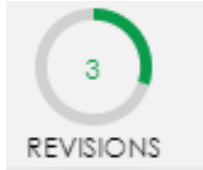


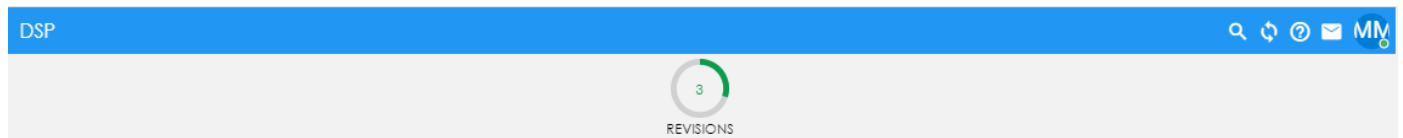
Revisions



Q: What are Revisions?

A: Revisions are notes that require correction before they are approved. Notes marked Finish Later also show here. It is best practice to log in regularly and see if any revisions have been assigned to you.

How to open the Revisions report:



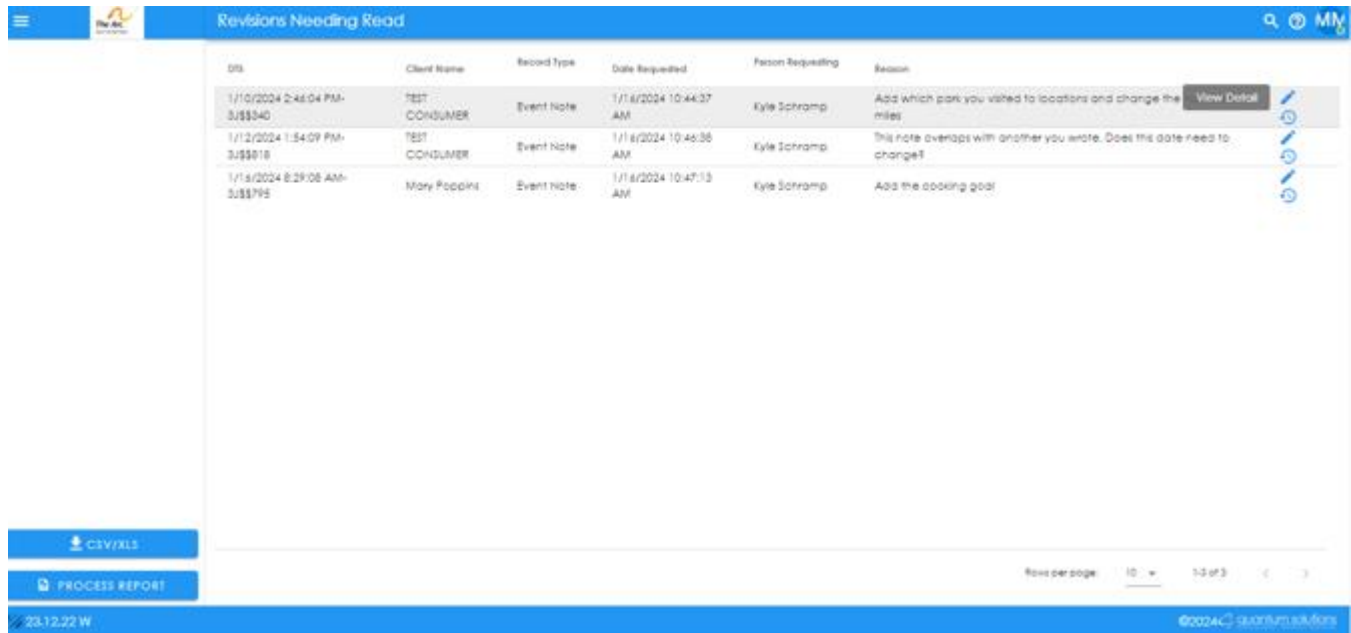
The link to the report is at the top of the dashboard (DSP/Adult Services/Site-Based Services). A new screen will appear. The Revision Reason and the link to the note will appear on the far right of the screen.













Example: Add which park you visited to locations and change the number of miles

Reason
Add which park you visited to locations and change the number of miles

How to start the Revision:

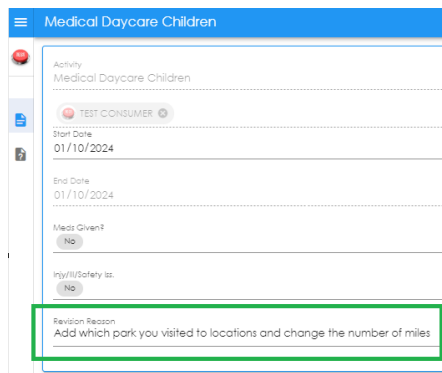
 = View Detail  = View History



SIS	Client Name	Record Type	Date Requested	Person Requesting	Reason	
1/10/2024 2:46:04 PM-3:55:04D	TEST CONSUMER	Event Note	1/16/2024 10:44:37 AM	Kyle Schamp	Add which park you visited to locations and change the miles.	View Detail    
1/12/2024 1:34:09 PM-3:55:01B	TEST CONSUMER	Event Note	1/16/2024 10:46:36 AM	Kyle Schamp	This note overlaps with another you wrote. Does the date need to change?	   
1/16/2024 8:29:06 AM-3:55:79E	Mary Poppini	Event Note	1/16/2024 10:47:13 AM	Kyle Schamp	Add the cooking goal.	   

You will hover the mouse over that note and the row will appear slightly gray. Click on the pencil icon, it is a link to view the note. The clock icon will link to the history of when the note was started and changed.

After a brief loading message, the note will appear on the screen.



Medical Daycare Children

Activity: Medical Daycare Children

TEST CONSUMER

Start Date: 01/10/2024

End Date: 01/10/2024

Meds Given? No

Injury/Safety Is: No

Revision Reason: Add which park you visited to locations and change the number of miles

The revision reason will also appear at the bottom of the note. Locate the correct field and make the change. Click on the Finish button to save. You will return to the Revisions screen. Repeat these steps for all notes. When you have completed all revisions, you can click on Process Report in the bottom left-hand corner of the screen, however that is optional.

To exit the report, close the web page. You will return to the dashboard.