



MI-FRI USER GUIDE

FOR

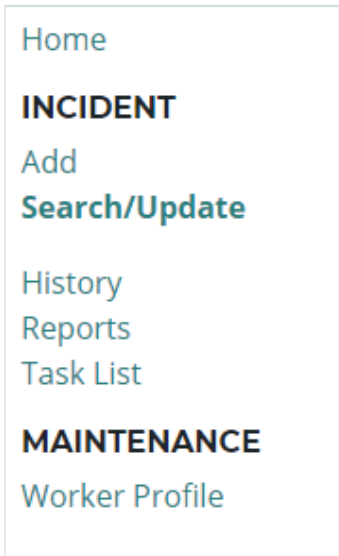
FACILITY & CORPORATE USER TRAINING

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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

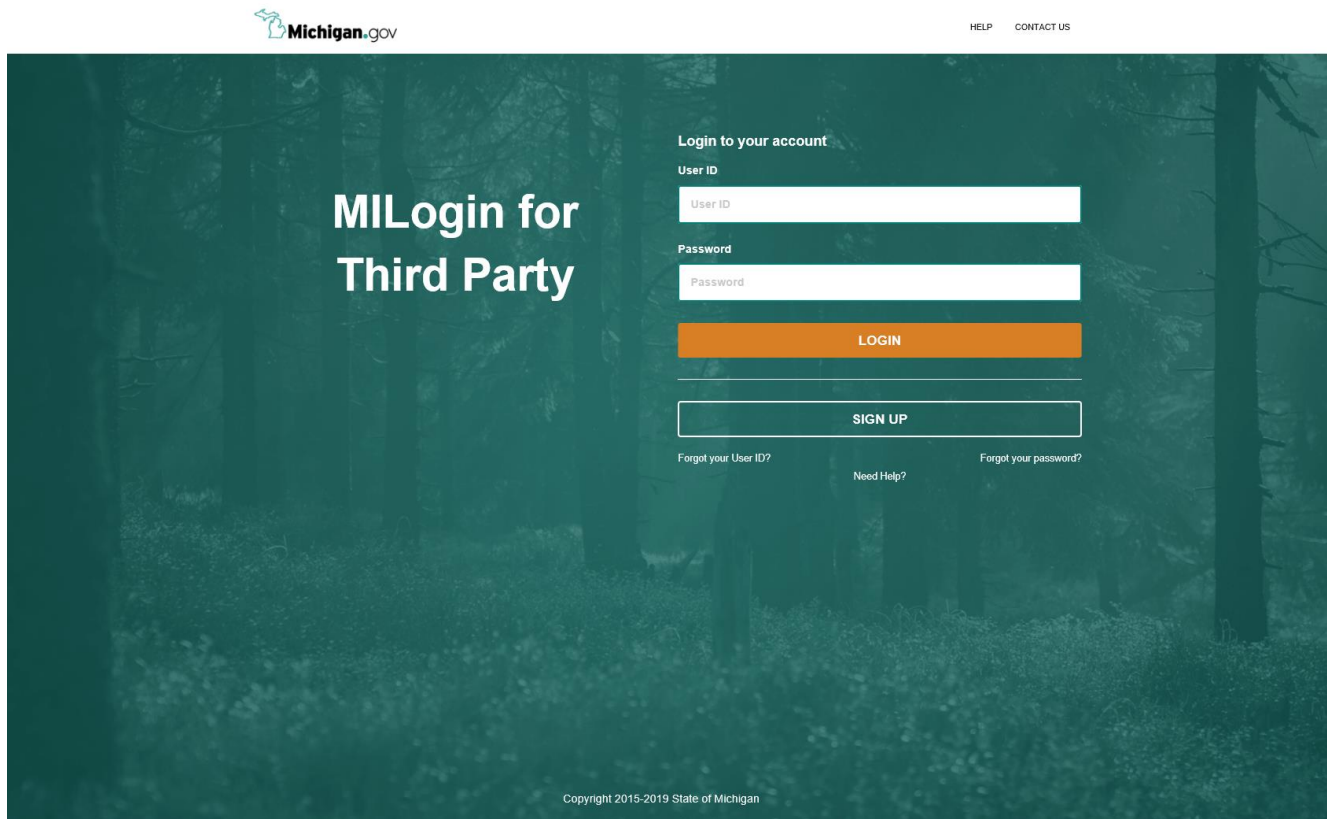
Users are required to use State of Michigan (SOM) Michigan Login (MILogin) to access the MI-FRI application. **If you already have a MILogin ID, your username and password will stay the same.**

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 scene. In the top left corner, there is a logo for Michigan.gov. In the top right corner, there are links for HELP and CONTACT US. The main heading is "MILogin for Third Party". Below the heading, there is a login form with the following elements:

- Login to your account**
- User ID**: A text input field with "User ID" placeholder text.
- Password**: A text input field with "Password" placeholder text.
- LOGIN**: An orange button.
- SIGN UP**: A white button with a black border.
- Forgot your User ID?**: A link below the User ID field.
- Need Help?**: A link below the SIGN UP button.
- Forgot your password?**: A link below the Password field.

At the bottom of the page, there is a copyright notice: "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 'MI Login for Third Party' registration page. At the top, there is a Michigan.gov logo and navigation links for 'HELP' and 'CONTACT US'. Below the header, a progress bar indicates three steps: 1. Profile Information (active), 2. Security Setup, and 3. Confirmation. The main heading is 'Create Your Account'. Underneath, the 'Profile Information' section prompts the user to 'Enter your profile information'. A list of required fields includes: 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, there are 'NEXT' and 'RESET' buttons.

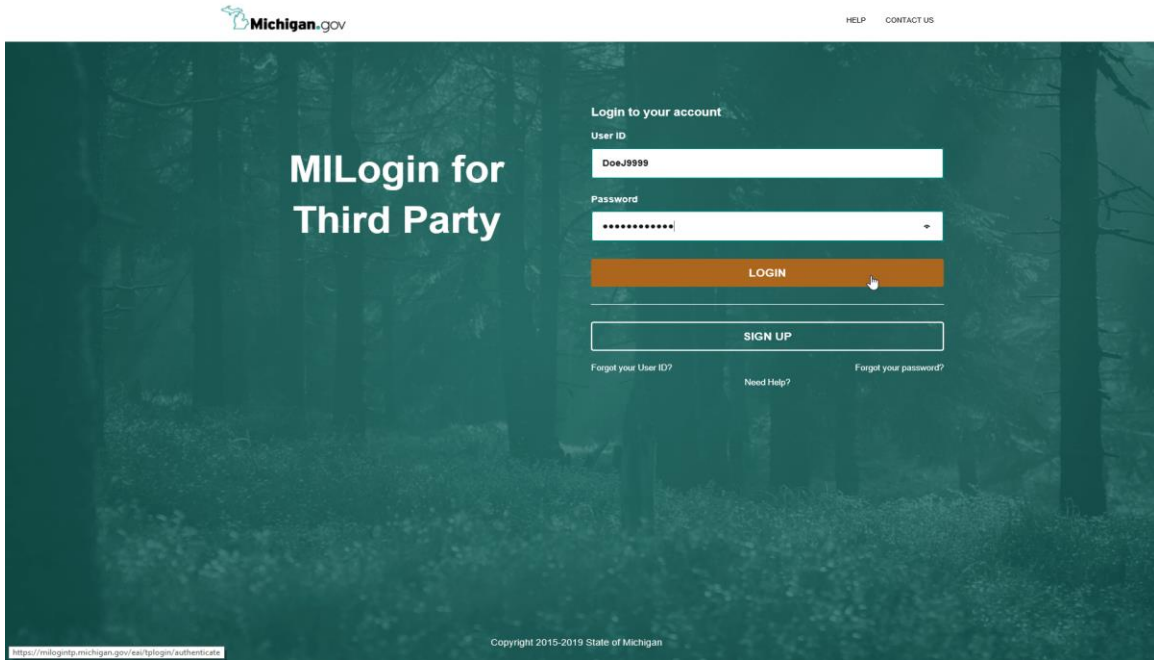
Once you have created a User ID select which Security Option from the choices below that you would like to use for password recovery. These are implemented to protect the system from malicious attempts to flood the system with ID requests.

The screenshot shows the 'Security Setup' step of the registration process. The progress bar now highlights 'Security Setup' as step 2. The heading is 'Security Setup' with the instruction 'Provide user id and password information to complete your profile'. The 'User ID' field contains 'DoeJ9999'. The 'Password' and 'Confirm New Password' fields are filled with masked characters and show checkmarks. A 'Security Options' section offers three choices: 'Email', 'Mobile (Text/SMS)', and 'Security Questions'. The 'Mobile (Text/SMS)' option is selected. At the bottom, there 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.

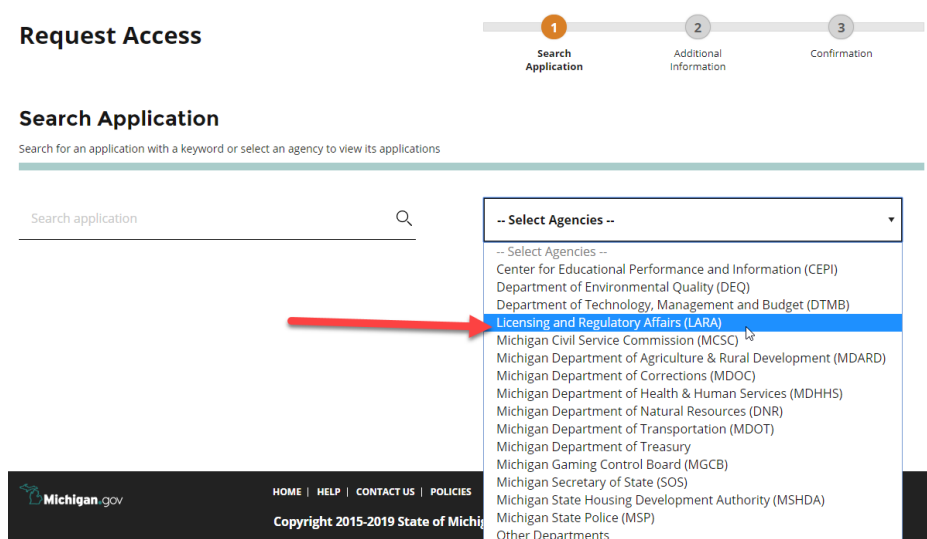
- ◆ If you experience issues setting the new password, contact the DTMB Client Service Center at 517-241-9700, 1-800-968-2644 for assistance.



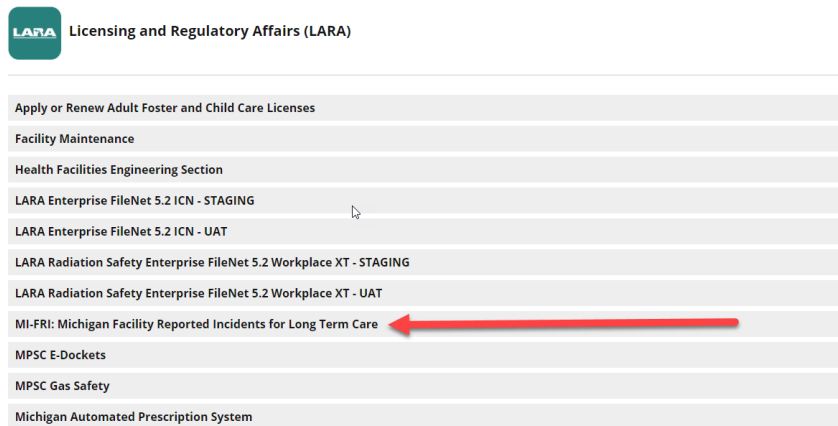
After you have successfully logged in to MI Login, you must request access to the MI-FRI Application.



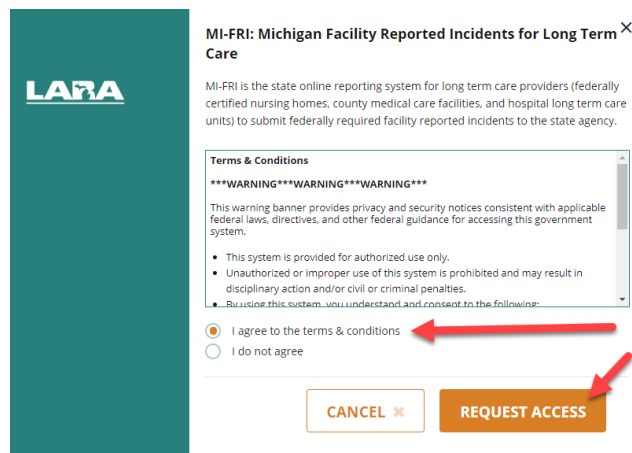
From the 'Select Agencies' menu, choose 'Licensing and Regulatory Affairs (LARA)'.



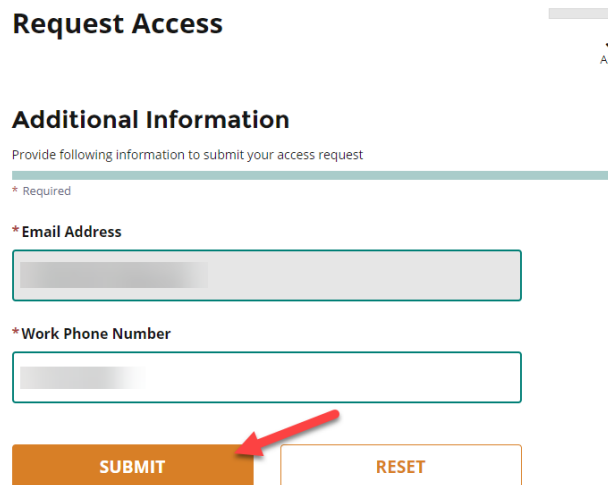
Click 'MI-FRI: Michigan Facility Reported Incidents for Long Term Care'.



Click 'REQUEST ACCESS'.



Enter the additional information needed and click 'Submit'.



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

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.

The screenshot shows the 'Worker Profile' page in the MI-FRI portal. The page header includes the Michigan.gov Home, LTPCP Public Access, LTPCP SOM Employee Access, BCHS Home, Contact BCHS, LARA Home, and a Logout button. The left sidebar contains navigation options under 'INCIDENT' (Add, Search/Update, History, Reports, Task List) and 'MAINTENANCE' (Find Worker Profile). The main form area is titled 'Worker Profile' and contains the following fields:

- MI Login ID * (Required): lindseykFA
- User Last Name * (Required): Lindsey
- User First Name * (Required): K
- User Email Address * (Required): LindseyK
- Work Phone * (Required): (555) 555-5555
- Title: (Empty)
- Begin Access Date * (Required): 01/01/2019
- End Access Date: mm/dd/yyyy
- Worker Role * (Required): Facility Administrator
- Facility * (Required): MI FRI DEV FACILITY - ZY0000

At the bottom left of the form area, there is an 'Update' button and a link to '+ Show Email Template List'.

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.

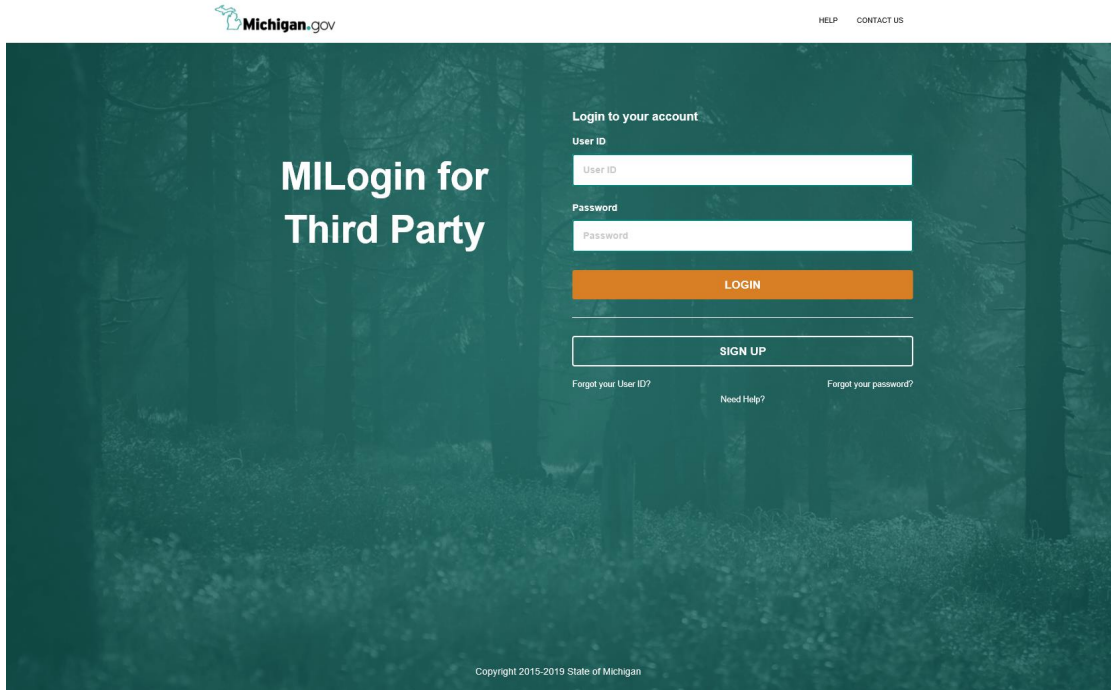
The screenshot shows the 'Hide Email Opt-Out' section of the Worker Profile page. The 'Worker Role *' is set to 'Facility Worker' and the 'Facility *' is 'MI FRI DEV FACILITY - ZY0000'. Below these fields, there is a 'Hide Email Opt-Out' button. Underneath the button, there is a list of email notification options with checkboxes:

- 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

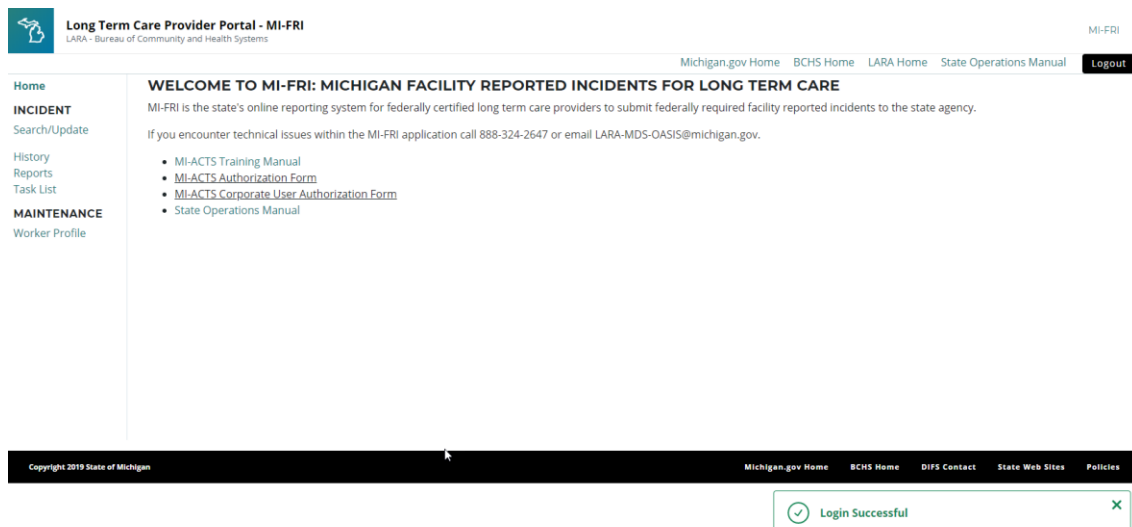
To access the MI-FRI Application, Login to MILogin for Third Party at <https://milogintp.michigan.gov> then select the link to MI-FRI: Michigan Facility Reported Incidents for Long Term Care.



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.



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 shows the 'Long Term Care Provider Portal - MI-FRI' interface. On the left is a navigation pane with 'INCIDENT' selected and 'Add' highlighted. The main content area is titled 'Incident' and contains a form with the following fields:

- Hide Details** (button)
- Mi-FRI ID** (text input)
- Facility ID** (text input, value: ZY0000)
- Status** (dropdown menu, value: MI-FRI DEV FACILITY)
- Facility Name** (text input, value: MI-FRI DEV FACILITY)

Below the form is a message: "All required fields must be completed before the incident can be submitted". At the bottom of the form are buttons for **Save**, **Save And Submit**, and **Print**.

Below the incident form is a section for **Residents** with the following fields:

- Resident 1**
- Last Name * Required** (text input)
- First Name * Required** (text input)
- Middle Initial** (text input)
- Was the Resident Harmed * Required** (radio buttons for Yes and No)
- Date of Birth * Required** (Month, Day, Year dropdowns)
- Pertinent Diagnosis * Required** (text input)

At the bottom of the residents section is a button: **+ Add Another Resident**.

Below the residents section is a section for **Perpetrators**.

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
Month: Day: Year:

Pertinent Diagnosis * Required:

+ 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 'Michigan.gov Home', 'BCHS Home', 'LARA Home', 'State Operations Manual', and a 'Logout' button. The left sidebar contains navigation links for 'Home', 'INCIDENT' (with sub-links for 'Add', 'Search/Update', 'History', 'Reports', 'Task List'), and 'MAINTENANCE' (with a sub-link for 'Worker Profile').

The main content area is titled 'Incident' and includes a '- Hide Details' link. It contains several input fields: 'MI-FRI ID', 'Facility ID' (with the value 'ZY0000'), 'Status' (with a dropdown arrow), and 'Facility Name' (with the value 'MI FRI DEV FACILITY'). A red error 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 is titled 'Residents 1' and contains a form for 'Resident 1'. The form includes fields for 'Last Name *' (value: 'Doe'), 'First Name *' (value: 'John'), and 'Middle Initial'. It also has a 'Was the Resident Harmed *' section with radio buttons for 'Yes' (selected) and 'No'. The 'Type of Injury/Harm *' section has checkboxes for 'Physical' (checked), 'Psychosocial', 'Sexual', 'Pain', and 'Serious Bodily Injury'. The 'Date of Birth *' section has dropdowns for 'Month' (value: 'August'), 'Day' (value: '17'), and 'Year' (value: '2007'). The 'Pertinent Diagnosis *' field contains the text 'Resident fell'. At the bottom of the resident form, there are two buttons: '+ Add Resident 1 as Perpetrator' and '+ Add Another Resident', both of which are highlighted with a red border.

On the right side of the page, there is a vertical menu with the following items: '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 shows a web application interface for managing incidents. On the left is a navigation menu with links for Home, INCIDENT (Add, Search/Update, History, Reports, Task List), and MAINTENANCE (Find Worker Profile). The main content area is titled 'Incident' and contains a form with fields for MI-FRI ID, Facility ID (ZY0000), Status, and Facility Name (MI FRI DEV FACILITY). Below the form are buttons for Save, Save And Submit, and Print. A red error message states: 'All required fields must be completed before the incident can be submitted'. To the right of the main form is a sidebar with links for Residents, Perpetrators, Incident Details, and Attachments. The 'Perpetrators' section is expanded, showing 'Perpetrator 1' with a dropdown for 'Type of Alleged Perpetrator' set to 'Resident'. A message prompts the user to 'Choose a resident * Please first enter the resident's information in the Resident Section'. A dropdown menu is open, showing options: '-Select-', '-Select-', 'Doe, John - DOB: Jan 1, 1950', and 'Doe, Jane - DOB: Jul 15, 1978'. The 'Incident Details' section is partially visible at the bottom.

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 'Long Term Care Provider Portal - MI-FRI' interface. The main content area is titled 'Incident' and contains a 'Show Details' link, 'Save', 'Save And Submit', 'Delete', and 'Print' buttons. Below this is the 'Incident Details' form with the following fields:

- Type of Alleged Incident*: A dropdown menu with 'Abuse' selected.
- Suspected Crime* Required: Radio buttons for 'Yes' and 'No'.
- Date Incident Discovered*: A date input field with '01/15/2019' entered.
- Time Incident Discovered*: A time input field with '04:45 PM' entered.
- Date Incident Occurred: A date input field with a placeholder 'mm/dd/yyyy'.
- Time Incident Occurred: A time input field with a placeholder '--:--:--'.
- Incident Summary*: A text area containing a bullet point: '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 on the right side of the text area.
- See Attached: A text area below the summary.

At the bottom, there is an 'Attachments' section with 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'. An 'Upload Attachments' button is located below this note.

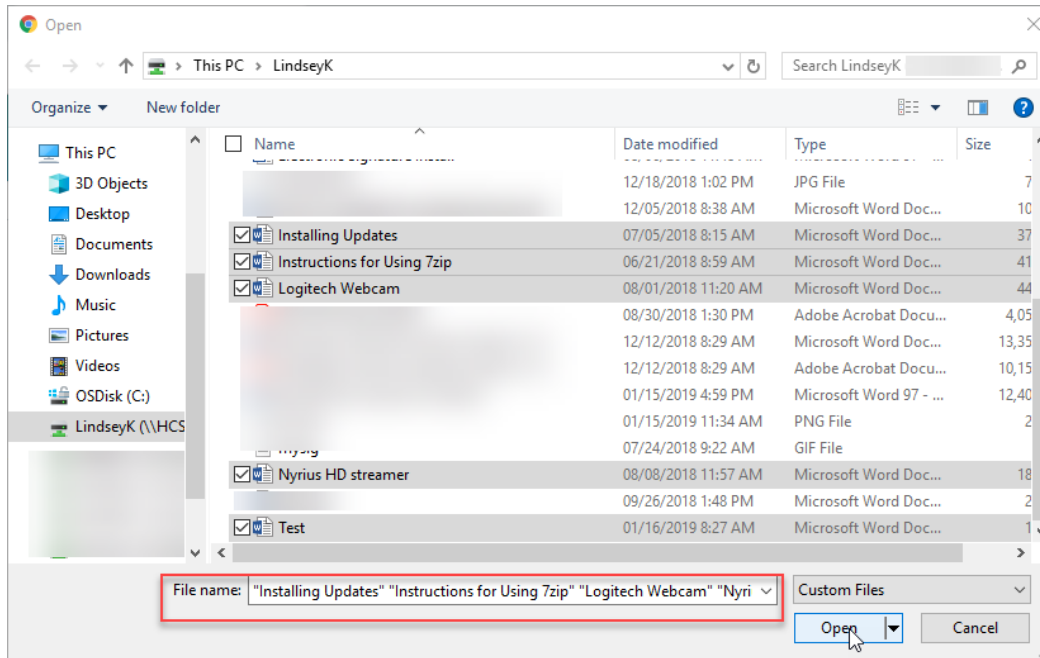
When the user clicks on the 'Incident Summary' text box, the user must manually enter the text directly into the notepad. The notepad can be expanded for easier viewing and data entry it also allows text to be pasted in from another document. To expand the notepad, click the expand button as shown below.

The screenshot shows the 'Incident Summary' text area expanded into a larger notepad-like view. The text area contains the following text:

See Attached
testing
test

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](#)

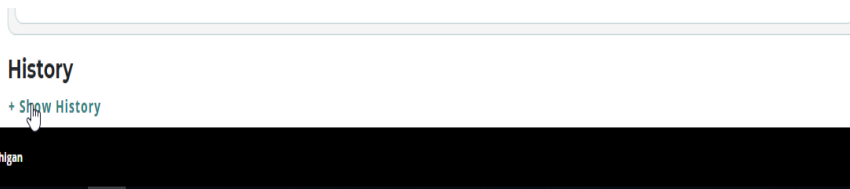
File Name	Size
<input type="checkbox"/> Installing Updates.docx	376.4 KB
<input type="checkbox"/> Test.docx	11.7 KB
<input type="checkbox"/> Instructions for Using 7zip.docx	412.7 KB
<input type="checkbox"/> Nyrius HD streamer.docx	185.3 KB
<input type="checkbox"/> Logitech Webcam.docx	446.0 KB

History

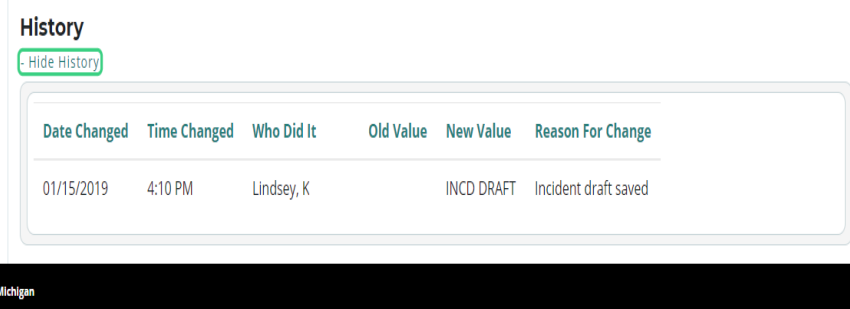
[+ Show History](#)

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'**.

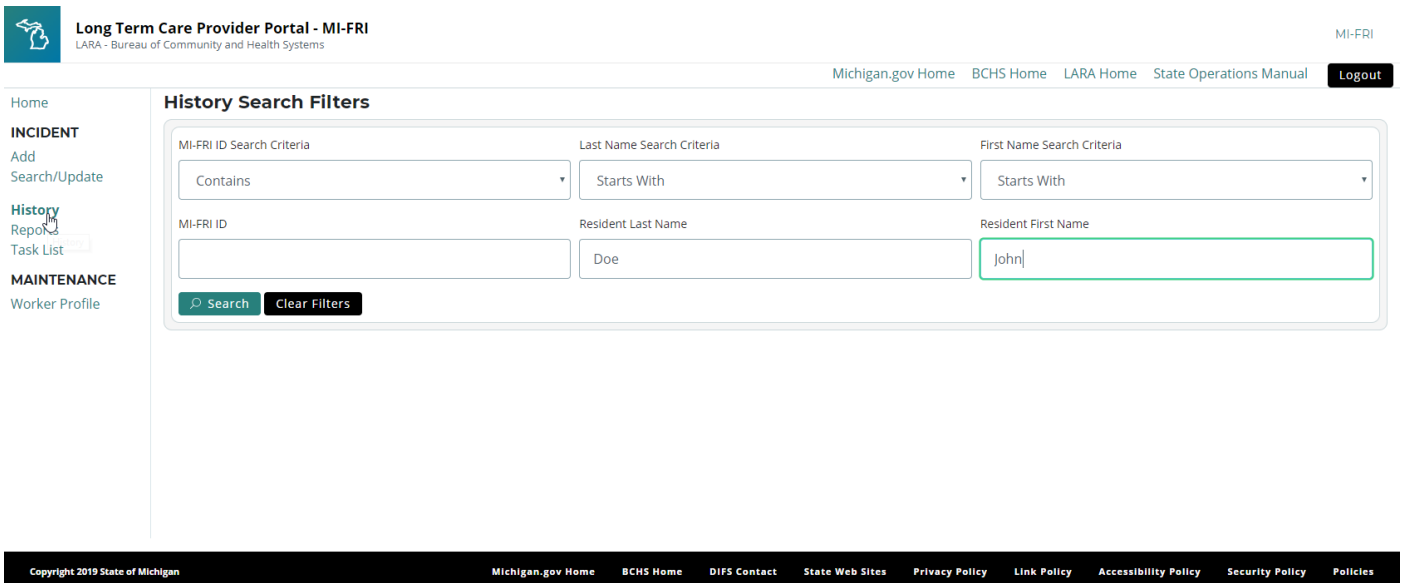


In this section, you will be able to see changes in the status, who has made updates, the date and time of the updates, and the reason for the change.



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

Buttons: Save, Save And Submit, Delete, Print

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.

Buttons: OK, Cancel

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

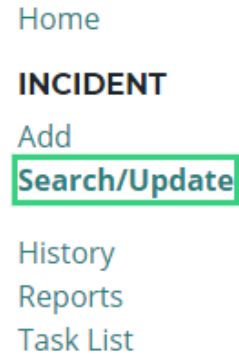
Status: INCD SBMT - Incident Submitted to SA Facility Name: MI FRI DEV FACILITY

Buttons: Start Investigation, Print

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:

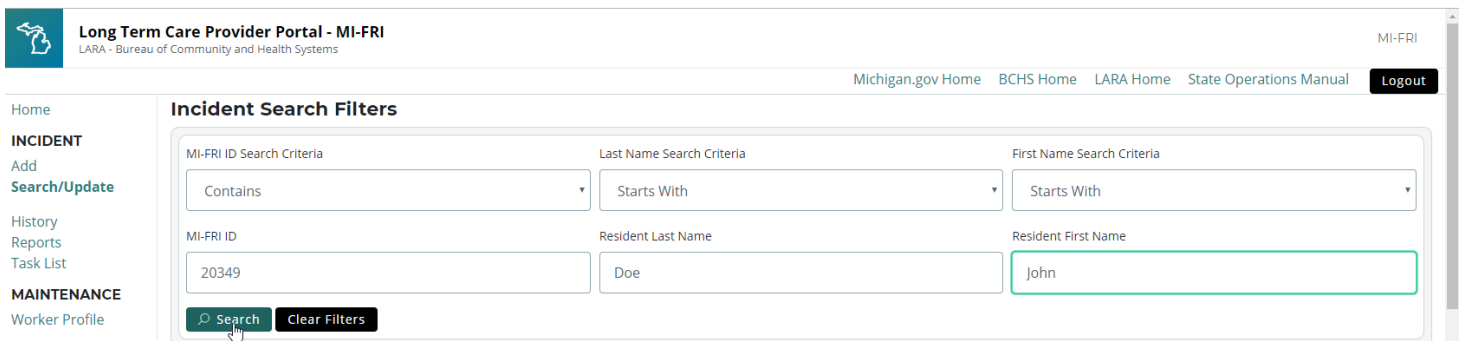
- Review existing records
- Update or submit records that are in draft status
- Add Investigation reports to Incidents that have been submitted
- Delete incident drafts



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.



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 ?

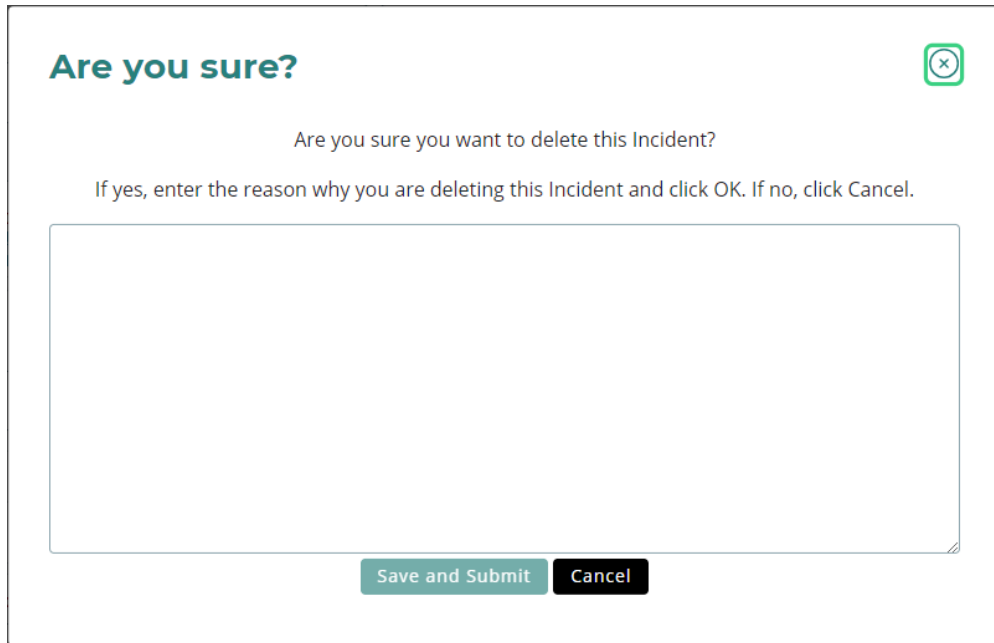
INCD DRAFT - Incident Draft
▼

Facility Name

Save
Save And Submit
Delete
Print

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.

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'**.

The screenshot displays the 'Long Term Care Provider Portal - MI-FRI' interface. The page title is 'Long Term Care Provider Portal - MI-FRI' with the subtitle 'LARA - Bureau of Community and Health Systems'. The navigation bar includes links for Michigan.gov Home, LTCP Public Access, LTCP SOM Employee Access, BCHS Home, Contact BCHS, and LARA Home. A 'Logout' button is in the top right corner.

The main content area is titled 'Incident' and includes a '- Hide Details' link. It contains several input fields: 'MI-FRI ID' (00020335), 'Facility ID' (ZY0000), 'Status' (INCD SBMT - Incident Submitted to SA), and 'Facility Name' (MI FRI DEV FACILITY). Below these fields are two buttons: 'Start Investigation' and 'Print'.

The 'History' section is titled 'History' and includes a '- Hide History' link. It contains a table with the following data:

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

The 'Submission' section is titled 'Submission' and contains four input fields: 'Submitted By Name' (K -FA Lindsey), 'Submitted By Title', 'Submitted By Phone Number', and 'Submitted Date/Time'.

A sidebar on the right side of the page contains a list of navigation options: Residents, Perpetrators, Incident Details, Attachments, History, and 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 (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 contains input fields for MI-FRI ID (00020417) and Facility ID (ZY0000), a Status dropdown menu (INCD SBMT - Incident Submitted to SA), and a Facility Name field (MI FRI DEV FACILITY). Below these fields are 'Start Investigation' and 'Print' buttons. A 'Residents' link with a question mark is visible at the bottom. On the right side, a vertical scroll bar is present, and a box contains hyperlinks for Residents, Perpetrators, Incident Details, Attachments, History, and Submission.

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.



Home

INCIDENT

Add
[Search/Update](#)

History
Reports
Task List

MAINTENANCE

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

Residents ?

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

Resident 1

Last Name *	First Name *	Middle Initial
<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text"/>

Was the Resident Harmed *

Yes No

Date of Birth *	Pertinent Diagnosis *						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td><input type="text" value="October"/></td> <td><input type="text" value="16"/></td> <td><input type="text" value="2003"/></td> </tr> </table>	Month	Day	Year	<input type="text" value="October"/>	<input type="text" value="16"/>	<input type="text" value="2003"/>	<input type="text" value="sfdg"/>
Month	Day	Year					
<input type="text" value="October"/>	<input type="text" value="16"/>	<input type="text" value="2003"/>					

Gender * **Required** Was a Physician Contacted * **Required** Was the Family/Guardian Contacted * **Required**

Male Female
 Yes No
 Yes No

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 * First Name * Middle Initial

Was the Resident Harmed *

Yes No

Date of Birth *

Month Day Year

Pertinent Diagnosis *

Gender *

Male Female

Was a Physician Contacted *

Yes No

Was the Family/Guardian Contacted *

Yes No

Cognitive Status *

BIMS Score *

Current Location *

Ambulatory Status at Time of Incident *

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.

The screenshot displays the 'Long Term Care Provider Portal - MI-FRI' interface. The header includes the Michigan logo, the portal name, and the user 'MI-FRI'. The main content area is titled 'Investigation' and contains a warning: 'All required fields must be completed before the incident can be submitted'. Below this is the 'Perpetrators' section, which is currently showing 'Perpetrator 1'. The form for this perpetrator includes a dropdown for 'Type of Alleged Perpetrator' (set to 'Resident'), a dropdown for 'Choose a resident' (set to 'Doe, Jane - DOB: Jul 15, 1978'), and text input fields for 'Last Name' (Doe), 'First Name' (Jane), and 'Middle Initial'. A date picker for 'Date of Birth' is set to July 15, 1978. A '+ Add Another Perpetrator' link is at the bottom of the form. On the left, a navigation menu lists 'Home', 'INCIDENT' (with sub-items 'Add' and 'Search/Update'), 'History', 'Reports', 'Task List', and 'MAINTENANCE' (with sub-item 'Worker Profile'). On the right, a sidebar menu lists 'Residents', 'Perpetrators', 'Details', 'Law Enforcement', 'Attachments', and 'History'. A 'Logout' button is in the top right corner.

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
<input type="text" value="Abuse"/>	<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 *
<input type="text" value="02/05/2019"/>	<input type="text" value="01:00 PM"/>
Date Incident Occurred	Time Incident Occurred
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="--:-- --"/>
Facility Investigator Last Name *	Facility Investigator First Name *
<input type="text" value="Doe"/>	<input type="text" value="John"/>
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	<input type="button" value="↕"/>
<input type="text"/>	
+ 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

Reports
Task List
MAINTENANCE
Worker Profile

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 *	Date Contacted *	Time Contacted *
Lansing Police Department	01/17/2019	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 *	Time Contacted *
02/01/2019	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

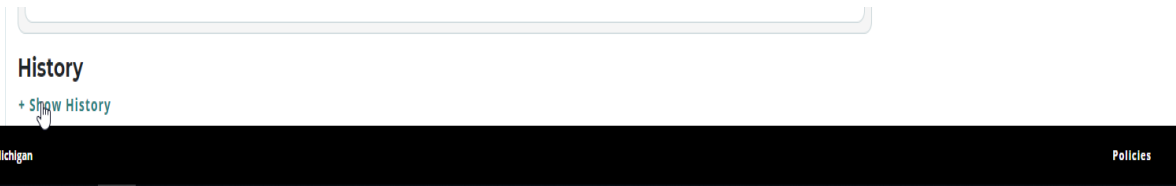
History ?

+ Show History

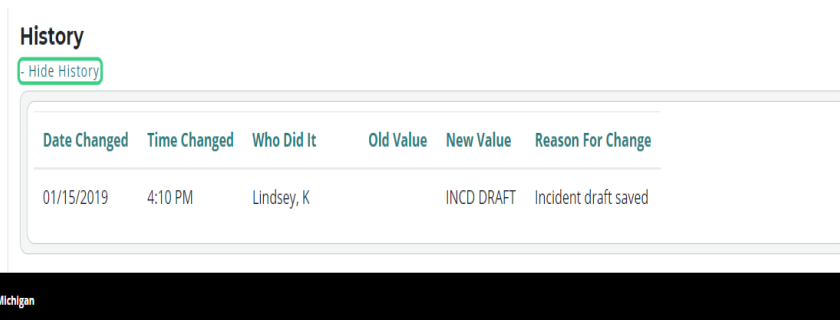
Copyright 2019 State of Michigan Policies

4k) History

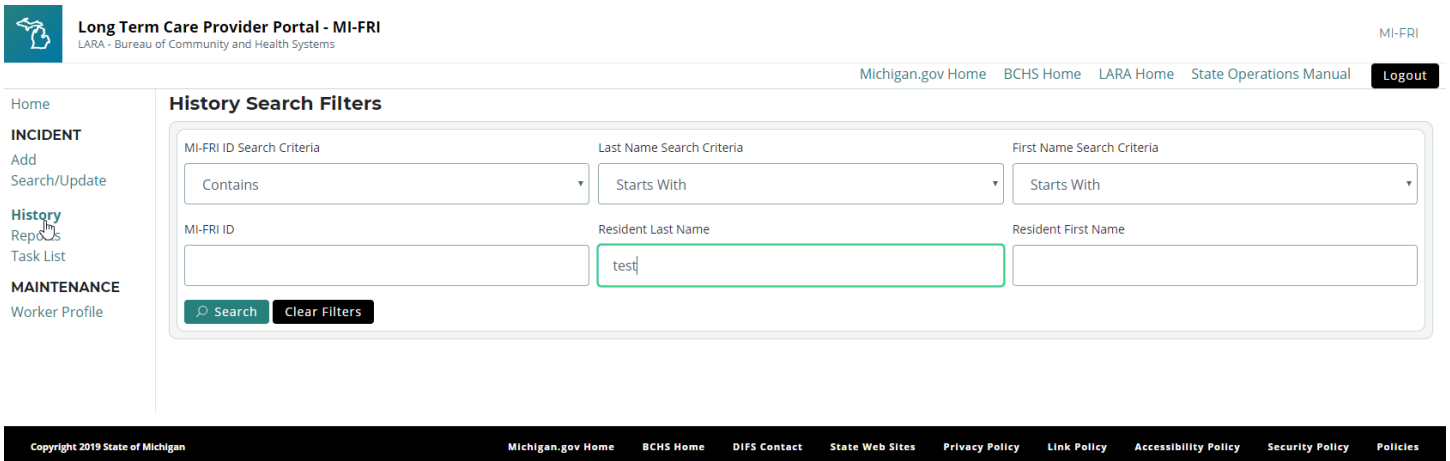
The **'History'** section is hidden at the bottom of the Incident and Investigation screens. If you wish to see who has made updates to an incident or an investigation, click **'+ Show History'**. The history screen also captures actions such as automated email notifications.



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.

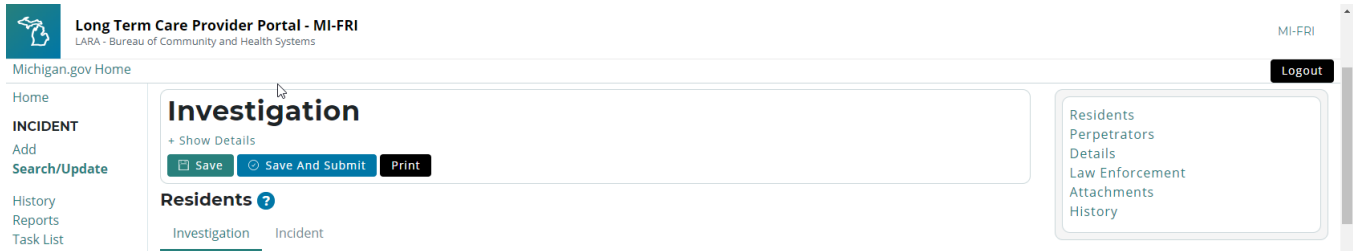


The **'History'** screen is also available by clicking **'History'** on the navigation pane, then performing a search for the desired record.

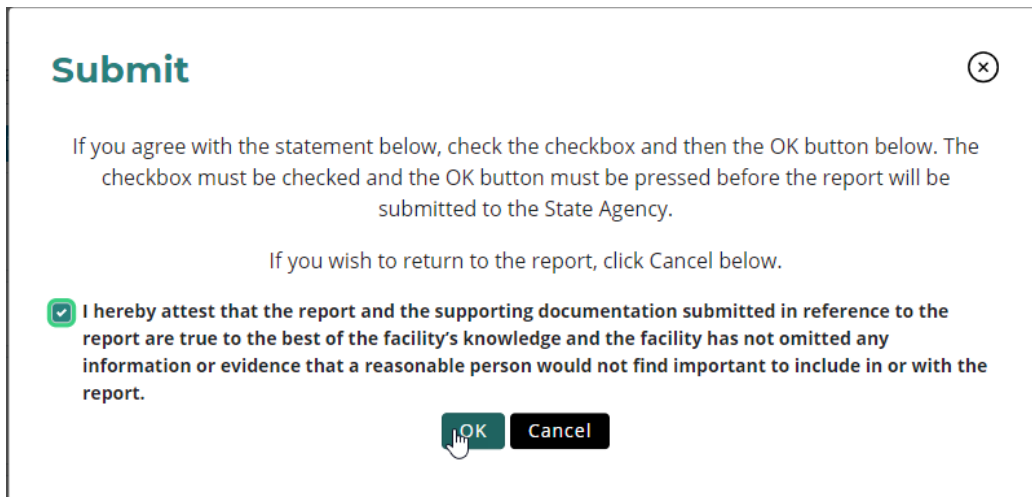


4) Submitting Investigations

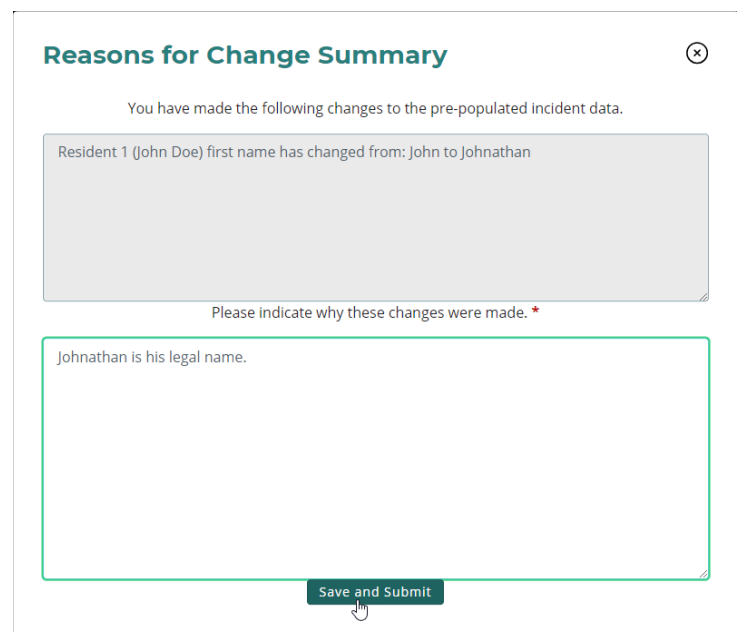
Once all required fields are completed and you are ready to submit your investigation report, click the **'Save and Submit'** button that floats at the top of the page as you scroll through the investigation screen. This button will not activate until all required fields are completed. If the button 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.



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.



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).



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 *

Yes No

Type of Injury/Harm *

Physical Psychosocial Sexual Pain Serious Bodily Injury

Date of Birth *

Month	Day	Year
October	16	2005

Pertinent Diagnosis *

Resident fell

Gender *

Male Female

Was a Physician Contacted *

Yes No

Was the Family/Guardian Contacted *

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 ?

INVT SBMT - Facility Investigation Report Submitted to SA

Facility Name

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.

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

Michigan.gov Home

Home
INCIDENT
Add
Search/Update
History
Reports
Task List
MAINTENANCE
Worker Profile

Search Clear Filters

Tasks

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.

Task Search Filters

MI-FRI ID

Status

Resident

Last Name First Name

Perpetrator

Last Name First Name

Incident Occurred

From To

Investigation Due

From To

+ Show Filter Criteria

Search Clear Filters

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

<input type="text" value="-Select-"/>

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

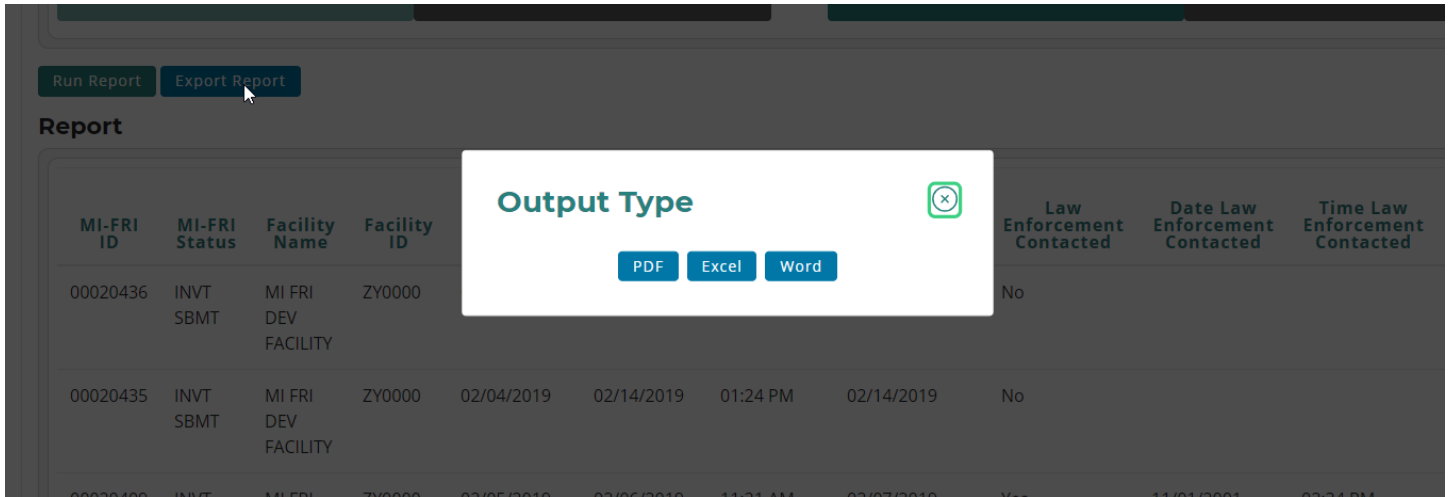
When the user clicks **'Run Report'**, the results are displayed in a grid at the bottom of the page (similar to the Task List view). Except for the Resident and Perpetrator column, the columns in the result window are sortable.

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.

