** button, an Investigation draft is created (status is **'INVT DRAFT – Facility Investigation Draft'**).

The screenshot displays the 'Long Term Care Provider Portal - MI-FRI' interface. The header includes the Michigan.gov Home, BCHS Home, LARA Home, State Operations Manual, and a Logout button. The left navigation pane lists Home, INCIDENT (with sub-links Add, Search/Update, History, Reports, Task List), and MAINTENANCE (with sub-link Worker Profile). The main content area is titled 'Incident' and includes a '- Hide Details' link. It contains input fields for MI-FRI ID (00020417) and Facility ID (ZY0000), a Status dropdown menu (set to 'INCD SBMT - Incident Submitted to SA'), and a Facility Name field (MI FRI DEV FACILITY). Below these fields are 'Start Investigation' and 'Print' buttons. On the right, a box contains a vertical list of links: Residents, Perpetrators, Incident Details, Attachments, History, and Submission. At the bottom of the main content area, there is a 'Residents' link with a question mark icon.

4c) Completing an Investigation Report

While adding your investigation information, the incident details will always stay on the page, however, it can be minimized by clicking on the **'Hide Details'** button in the top of the tab. The **'Save'**, **'Save and Submit'**, and **'Print'** buttons will remain once minimized.

Once the investigation has been started, the information submitted via the corresponding incident report will be prepopulated into the investigation report. These prepopulated fields should be reviewed and can be modified if needed. The investigation report has additional *** Required** fields which must be completed before submission to the SA. The information that was previously entered during the incident submission can also be viewed by clicking the Incident tab, although this information is not editable. To navigate to the different sections of the investigation report, use the scroll bar on the right side of the window, or click the hyperlinks to each section in the box located on the upper right side of the page.



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[Worker Profile](#)

Investigation

[- Hide Details](#)

MI-FRI ID

00020417

Facility ID

ZY0000

Status

INVT DRAFT - Facility Investigation Draft

Facility Name

MI FRI DEV FACILITY

All required fields must be completed before the incident can be submitted

[Save](#)

[Save And Submit](#)

[Print](#)

Residents ?

[Investigation](#) [Incident](#)

Resident 1

Last Name *

test

First Name *

test

Middle Initial

Was the Resident Harmed *

☐ Yes ☒ No

Date of Birth *

Month

October

Day

16

Year

2003

Pertinent Diagnosis *

sfdg

Gender * **Required**

☐ Male ☐ Female

Was a Physician Contacted * **Required**

☐ Yes ☐ No

Was the Family/Guardian Contacted * **Required**

☐ Yes ☐ No

[Residents](#)
[Perpetrators](#)
[Witnesses](#)
[Details](#)
[Law Enforcement](#)
[Other Agencies](#)
[Attachments](#)
[History](#)

4d) Residents

In addition to the prepopulated fields collected at the time of the incident submission, the **'Residents'** section collects information for each resident involved in the incident. All residents involved in the incident must be included. The information that was prepopulated from the Incident can be updated as necessary and residents can be added or removed as needed. The Incident tab can be clicked to see the previous information submitted during the Incident.

Remember to refer to the embedded help text [?](#) for guidance when completing your report.

- Gender*
- Was a Physician Contacted*
- Was the Family/Guardian Contacted*
- Cognitive Status*
- BIMS Score*
- Current Location*
- Ambulatory Status at Time of Incident*
- Room #

Residents [?](#)

Investigation Incident

Resident 1

Last Name *

test

First Name *

test

Middle Initial

Was the Resident Harmed *

☐ Yes ☒ No

Date of Birth *

Month

October

Day

16

Year

2003

Pertinent Diagnosis *

Resident fell

Gender *

☒ Male ☐ Female

Was a Physician Contacted *

☒ Yes ☐ No

Was the Family/Guardian Contacted *

☒ Yes ☐ No

Cognitive Status *

Independent

BIMS Score *

8

Current Location *

Home


Ambulatory Status at Time of Incident *

Independent

Room #

4e) Perpetrators

The **'Perpetrators'** section on the Investigation Screen is prepopulated with the information entered at the time of Incident submission. No new information needs to be entered unless a perpetrator is to be added, modified, or removed based on the investigation. The information that was entered from the Incident can be updated as necessary and perpetrators can be added or removed as needed. The Incident tab can be clicked to see the previous information submitted during the Incident.

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Michigan.gov Home

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MI-FRI

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Investigation

+ Show Details

All required fields must be completed before the incident can be submitted

Save

Save And Submit

Print

Residents

Perpetrators

Details

Law Enforcement

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Perpetrators ?

Investigation Incident

Perpetrator 1

Type of Alleged Perpetrator *

Resident

Choose a resident *

Doe, Jane - DOB: Jul 15, 1978

Last Name *

Doe

First Name *

Jane

Middle Initial

Date of Birth *

Month

July

Day

15

Year

1978

+ Add Another Perpetrator

4f) Witnesses

The **'Witnesses'** section requires you to indicate whether there are any witnesses to the incident. If **'Yes,'** additional optional fields will display to allow the witness details to be provided, if available. If more than one witness exists, click the option to **'+Add Another Witness.'** There is no limit on the number of witnesses that can be added.

- Were There Any Witnesses?*
- If Yes,
 - Last Name
 - First Name
 - Position

Witnesses

Were There Any Witnesses? *

☒ Yes ☐ No

Witness 1

Last Name

Doe

First Name

Doe

Position

CNA

[+ Add Another Witness](#)

Details ?

[Investigation](#)

[Incident](#)

4g) Details

The '**Details**' section is prepopulated with the information entered on the Incident Detail at the time of submission. The user may update the information on this tab, based on the results of the investigation. In addition to the prepopulated information, the following fields are required:

- Suspected Crime*
- Was the Alleged Incident Verified (Substantiated)*
- Facility Investigator Last Name*
- Facility Investigator First Name*
- Investigation Summary/Actions Taken*
 - The Investigation Summary/Action Taken section provides a *text pad for the worker to enter information pertaining to the investigation and actions taken by the Facility after the incident occurred. To review the incident summary, click '**+Show Incident Summary**'.

Details ?

Investigation Incident

Type of Alleged Incident *	Suspected Crime * Required
<div>Abuse</div>	<input type="radio"/> Yes <input type="radio"/> No
Was the Alleged Incident Verified (Substantiated) *	
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Inconclusive	
Date Incident Discovered *	Time Incident Discovered *
<div>02/05/2019</div>	<div>01:00 PM</div>
Date Incident Occurred	Time Incident Occurred
<div>mm/dd/yyyy</div>	<div>--:-- --</div>
Facility Investigator Last Name *	Facility Investigator First Name *
<div>Doe</div>	<div>John</div>
Investigation Summary/Actions Taken *	
<ul style="list-style-type: none">• Provide a summary of the results of the investigation in accordance with the State Operations Manual § 483.12• Include any corrective actions taken by the facility and the details of your investigation findings	
<div></div>	
+ Show Incident Summary	

4h) Law Enforcement

The '**Law Enforcement**' section requires you to indicate whether Law Enforcement was contacted. If '**Yes,**' additional optional fields will display to allow the details to be provided.

- Was Law Enforcement Contacted*
 - Police Agency/Precinct Contacted*
 - Date Contacted*
 - Time Contacted*
- Contact Person
- Telephone Number
- Case/Report Number

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Law Enforcement ?

Was Law Enforcement Contacted *

☒ Yes ☐ No

Please attach a copy of any agency/law enforcement incident report, if available

Police Agency/Precinct Contacted *

Lansing Police Department

Date Contacted *

01/17/2019

Time Contacted *

04:55 PM

Contact Person

Telephone Number

Case/Report Number

(###) ###-####

4i) Other Agencies

The '**Other Agencies**' section requires you to indicate whether any agencies (other than Law Enforcement) were contacted. If '**Yes,**' additional required fields will display to allow the details to be provided.

- Were Other Agencies Notified*
 - Name*
 - Date Contacted*
 - Time Contacted*

Other Agencies

Were Other Agencies Notified *

☒ Yes ☐ No

Other Agency 1

Name *

JacksonCounty Medical Center

Date Contacted *

02/01/2019

Time Contacted *

01:25 PM

+ Add Another Agency

4j) Attachments

Additional attachments can be added to your investigation report. If you decide to remove an attachment, click the red **X** next to the file name. Attachments cannot be removed after the investigation has been submitted to the SA (status is **'INVT SBMT – Facility Investigation Report Submitted to SA'**).

Task List

MAINTENANCE

Worker Profile

Attachments ?





Max Attachment Size: 10MB

Allowed Attachment Types: .txt, .pdf, .rtf, .jpeg, .jpg, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .png, .gif, .bmp, .xps

Upload Attachments

Investigation

Incident

File Name	Size
 BCHS_Tracker_Request_Internal_Form 10-31-18.docx	22.8 KB
 Installing Updates.docx	376.4 KB
 Electronic Signature Install.doc	41.0 KB
 Data Synch Process.docx	419.6 KB

History ?

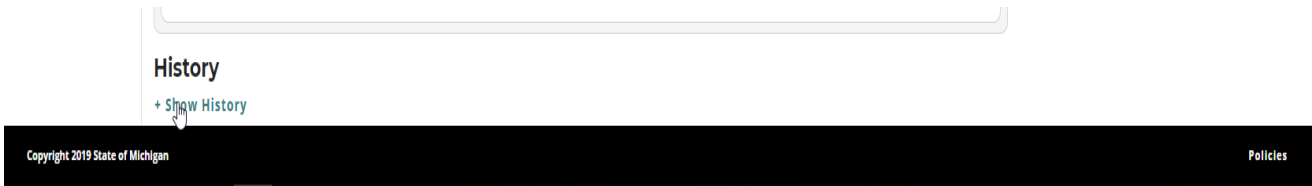
+ Show History

Copyright 2019 State of Michigan

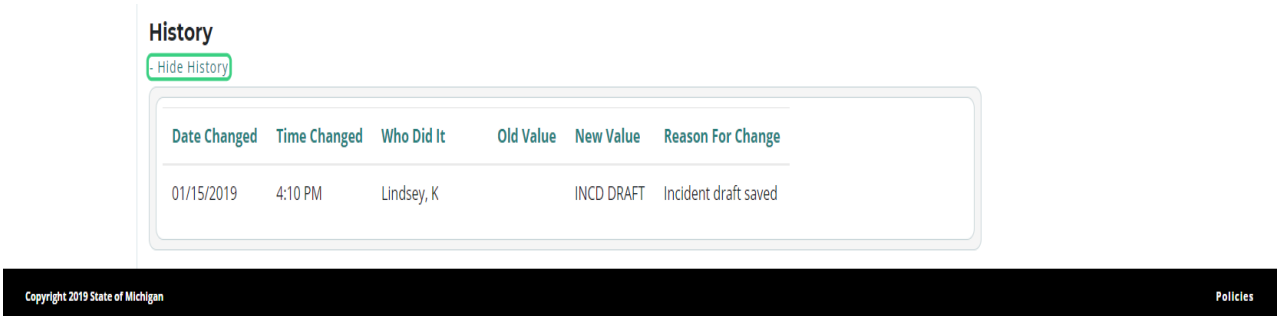
Policies

4k) History

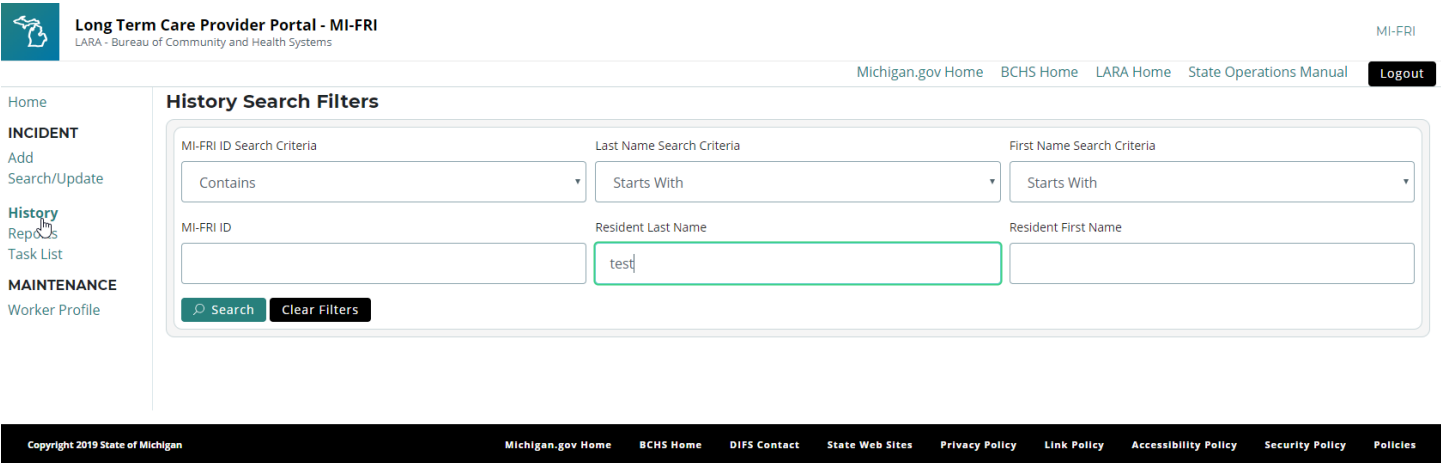
The **'History'** section is hidden at the bottom of the Incident and Investigation screens. If you wish to see who has made updates to an incident or an investigation, click **'+ Show History'**. The history screen also captures actions such as automated email notifications.



In this section, you will be able to see changes in the status, who has made updates, the date and time of the updates, and the reason for the change.



The **'History'** screen is also available by clicking **'History'** on the navigation pane, then performing a search for the desired record.



4I) Submitting Investigations

Once all required fields are completed and you are ready to submit your investigation report, click the **'Save and Submit'** button that floats at the top of the page as you scroll through the investigation screen. This button will not activate until all required fields are completed. If the button is not active, scroll through the sections to find any fields that still display the word *** Required** or have a **red warning message** and complete them.

The screenshot shows the 'Long Term Care Provider Portal - MI-FRI' interface. The header includes the Michigan.gov Home link, the portal name, and a 'Logout' button. The left sidebar contains navigation links: Home, INCIDENT, Add, Search/Update, History, Reports, and Task List. The main content area is titled 'Investigation' and includes a '+ Show Details' link and three buttons: 'Save', 'Save And Submit', and 'Print'. Below this is a 'Residents' section with a question mark icon and two tabs: 'Investigation' (selected) and 'Incident'. On the right, there is a sidebar menu with links: Residents, Perpetrators, Details, Law Enforcement, Attachments, and History.

Once you click **'Save and Submit'** an attestation statement will appear. Your investigation submission will not be successful until after you check the attestation checkbox and click **'OK'**. Clicking **'Cancel'** will return you to the Investigation page.

The 'Submit' dialog box contains the following text: 'If you agree with the statement below, check the checkbox and then the OK button below. The checkbox must be checked and the OK button must be pressed before the report will be submitted to the State Agency.' Below this, it says 'If you wish to return to the report, click Cancel below.' There is a checked checkbox followed by the text: 'I hereby attest that the report and the supporting documentation submitted in reference to the report are true to the best of the facility's knowledge and the facility has not omitted any information or evidence that a reasonable person would not find important to include in or with the report.' At the bottom are 'OK' and 'Cancel' buttons.

At the time of investigation submission, the system will check for any data that was modified, added, or removed from the information that was prepopulated from the incident submission. If anything is found, the Facility/Corporate user will be required to enter an explanation describing the reason for the change(s).

The 'Reasons for Change Summary' dialog box shows a list of changes: 'Resident 1 (John Doe) first name has changed from: John to Johnathan'. Below the list, it says 'Please indicate why these changes were made. *'. A text area contains the explanation: 'Johnathan is his legal name.' At the bottom is a 'Save and Submit' button.

Once the incident is submitted to the State Agency, the data that has been changed will be highlighted in green and the changes will be listed in the **‘Reasons for Change’** section, along with the explanation provided by the Facility/Corporate user. To review the information originally submitted in the incident report, click the incident tab at the top of any section to toggle between the Incident and Investigation reports.

Investigation

+ Show Details

Print

Modified incident data will appear in green

Residents ?

Investigation Incident

Resident 1

Last Name *

First Name *

Middle Initial

Doe

Johnathan

Was the Resident Harmed *

Type of Injury/Harm *

☒ Yes
 ☐ No

☐ Physical
 ☐ Psychosocial
 ☐ Sexual
 ☐ Pain
 ☒ Serious Bodily Injury

Date of Birth *

Pertinent Diagnosis *

Month

Day

Year

October

16

2005

Resident fell

Gender *

Was a Physician Contacted *

Was the Family/Guardian Contacted *

☒ Male
 ☐ Female

☐ Yes
 ☒ No

☐ Yes
 ☒ No

Once your Investigation has been successfully submitted, the status will change to **‘INVT SBMT – Investigation Report Submitted to SA’** and it will no longer show on your task list. To review this investigation report, you can use the **‘Search/Update’** or **‘Reports’** functions in MI-FRI.

Investigation

- Hide Details

MI-FRI ID

Facility ID

00020417

ZY0000

Status ?

Facility Name

INVT SBMT - Facility Investigation Report Submitted to SA

MI FRI DEV FACILITY

Print

Residents ?

Investigation Incident

5) Task List

The Task List is an easy way for Facility and Corporate users to review any records that need action. The records that appear on the task list are Incident Drafts (awaiting submission or deletion), Incident Submissions (awaiting Investigation entry and submission), and Investigation Drafts (awaiting completion and submission). Once an investigation has been submitted to the state agency, the record will no longer appear on your task list, as it no longer requires any further action.

To view the task list for your facility (or multiple facilities if you are a corporate user), click **'Task List'** on the left navigation menu. This will result in a display of all records that require action.

Except for the Resident and Perpetrator column, the columns in the result window are sortable. To sort by a column, click on the column header. The MI-FRI ID Column contains hyperlinks that you can click on to open the specific record. The investigation due date will appear in green until the date it is due. Beginning on the due date, it will change to red and have an exclamation mark next to it to alert you that it is due. If you see this, it requires your immediate attention. Clicking the **'Print'** option in the last column will display a printable report of the record.

The screenshot shows the 'Long Term Care Provider Portal - MI-FRI' interface. The left navigation menu includes 'Home', 'INCIDENT' (with sub-items 'Add' and 'Search/Update'), 'History Reports', 'Task List' (highlighted with a red box), and 'MAINTENANCE' (with sub-item 'Worker Profile'). The main content area is titled 'Tasks' and contains a table with the following columns: MI-FRI ID, Residents, Perpetrators, Status, Incident Occurred, Investigation Due, and a Print button. The table lists 8 tasks, with investigation due dates of 12/05/2018 for several entries, marked with a red exclamation mark. A search bar and 'Clear Filters' button are at the top of the table area.

MI-FRI ID	Residents	Perpetrators	Status	Incident Occurred	Investigation Due	
00020067	test, test		INCD DRAFT			Print
00020068	email, test		INCD SBMT		12/05/2018 ⚠	Print
00020069	email, test		INCD SBMT		12/05/2018 ⚠	Print
00020070	test, email		INCD SBMT		12/05/2018 ⚠	Print
00020071	submit, email		INCD SBMT		12/05/2018 ⚠	Print
00020072	test, email		INCD SBMT		12/05/2018 ⚠	Print
00020074	email, test		INCD DRAFT			Print
00020075	email, test		INCD SBMT		12/05/2018 ⚠	Print

At the top of the screen, there are various filters you can use to narrow your search for specific tasks, if desired. If no tasks exist with the default or filtered information, a **'No Results Found'** message displays.

The 'Task Search Filters' form includes the following sections:

- MI-FRI ID**: A text input field.
- Status**: A dropdown menu with '-Select-' as the current selection.
- Resident**: Two text input fields for 'Last Name' and 'First Name'.
- Perpetrator**: Two text input fields for 'Last Name' and 'First Name'.
- Incident Occurred**: Two date input fields labeled 'From' and 'To', with a placeholder 'mm/dd/yyyy'.
- Investigation Due**: Two date input fields labeled 'From' and 'To', with a placeholder 'mm/dd/yyyy'.
- + Show Filter Criteria**: A link to expand the filter options.
- Search** and **Clear Filters**: Buttons at the bottom.

6) Reports

MI-FRI is equipped with a highly customizable report function. This allows the user to customize reports based on their individual needs by dictating the appropriate filters, date ranges, and columns to display. The report results can be exported to a Word, Excel, or PDF file.

6a) Filters

The user may enter any of the presented filters or leave them at their default to display all records. The filters available are separated into five different categories that can be displayed by clicking the **'+ Show'** next to the title. To minimize, click **'-Hide'**.

Filters

+ Show General Filters

+ Show Resident Filters

+ Show Perpetrator Filters

+ Show Law Enforcement Filters

+ Show Detail Filters

General Filters include

- MI-FRI ID
- ASPEN/ACTS ID
- Statuses
- Date Range (based on Date Incident Discovered, Date Incident Submitted, Date Investigation Submitted, or Date Closed)

- Hide General Filters

MI-FRI ID

ASPEN/ACTS ID

Statuses

- ☒ All
- ☐ INCD DRAFT - Incident Draft
- ☐ INCD SBMT - Incident Submitted to SA
- ☐ INVT DRAFT - Facility Investigation Draft
- ☐ INVT SBMT - Facility Investigation Report Submitted to SA
- ☐ CLOSED SA - Incident Closed by SA
- ☐ CLOSED AA - Incident Closed in ASPEN/ACTS

Date Range

Date Field

-Select-

From

mm/dd/yyyy

To

mm/dd/yyyy

Resident Filters Include

- Resident Last Name
- Resident First Name
- Resident Was Harmed
- Harm Type (which activates if 'yes' is selected as a filter in the 'Resident Was Harmed' field)

Resident Last Name	Resident First Name
<input type="text"/>	<input type="text"/>
Resident Was Harmed	Harm Types
<input type="text" value="-Select-"/>	<input checked="" type="checkbox"/> All <input type="checkbox"/> Physical <input type="checkbox"/> Psychosocial <input type="checkbox"/> Sexual <input type="checkbox"/> Pain <input type="checkbox"/> Serious Bodily Injury

Perpetrator Filters Include

- Perpetrator Types
- Perpetrator Last Name
- Perpetrator First Name
- Position/Title
- State License/MI Registry No

[- Hide Perpetrator Filters](#)

Perpetrator Types	
<input checked="" type="checkbox"/> All <input type="checkbox"/> Resident <input type="checkbox"/> Visitor <input type="checkbox"/> Staff <input type="checkbox"/> Unknown <input type="checkbox"/> N/A	
Perpetrator Last Name	Perpetrator First Name
<input type="text"/>	<input type="text"/>
Position/Title	State License/MI Registry No
<input type="text"/>	<input type="text"/>

Law Enforcement Filters Include

- Law Enforcement Contacted (Yes/No)

[- Hide Law Enforcement Filters](#)

Law Enforcement Contacted

Detail Filters Include

- Incident Type

[- Hide Detail Filters](#)

Incident Types
<input checked="" type="checkbox"/> All <input type="checkbox"/> Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Exploitation <input type="checkbox"/> Mistreatment <input type="checkbox"/> Injury of Unknown Source <input type="checkbox"/> Misappropriation

6b) Results/Column Options

After all desired filter information has been entered, you must choose which columns you would like displayed on your report. If no selections are made, the default report will only display the MI-FRI ID column. To choose the columns you want on your report, you can click on multiple selections to highlight them, then drag them over to the right side of the screen or click **'Add.'** The columns will be displayed on your report in the order they are listed in the Column Options section. To remove a column, highlight it and click **'Remove.'** Once you have all desired columns selected, click **'Run Report'** to display the results on the screen or **'Export Report'** to export to Excel, Word, or PDF file.

- Hide Column Options

Add ▶

◀ Remove

Facility Name

Facility ID

Residents

Date Incident Submitted

Date Investigation Submitted

Date Discovered/Reported

Time Incident Submitted

Law Enforcement Contacted

Date Law Enforcement Contacted

All

None

All

None

[Run Report](#) [Export Report](#)

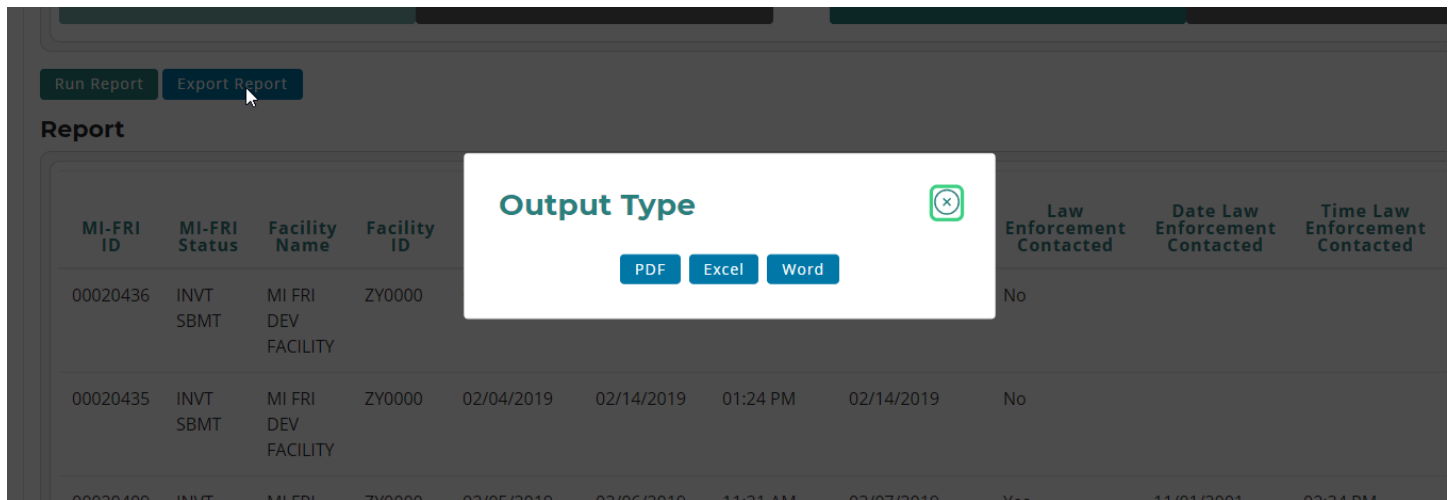
When the user clicks **'Run Report'**, the results are displayed in a grid at the bottom of the page (similar to the Task List view). Except for the Resident and Perpetrator column, the columns in the result window are sortable.

[Run Report](#) [Export Report](#)

Report

MI-FRI ID	MI-FRI Status	Facility Name	Facility ID	Date Incident Discovered	Date Incident Submitted	Time Incident Submitted	Date Investigation Submitted	Law Enforcement Contacted	Date Law Enforcement Contacted	Time Law Enforcement Contacted	Residents
00020436	INVT SBMT	MI FRI DEV FACILITY	ZY0000	02/15/2019	02/15/2019	08:53 AM	02/15/2019	No			Doe, Johnathar
00020435	INVT SBMT	MI FRI DEV FACILITY	ZY0000	02/04/2019	02/14/2019	01:24 PM	02/14/2019	No			perpType, perp
00020409	INVT SBMT	MI FRI DEV FACILITY	ZY0000	02/05/2019	02/06/2019	11:21 AM	02/07/2019	Yes	11/01/2001	02:34 PM	Doe, John Doe, Jane
00020407	INVT DRAFT	MI FRI DEV FACILITY	ZY0000	02/01/2019	02/05/2019	10:21 AM		No			test, test
00020406	INVT SBMT	MI FRI DEV	ZY0000	02/04/2019	02/05/2019	10:11 AM	02/05/2019	No			wittest, testwit

A user can also export the results from this screen. The reports can be exported to either a viewable PDF, a Microsoft Excel document, and a Microsoft Word document. If the data being gathered needs to be manipulated further, click Excel for the **'Output Type'**.



Once the output type has been chosen, your internet browser will download the attachment. Once it has finished downloading, right click on the attachment, then click **'Open'** at the bottom of the screen to open and view the attachment.

