Instructions for Completing the Provider Follow-Up Report in EIS

For each Reportable Event reported to the Department, the Provider must submit a Follow-Up Report through the Reportable Event Database, which is EIS (the Enterprise Information System).

The following steps outline how to submit the Follow-Up Report in EIS.

1. Log into EIS
2. Click Search on the left hand purple menu.

3. Search for a client using the client’s system ID number (People ID#), which is the client’s 6 digit EIS number. Click on System ID under Properties, then under Condition, click Contains or Equals, and then type the number under Value, and click Add, then Search.
4. If the system ID is unknown, search can be performed on the client’s First and Last name. This is done the same way, only you must add each separately. Click on First Name, type it in, and click Add, then select Last Name, type it in, and click add.

5. After both names are in the Search Criteria, click Search.

6. Note: searching by Date of Birth (DOB), Social Security Number (SSN) or any other ways of identifying the client is possible.

7. This will bring up search results. Select client by clicking “Set Anchor” to the right of the client’s information.

8. After anchoring the client’s information, the client’s name will show up at the top of the screen.

9. Click on Reportable Events in the left hand purple menu.

10. Click on the Reportable Event that needs the Provider Follow up Assessment added:
11. Scroll to the right, click on the drop-down menu item titled “Show”. Click on Assessment List.

12. Click the Add button:
13. The start date will default to the date of entry. No need to change anything on this screen. Click Next.

14. In the Instrument Type list, click on “Reportable Event Provider FollowUp [Version1], click Finish.

15. The screen will refresh and the Assessment General page will display.
16. Click on the dropdown menu to the right with the label “Show”. Click on Questionnaire.

17. Complete the Questionnaire as per the policy outlined below:

<table>
<thead>
<tr>
<th>Rule</th>
<th>EIS Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>The date and time of the Reportable Event and, if the Reportable Event is reported in the Reportable Event Database more than one business day from the time of the Reportable Event, an explanation for the delay in reporting;</strong></td>
<td></td>
</tr>
<tr>
<td>2. <strong>A summary of the circumstances that resulted in the Reportable Event</strong></td>
<td></td>
</tr>
<tr>
<td>3. <strong>An outline of any Remediation Action Steps that were taken following the Reportable Event to decrease the likelihood that the same or a similar incident will reoccur, including the date(s) of implementation and the party or parties responsible for</strong></td>
<td></td>
</tr>
</tbody>
</table>
implementing each Remediation Action Step;

4. An outline of any future Remediation Action Steps that will be taken to decrease the likelihood that such an incident will reoccur, including the planned dates of implementation, if applicable, and the party or parties responsible for implementing each Remediation Action Step;

5. If no Remediation Action Steps have been or will be taken in response to the incident, an explanation as to why Remediation Action Steps are not necessary.

18. Click Save