



Electronic Reporting Commitment Application

Robert Bussard – DHHS

Heather Wood – DHHS

Presentation to Nebraska District Court Clerks

12/12/12

Department of Health & Human Services



Brady Handgun Violence Prevention Act

- The Brady law was signed by President Clinton on November 30, 1993 and began screening out prohibited people on February 28, 1994
- The enactment of the Brady law (effective February 28, 1994) changed this “lie-and-buy” system to a “background check-then-buy” system by requiring that sale of a gun by a licensed dealer be referred to law enforcement for a background check.
- <http://www.bradycampaign.org/>
- <http://www.fbi.gov/about-us/cjis/nics/general-information/nics-index>

Mental Health -National Instant Criminal Background Checks (NICS)

- How did this get on the radar?
 - Virginia Tech Shooting where 32 people were killed
 - Shooter was adjudicated mentally ill and according to the 1968 Gun Control Act was ineligible to buy guns.
 - How did this happen?
 - Information was not being sent to the national database





So what is the problem?

- Problem: Many states fail to supply complete records to prohibit gun buyers to NICS.
- Urgency: Do not want another tragedy to happen.
- Solution(s): States take legislative or administrative action to submit disqualifying records of prohibited purchasers to NICS.

Federal disqualifiers for purchasing a firearm:

1. Convicted of a crime punishable by more than one year or a misdemeanor punishable by more than two years
2. Misdemeanor Crime of Domestic Violence Conviction
3. Unlawful User/Addicted to a Controlled Substance
4. Fugitive from Justice
5. Protection Restraining Order for Domestic Violence
6. Existing state Prohibitors
7. Illegal/Unlawful Alien
8. Under Indictment/Information
9. Adjudicated Mental Health
10. Federally Denied Persons File
11. Dishonorable Discharge
12. Renounced U.S. Citizenship

How can you buy a gun in Ne?

- State Purchase Permit
 - Sheriff's Office
 - 69-2404 purchase permit application
 - State Law does not require fingerprint based federal background check of applicant

Electronic Commitment Reporting

A Short History

- LB 1055 – 1996 – Requires Commitment Reports To Central Point.
- 1999 Division Of Behavioral Health Establishes Data Base And Paper Based Reporting For Mental Health Adjudications.
- 2009 – Approach Justice System Administrators - Confidentiality
- 2011 – Legislative Bill 512 Requires
 - Dual Reporting – DHHS & Patrol
 - Granting Relief Of Disability
- National Instant Criminal Background Check System Grant FFY 2011



Previous Reporting Process

Reporting the Order of Commitment

To Nebraska Department of Health and Human Services and Nebraska State Patrol
By Clerks of the District Courts per requirement of Neb. Rev. Stat. 69-2409.01
Reports are due within 30 days of an action.

Type of Report: (Please Indicate)	Date of this report: (mm/dd/yyyy)
<input type="checkbox"/> Commitment	
<input type="checkbox"/> Discharge from Commitment	
<input type="checkbox"/> Correction	
<input type="checkbox"/> Disability Removal (LB512-2011)	

Identifying information: *This information is requested of all commitments so as to distinguish one person from another. Please copy this form to the official files for future reference. All information is required. Thank you.*

Social Security Number _____ _____	Race ("X" all that apply) <input type="checkbox"/> Hispanic <input type="checkbox"/> Alaskan Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Latin American <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Unknown	Gender ("X" response) <input type="checkbox"/> Female <input type="checkbox"/> Male
Date of Birth _____ Month Day Year		County of Legal Residence: (Print name) _____ The county of the persons home address.

Name of person ordered to receive mental health treatment: *Please give all names, including maiden names and nicknames. Use the back of this form for additional names.*

Last	First	Middle	Suffix(Jr, Sr, etc)

Mental Health Board Ordering Commitment: (Print name)	
Type of Commitment: Outpatient (circle) Inpatient	Responsible Facility: _____
Contact Person Completing Report: (Print)	Phone Number: (_____) _____ Area Code Number Extension
County of Commitment: (Print Name)	Commitment Date: _____ Month Day Year
Discharge date from Commitment: _____ Month Day Year To discharge make copy of initial report and complete discharge information. Please mark type of report above and add date in column indicated. To remove disability indicate date in type of report above.	Submit reports to: Behavioral Health Administrator, Community Services Division of Behavioral Health Nebraska Department of Health and Human Services PO Box 95026 Lincoln NE 68509-5026 Nov. 2011 Edition. Destroy Previous Editions

The Paper Based System

- Initiated from District Court Clerks Office after hearing
 - Within 30 days of hearing
- Snail mailed to Division of Behavioral Health
- Division hand enters into a database (DB)
- Transfer DB to State Patrol
 - First of each month



Changes made by LB 512-2011

Effective January 1, 2012

- 69-2402 Firearm Related Disability is defined
- 69-2409.01 Clerks report to Department of Health and Human Services and State Patrol
- 71-963 Application for Removal of Disability
 - Not be likely to act in a manner dangerous to public safety
 - Granting relief would not be contrary to public interest
- Website for more information and forms



New Reporting Process

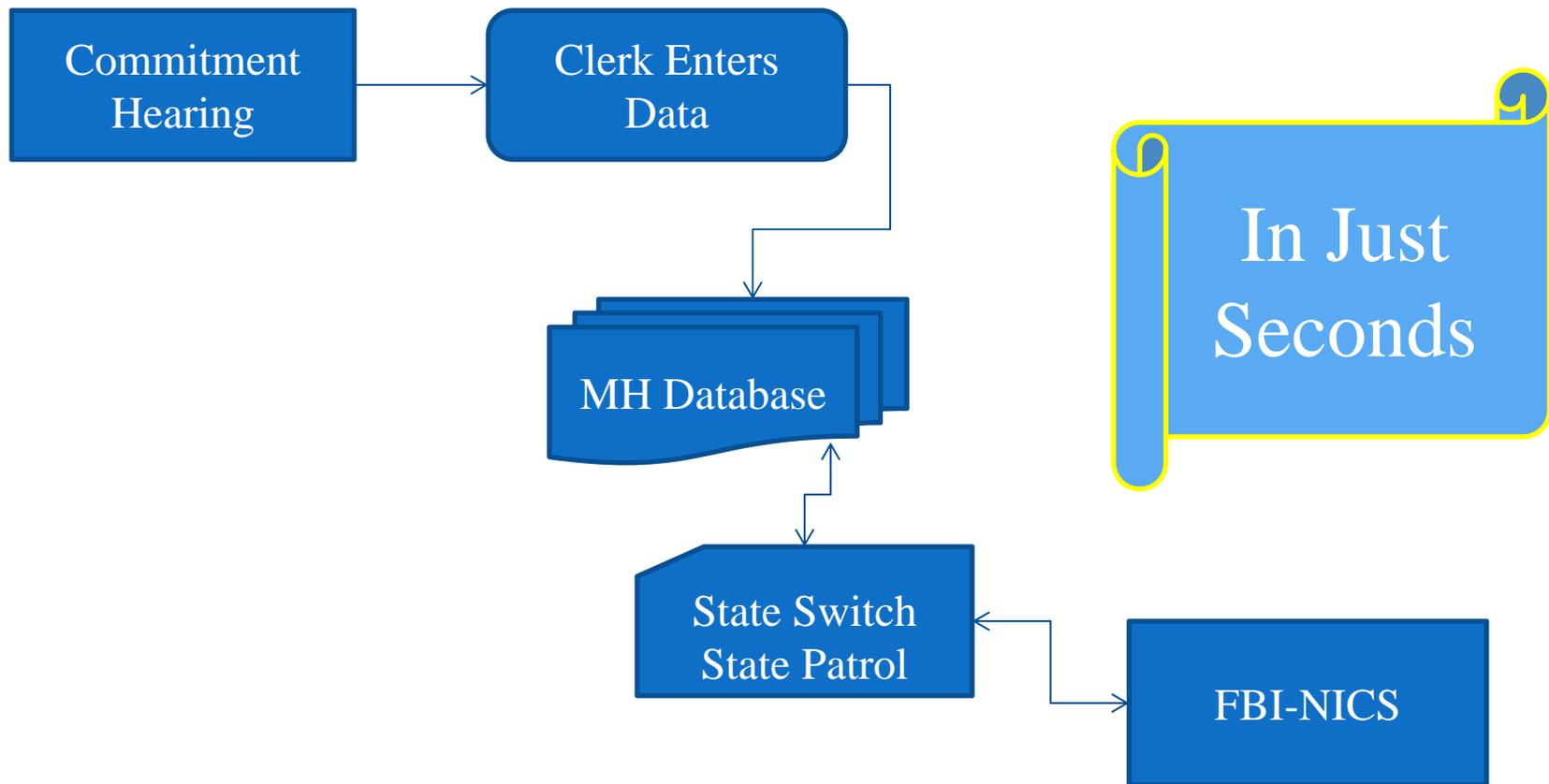
Electronic Form

- Includes all information necessary for the compliance with the NICS standards
- Will be the only method of updating the NICS reporting database
- **NO PAPER** once implemented
- Control of information is at the local level



Electronic Commitment Reporting

- Diagram of Reporting Process



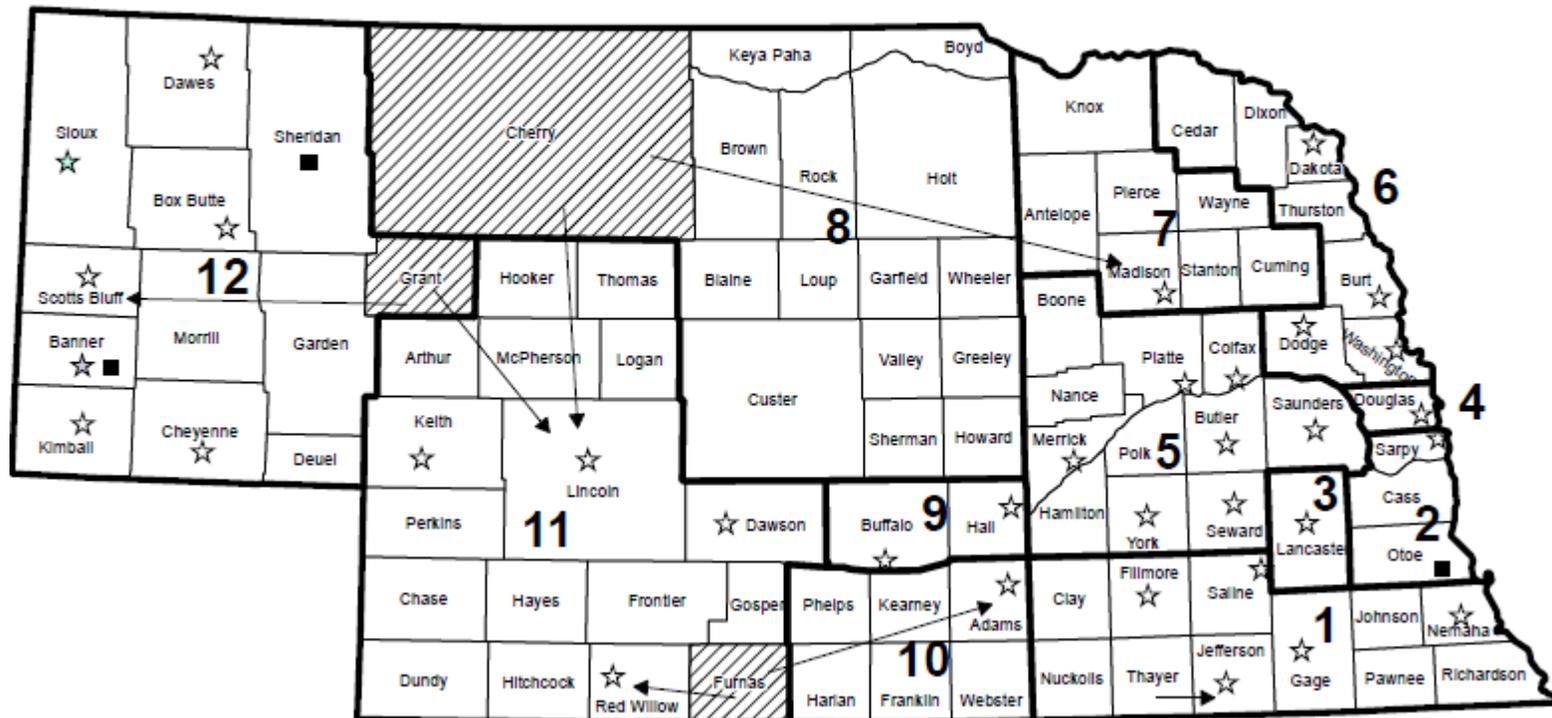


Electronic Commitment Reporting

- Which Counties Handle Other Counties' Commitments?
- Who Keeps Records For Commitments?
- Who Can See the Records For Commitments?
- Are There Counties Who Share Information About Commitments?
- How Does HIPAA and 42 CFR Play Into Process?

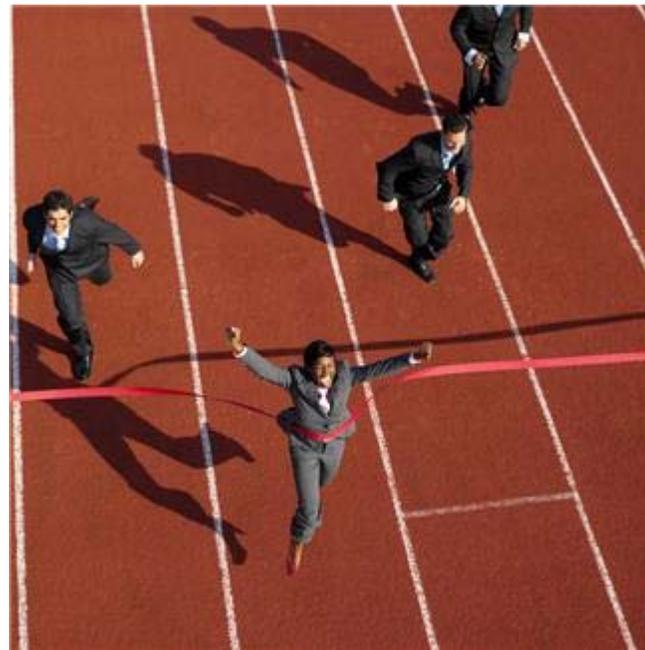
Electronic Commitment Reporting

District Court Mental Health Board County Relationships



Electronic Commitment Reporting

- SPECIAL THANKS To These Clerks and Staff
- Pilot Testing:
 - Madison County
 - Jefferson County
 - Adams County
 - Lancaster County
 - Hall County
 - Lincoln County



Electronic Commitment Reporting

- AND **BIG** Thanks to
 - Laurie Schlitt – Programmer OCIO



Electronic Commitment Reporting

- AND Funding Provided by:
 - Nebraska State Patrol – NICS Improvement Grant



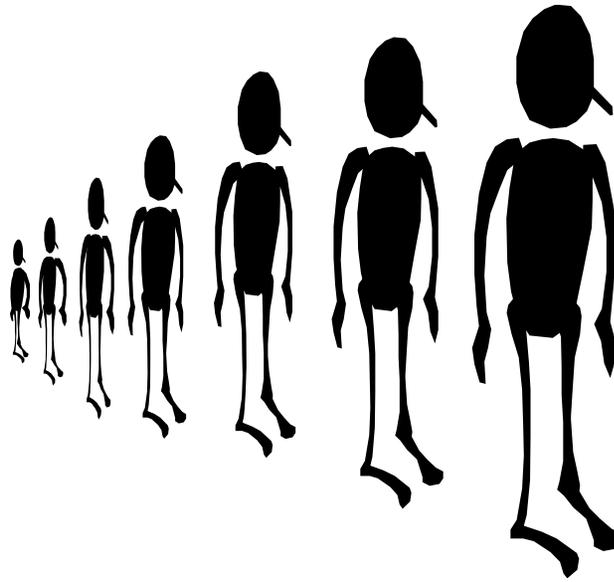
Electronic Reporting Commitments

- Go Live Date - November 14, 2012
- **NO PAPER FORMS ARE ACCEPTED**
- Technical Assistance is Available
 - Cody R Meyer - Cody.R.Meyer@nebraska.gov
 - Robert Bussard – Robert.Bussard@nebraska.gov



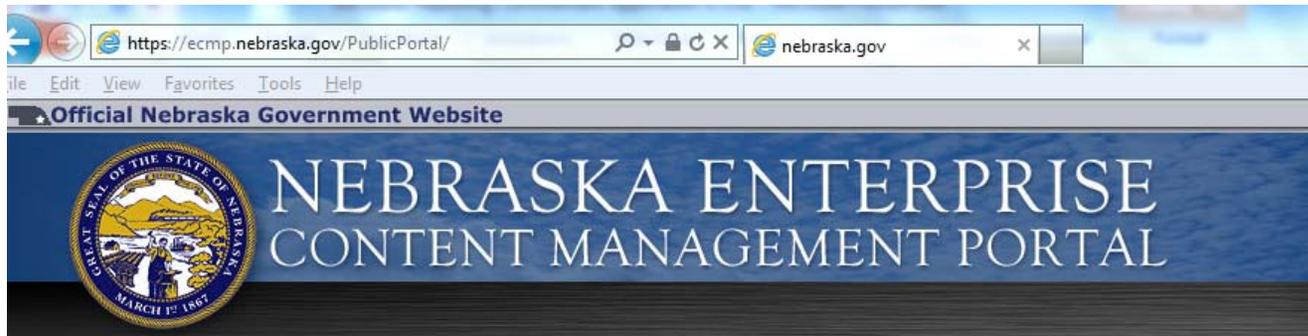
Electronic Commitment Reporting

Registration to Enterprise System



Electronic Commitment Reporting

- Are you on the Nebraska Enterprise System?
- <https://ecmp.nebraska.gov/PublicPortal/>



LOGIN

Username:

Password:

[Reset Password](#) (Non-State Employees)

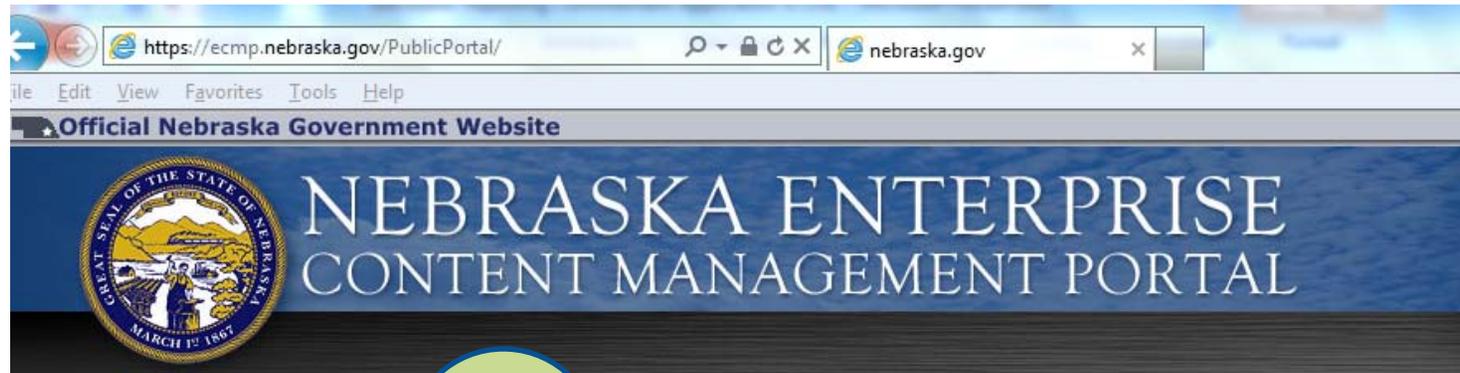
[Update User Account Information](#) (Non-State Employees)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

NEW USERS

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here](#) (Non-State Employees)

Electronic Commitment Reporting



LOGIN

Username:

Password:

Login

[Reset Password](#) (Non-State Employees)

[Update User Account Information](#) (Non-State Employees)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

NEW USERS

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here](#) (Non-State Employees)

Electronic Commitment Reporting

- Once You Are Registered In Enterprise
 - E-mail DHHS DBH DATA TEAM At Address:
 - Dhhs.Dbhdatateam@nebraska.gov
 - Include Your:
 - Enterprise User Name
 - First Name
 - Last Name
 - E-mail Address
 - DHHS Staff Will Connect Enterprise User Name To Electronic Commitment Reporting Application.
 - Bob Or Cody Will Let You Know Account is Ready.

OnBase [Production] - Microsoft Internet Explorer provided by State of Nebraska

OnBase

Document

Document Retrieval

Document Type Groups

All

Document Types

DHHS MHGC Commitment Form (e-form)

From Date To Date

Keywords Note

When You Get This Screen, You Have Arrived

System Review





Electronic Commitment Reporting

- Training Materials are on the Mental Health Board Website:

http://dhhs.ne.gov/behavioral_health/Pages/beh_commit_commit.aspx

- Additional Help is Available from:

Cody.R.Meyer@nebraska.gov 402-471-7766

Robert.Bussard@nebraska.gov 402-471-7821

Nebraska Mental Health Commitment Process

Nebraska Mental Health Commitment Act Reference Manual 2011

Revised January 2012

 [Subscribe to this page](#)

The *Nebraska Mental Health Commitment Act Reference Manual* will be the only training available for the Mental Health Commitment Boards in the State of Nebraska. Upon completion of the review of this manual, prospective Mental Health Board members shall fill out the required information in Part 6, have the Affidavit on the reverse of the page notarized, and send it to the Division of Behavioral Health (can be printed as separate pages or one two-sided page, but both pages need to be mailed to the Division of Behavioral Health).

This affidavit shall serve as proof of the completion of this training, and is valid for four years from the date on the Affidavit. The Division of Behavioral Health will confirm receipt of the completed Affidavit via a written letter.

** Synopsis of NRS Sec. 71-916 DHHS shall provide training to members/alternates. No person shall remain on a MHB or be eligible for appointment unless he/she has attended and satisfactorily completed such training pursuant to rules and regulations adopted by DHHS.*

-  [Nebraska Mental Health Commitment Act Reference Manual 2011](#)
-  [List of Individuals Who Have Completed Mental Health Board Training](#)

Electronic Commitment Reporting

Clerks Commitment Reporting:

~~Commitment Report Form~~ January 2012 ~~Not accepted after 11/27/2012~~ for board meeting occurring before 11/14/2012

~~ PDF Format~~ ~~ Word Format~~

Electronic Reporting of Commitments: GO LIVE DATE ANNOUNCED - November 14, 2012.

Two Presentations to District Court Clerks June 2012 Electronic Reporting  [NSP](#)  [DHHS](#)

 [Draft User Manual](#)

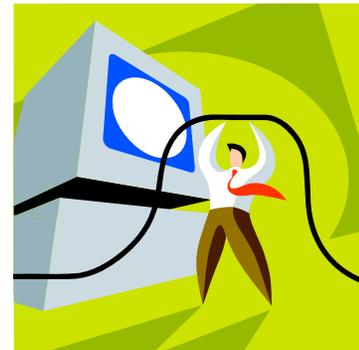
Video Training Guides:

Segment 1 -  [Enterprise](#) Segment 2 -  [Creating record](#) Segment 3 -  [Discharge](#)

*If you have any trouble opening the videos, click the **CONTINUE** button at the bottom of the screen.*

Electronic Reporting Commitments

- OnBase
 - 20 Minute Inactivity Limit
 - Can Log Back on



OnBase

 **Document**    

-  **Document** 
-  **Workflow**
-  **Knowledge Transfer** 
-  **Collaboration**
-  **StatusView**
-  **User**

From Date  To Date  

Keywords  **Note** 



OnBase [Production] - Microsoft Internet Explorer provided by State of Nebraska

OnBase

- Document
- Document
- Workflow
- Knowledge Transfer
- Collaboration
- StatusView
- User

From Date To Date

Keywords Note

Documents – Starting Point
Workflow – Working With Records
Users – Password Control

OnBase [Production] - Microsoft Internet Explorer provided by State of Nebraska

OnBase

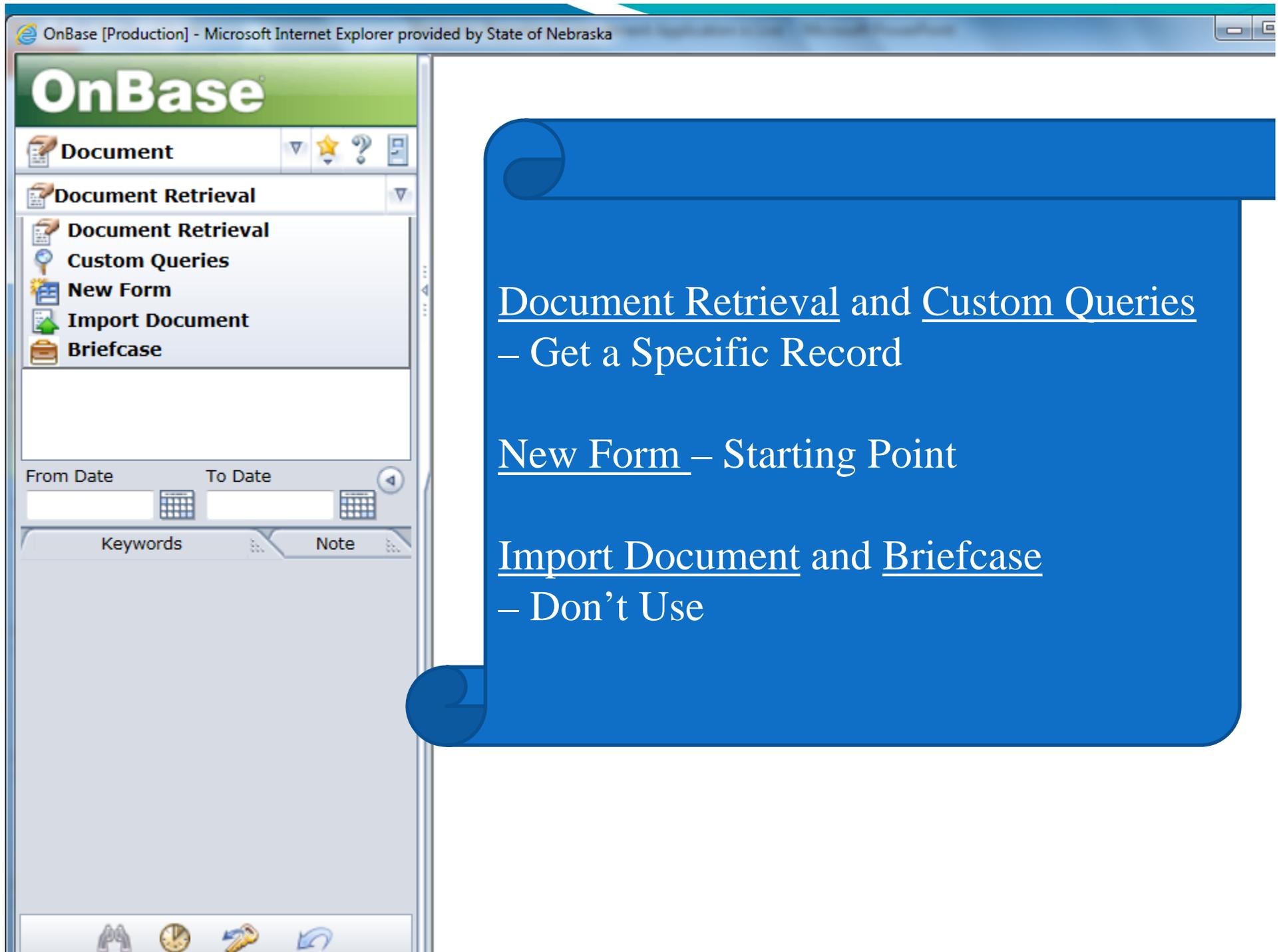
Document

Document Retrieval

- Document Retrieval
- Custom Queries
- New Form
- Import Document
- Briefcase

From Date To Date

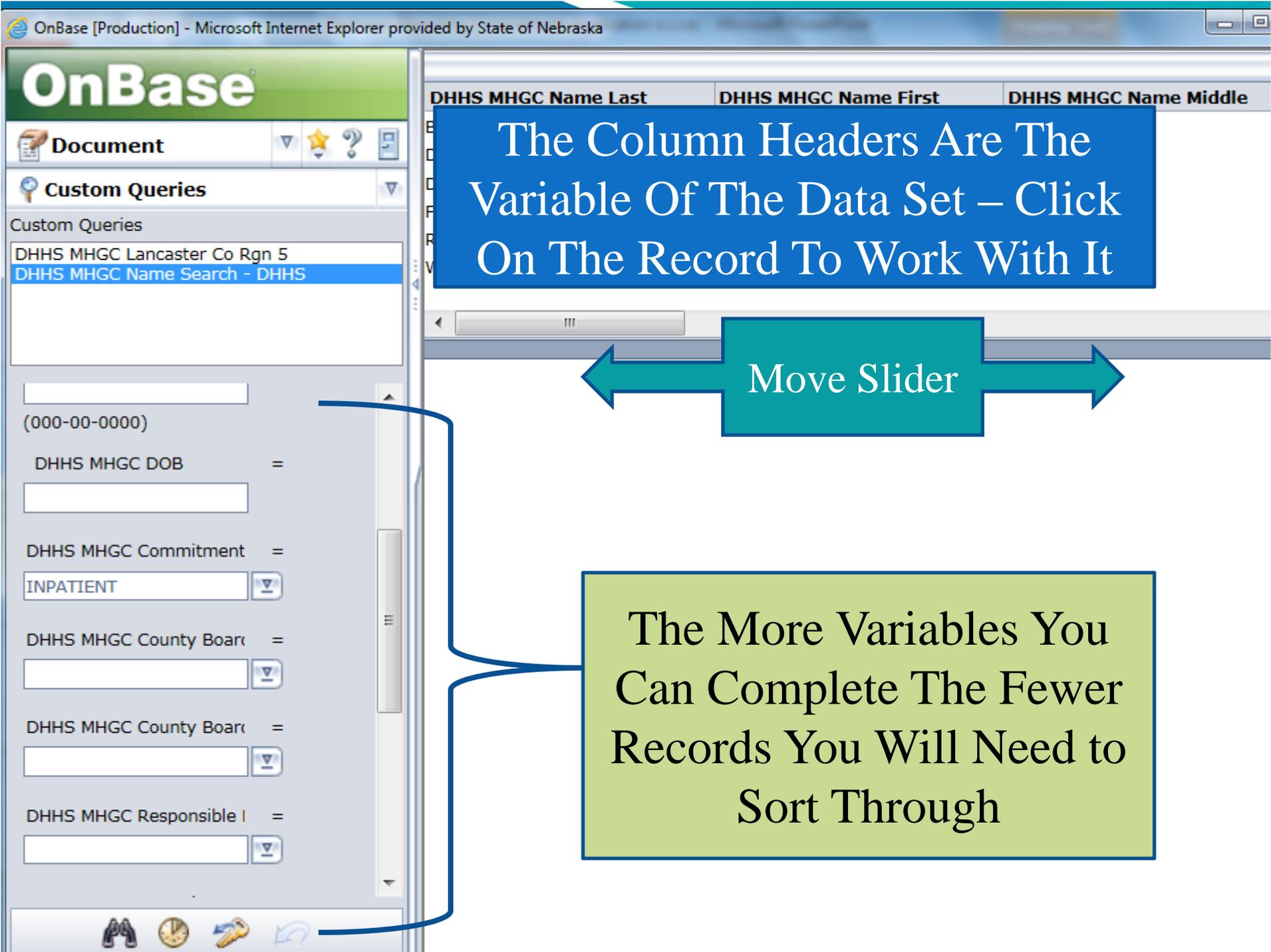
Keywords Note



Document Retrieval and Custom Queries
– Get a Specific Record

New Form – Starting Point

Import Document and Briefcase
– Don't Use



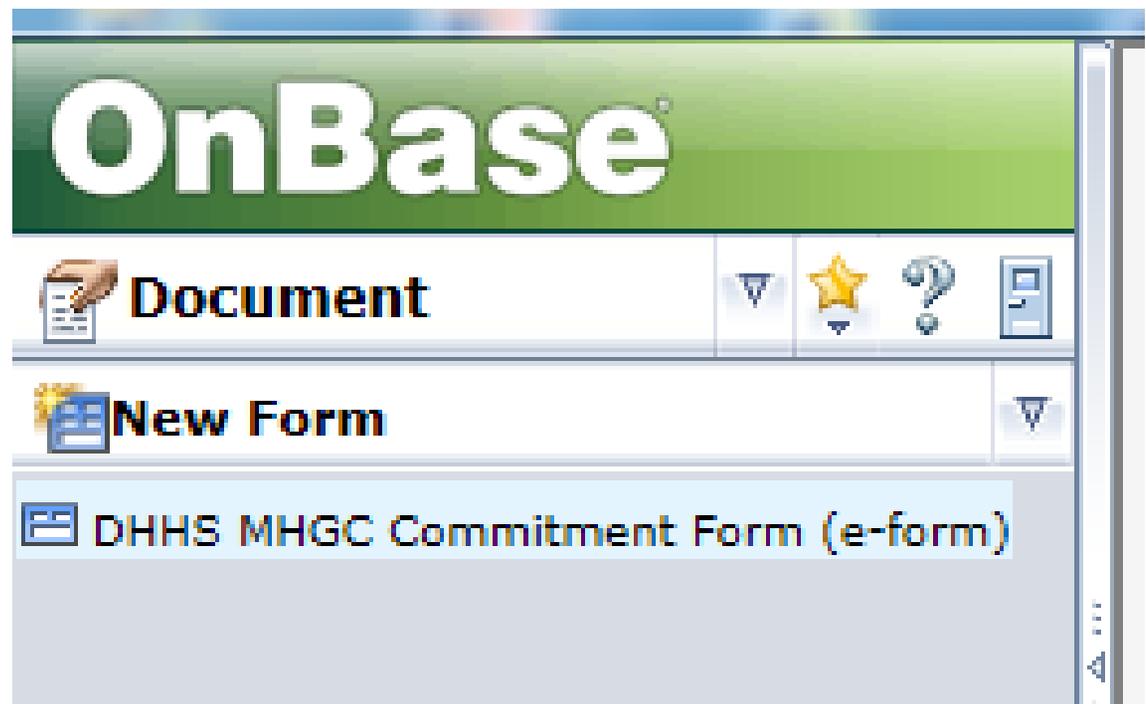
The Column Headers Are The Variable Of The Data Set – Click On The Record To Work With It

Move Slider

The More Variables You Can Complete The Fewer Records You Will Need to Sort Through

Electronic Reporting Commitments

- Your First Entry
 - Document
 - New Form
 - DHHS Etc.



Electronic Reporting Commitments

Let's Enter A New Record...

The screenshot shows the OnBase web application interface. On the left is a navigation menu with the following items: Document, New Form, Document Retrieval, Custom Queries, New Form, Import Document, and Briefcase. The main content area is divided into sections for entering data:

- 1. Report Dates:**
 - 1a) Commitment Recorded Date
 - 1b) Discharge from Commitment Date
 - 1c) Correction Date
 - 1d) Disability Removal Date
- A note: "Items 2 and 3 are requested on all commitments so as to Thank you."
- 2. Names and Aliases**

Please enter up to 5 names and aliases

Last Name	First Name
<input type="text"/>	<input type="text"/>
- 3. Other Identifying Information**
 - 3a) Social Security Number
 - Re-enter Social Security Number
 - 3b) Date of Birth



Electronic Reporting Commitments

- Complete the information of sections 2, 3 and 4 of the form.
- See User Guide for Additional Information.
- There Are Edit Checks Built Into System.

Electronic Reporting Commitments

Entering Data – Report Dates are Automatic

1. Report Dates:		Dates	Responsible Person
1a) Commitment Recorded Date		11/1/2012	robert bussard
1b) Discharge from Commitment Date			
1c) Correction Date			
1d) Disability Removal Date			

Items 2 and 3 are requested on all commitments so as to distinguish one person from another. All information is required. Thank you.

2. Names and Aliases			
Please enter up to 5 names and aliases			
Last Name	First Name	Middle Name	Suffix
Cottentail	Peter	E	

3. Other Identifying Information

Based on Date and User

Electronic Reporting Commitments

Example Of An Error Check

3. Other Identifying Information

3a) Social Security Number 999-99-9999

Re-enter Social Security Number 999-99-9999

3b) Date of Birth MM/DD/YYYY

3c) Race (Please Mark all that apply)

- Hispanic
- Alaskan Native
- American Indian
- Asian
- Black
- Latin American
- Pacific Islander
- White
- Native Hawaiian
- Unknown

3d) Gender

3e) County of Legal Residence



Birth Date
Must be at
least 18
years

Year of Birth Must Be Less Than 1994

LANCASTER

Electronic Reporting Commitments

Section 3 Completed

3. Other Identifying Information

3a) Social Security Number

Re-enter Social Security Number

3b) Date of Birth MM/DD/YYYY

3c) Race (Please Mark all that apply)

- Hispanic
- Alaskan Native
- American Indian
- Asian
- Black
- Latin American
- Pacific Islander
- White
- Native Hawaiian
- Unknown

3d) Gender ▼

3e) County of Legal Residence ▼

Electronic Reporting Commitments

Complete The Record – Note Facility Comments Space For A Short Note

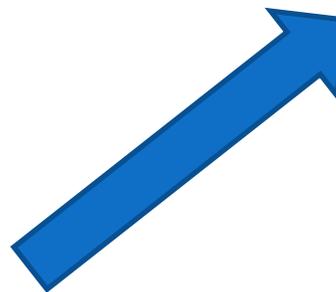
3e) County of Legal Residence	LANCASTER
4. Commitment Information	
4a. Originating County	LANCASTER
4b. Mental Health Board Ordering Commitment - Primary	MENTAL HEALTH BOARD FOR THE 3RD JUDICIAL DISTRICT - LANCASTER
4c. Mental Health Board ORI # - Primary	UNKNOWN ORI Number
4d. Mental Health Board Ordering Commitment - Alternate	
4e. Mental Health Board ORI # - Alternate	
4f. Type of Commitment	INPATIENT
4g. Responsible Facility	DHHS
Facility Comments	Newby needs E svc For month then to Outp likely.
4h. Commitment Date	11/01/2012 MM/DD/YYYY
4i. County Case	As you like it
4j. NRI #	

Electronic Reporting Commitments

These Items Auto Populate
Once On NICS

- Item 4c
- Item 4e
- Item 4j – NRI

- Item 4d Can Be Designated
On Initial Order – Shared
Look



4. Commitment Information	
4a. Originating County	<input type="text"/>
4b. Mental Health Board Ordering Commitment - Primary	<input type="text"/>
4c. Mental Health Board ORI # - Primary	<input type="text"/>
4d. Mental Health Board Ordering Commitment - Alternate	<input type="text"/>
4e. Mental Health Board ORI # - Alternate	<input type="text"/>
4f. Type of Commitment	<input type="text"/>
4g. Responsible Facility	<input type="text"/>
4h. Commitment Date	<input type="text"/>
4i. County Case	<input type="text"/>
4j. NRI #	<input type="text"/>



Electronic Reporting Commitments

- These Items Are Used To Establish Identity
 - Name: Last, First, Middle I, Suffix (Jr., Sr., Iii, X)
 - Social Security Number
 - Date Of Birth
 - Race
 - Gender

RED Must Be Complete To Report To NICS.

Electronic Commitment Reporting

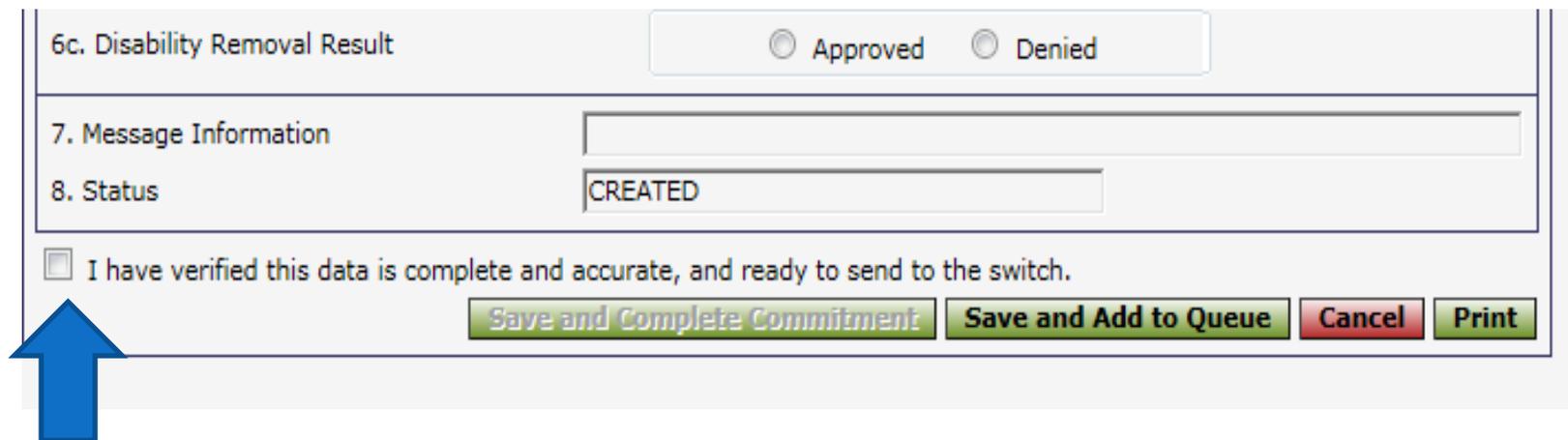
LAST RESORT Missing Information Conventions
But Try Really Hard To Get All The Information!!!

- First Name – **DOUBLE CHECK SPELLINGS!**
- Last Name -
- Middle - Unknown
- DOB – 01-01-1899
- SSN – 999-99-9999
- Race – White or Unknown
- Gender – Make an educated guess or Other (First Name May Help)

As new information is determined, PLEASE UPDATE ALL RECORDS

Electronic Reporting Commitments

- Finish The Record.
- Verify Your Work And Check The Box.
- Print Button To Print Locally (2 Pages).



6c. Disability Removal Result Approved Denied

7. Message Information

8. Status

I have verified this data is complete and accurate, and ready to send to the switch.

A blue arrow points to the checkbox for verification.

Electronic Reporting Commitments

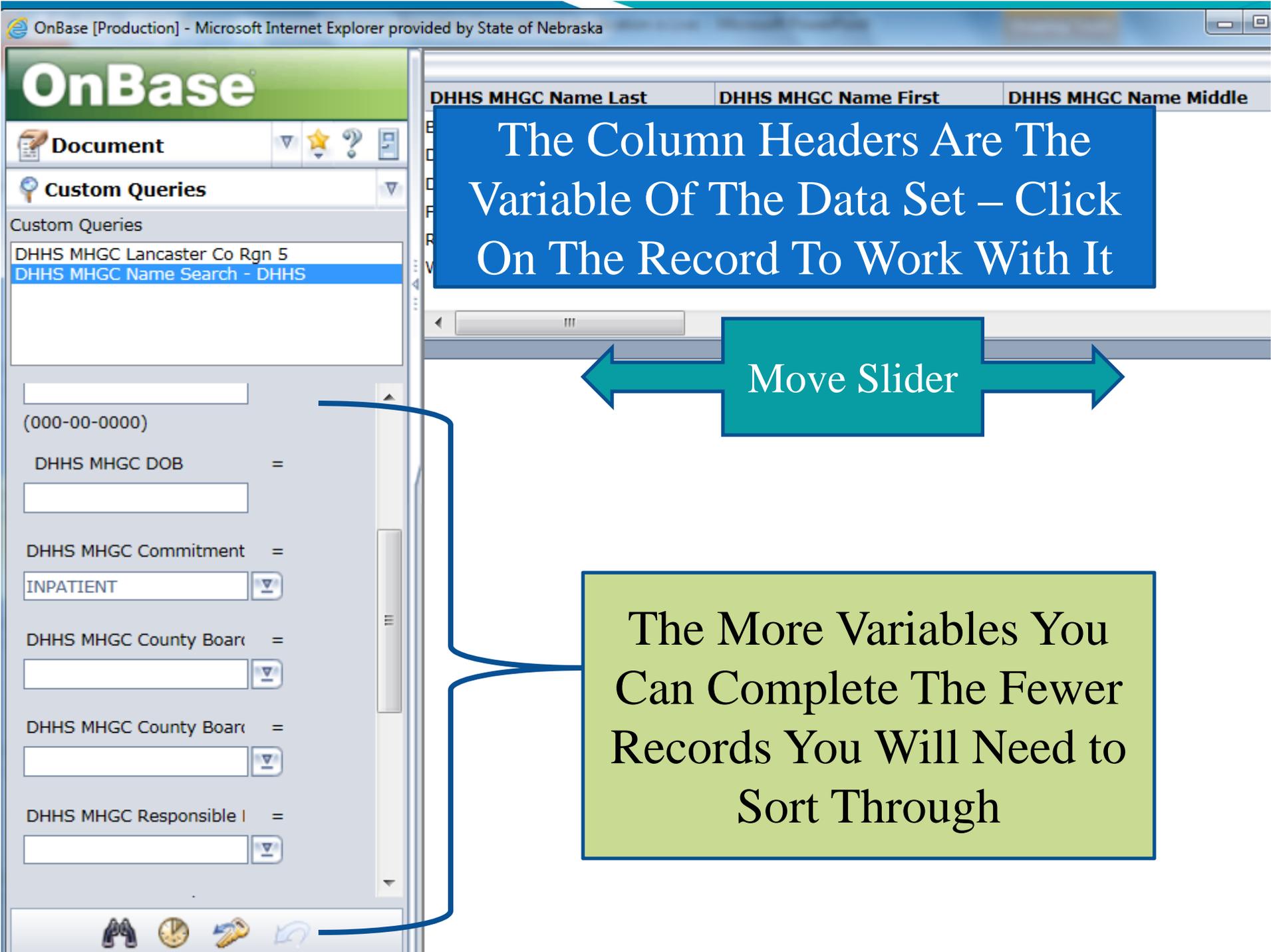
- Print the document.
- Once Box Checked you can:
 - Save and Complete Commitment.
 - Save and Add to Queue (More Info).

7. Message Information	<input type="text"/>
8. Status	<input type="text" value="CREATED"/>
<input checked="" type="checkbox"/> I have verified this data is complete and accurate, and ready to send to the switch.	
<input type="button" value="Save and Complete Commitment"/> <input type="button" value="Save and Add to Queue"/>	



Electronic Reporting Commitments

- **How To Discharge**
- **How To Retrieve A Record**



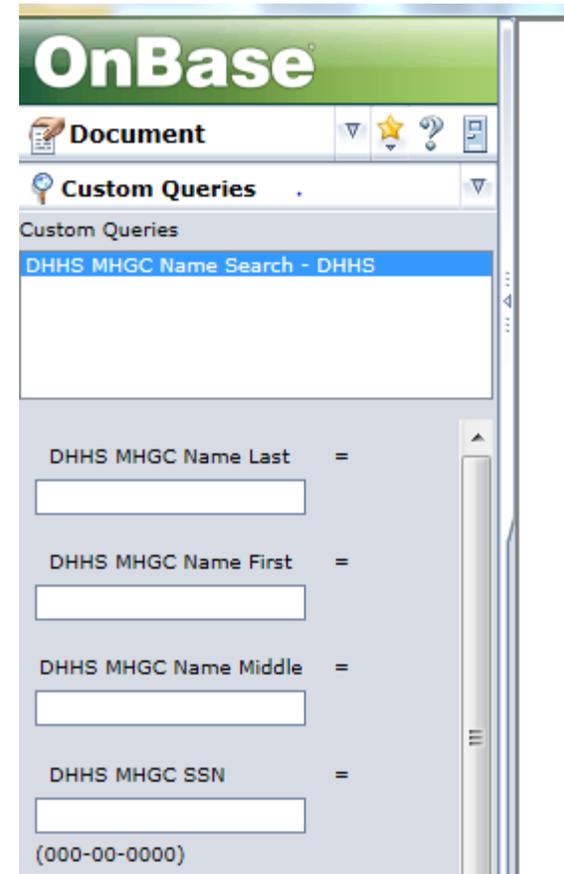
The Column Headers Are The Variable Of The Data Set – Click On The Record To Work With It

Move Slider

The More Variables You Can Complete The Fewer Records You Will Need to Sort Through

Electronic Reporting Commitments

- Get The “Saved” Record.
 - Click On Document.
 - Click Custom Queries.
 - Highlight DHHS MHGC ...
 - Enter A Parameter.
 - All Variables Can Be Queried.
 - Each Entry Narrows Search.
 - Click Binoculars To Find.



The screenshot displays the OnBase software interface. At the top, the 'OnBase' logo is visible in a green header. Below it, there are tabs for 'Document' and 'Custom Queries'. The 'Custom Queries' tab is active, showing a search form titled 'DHHS MHGC Name Search - DHHS'. The form contains four input fields, each followed by an equals sign, for entering search parameters: 'DHHS MHGC Name Last', 'DHHS MHGC Name First', 'DHHS MHGC Name Middle', and 'DHHS MHGC SSN'. Below the SSN field, the format '(000-00-0000)' is indicated. The interface also includes a search icon (binoculars) and other navigation elements.



Electronic Reporting Commitment

- The Systems Queues.
 - Form Submitted to Switch.
 - Add New Commitment.
 - Update Commitment Form.

Electronic Reporting Commitments

Custom Query Results - Note workflow queue

The screenshot shows a software interface with a table of results. On the left, there are search filters for 'C Name Last', 'C Name First', and 'C Name Middle'. The table has three columns: 'Workflow Queue (17)', 'DHHS MHGC Name Last', and 'DHHS MHGC'. A green arrow points from the 'Workflow Queue' column to the search filters.

Workflow Queue (17)	DHHS MHGC Name Last	DHHS MHGC
Add New Commitment	BACH	JOHANNES
Add New Commitment	MICKEY	MOOSE
Add New Commitment	TESTER1	TESTER2
Forms Submitted to Switch	ABC	DEF
Forms Submitted to Switch	BACH	JOHANNES
Forms Submitted to Switch	MONSTER	TRUCK
Forms Submitted to Switch	OUT	LEFT
Forms Submitted to Switch	PARKER	PETER
Forms Submitted to Switch	SKYWALKER	ANAKIN
Forms Submitted to Switch	SKYWALKER	DARTH
Forms Submitted to Switch	UNDERDONE	REALLY
Forms Submitted to Switch	VADER	ANAKIN
Forms Submitted to Switch	VADER	DARTH
Forms Submitted to Switch	WRABBIT	PETER
Update Commitment Form	TEST	TEST2
Update Commitment Form	TEST	TEST2
Update Commitment Form	TESTLAST	TESTFIRST

Electronic Reporting Commitments

Discharge or Removal of Disability

The screenshot shows a software interface with a table of workflow items. A blue callout box with white text is overlaid on the table, pointing to a specific record. The table has three columns: 'Workflow Queue (17)', 'DHHS MHGC Name Last', and 'DHHS MHGC'. The records in the table are as follows:

Workflow Queue (17)	DHHS MHGC Name Last	DHHS MHGC
Add New Commitment	BACH	JOHANNES
Add New Commitment	MICKEY	MOOSE
Add New Commitment	TESTER1	TESTER2
Forms Submitted to Switch	ABC	DEF
Forms Submitted to Switch	BACH	JOHANNES
Forms Submitted to Switch	MONSTER	TRUCK
Forms Submitted to Switch	OUT	LEFT
Forms Submitted to Switch	PARKER	PAPER
Update Commitment Form	TEST	TEST2
Update Commitment Form	TESTLAST	TESTFIRST

The callout box contains the text: **Double Click on Record**

Electronic Reporting Commitments

- Discharging Someone From Commitment
 - Get The Record.
 - Use Custom Query Function.
 - Complete The Discharge (Section 5).
 - Save The New Information On To The Record.
 - Submit The Record.

DISCHARGE

Electronic Reporting Commitments

- Removal of Disability
 - Get The Record.
 - Use Custom Query Function.
 - Complete The Information (Section 6).
 - Save The New Information On To The Record.
 - Submit The Record.

Removal of Disability

Electronic Reporting Commitments

ECM-CAT Web02 - [Test System - Not For Production Use] - Microsoft Internet Explorer provided by State of Nebraska

OnBase

Document

Custom Queries

- Custom Queries
- DHHS MHGC Lancaster Co Rgn 5
- DHHS MHGC Name Search - DHHS**
- DHHS MHGC State Patrol Query

DHHS MHGC Name Last = MONSTER

DHHS MHGC Name First =

DHHS MHGC Name Middle =

DHHS MHGC SSN =

(000-00-0000)

DHHS MHGC DOB =

DHHS MHGC Commitment =

DHHS MHGC County Board =

DHHS MHGC County Board =

Workflow Queue (1)

Workflow Queue (1)	DHHS MHGC Name Last	DHHS MHGC Name First	DHHS MHGC Name Middle	DHHS MHGC Name Last
Forms Submitted to Switch	MONSTER	TRUCK	HAROLD	FEMAL

1. Report Dates:

Dates	Responsible Person
1a) Commitment Recorded Date	8/17/2012 8: ROBERT.BUSSARD
1b) Discharge from Commitment Date	
1c) Correction Date	
1d) Disability Removal Date	

Items 2 and 3 are requested Thank you.

2. Names and Aliases

Please enter up to 5 name

Last Name	First Name	Middle Name	Suffix
MONSTER	TRUCK	HAROLD	JR

3. Other Identifying Information

3a) Social Security Number

456-12-3789 999-99-9999

Re-enter Social Security Number

456-12-3789 999-99-9999

3b) Date of Birth

10/16/1944 MM/DD/YYYY

3c) Race (Please Mark all that apply)

Hispanic

Alaskan Native

American Indian

0 Note(s) 0 Thread(s)

Desktop 2:23 PM

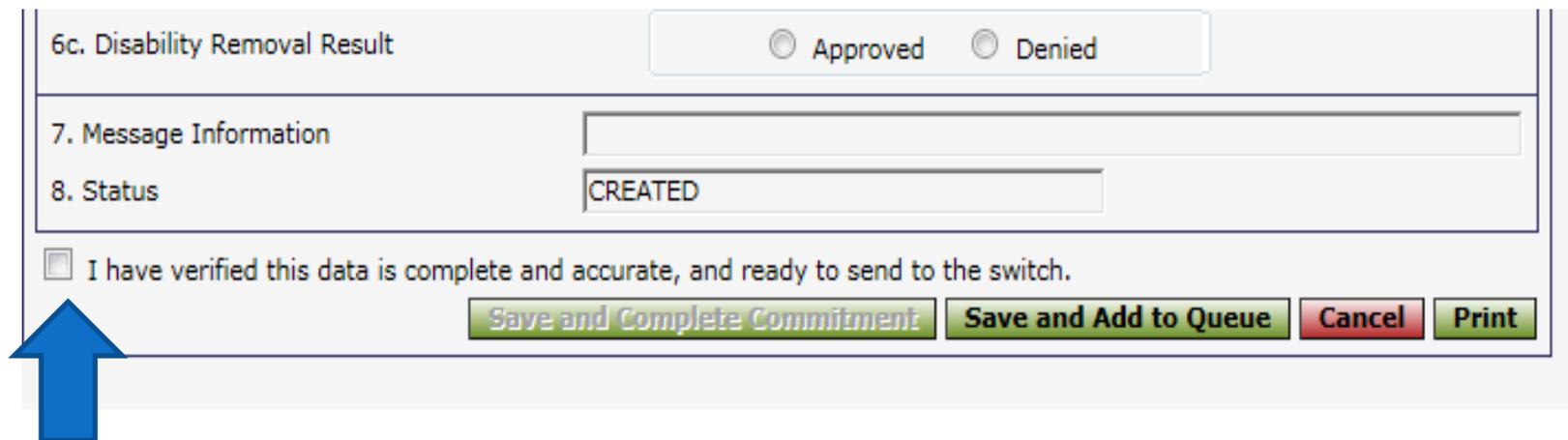
Electronic Reporting Commitments

Complete the Appropriate Information

5. Discharge Information	
5a. Discharge Date from Commitment	<input type="text"/> MM/DD/YYYY
5b. Discharge Reason	<input type="text"/>
6. Relief of Disability Information	
6a. Request Disability Removal Date	<input type="text"/> MM/DD/YYYY
6b. Disability Removal Hearing Date	<input type="text"/> MM/DD/YYYY
6c. Disability Removal Result	<input type="radio"/> Approved <input type="radio"/> Denied

Electronic Reporting Commitments

- Finish The Record.
- Verify Your Work And Check The Box.
- Print Button To Print Locally (2 Pages).



6c. Disability Removal Result Approved Denied

7. Message Information

8. Status

I have verified this data is complete and accurate, and ready to send to the switch.

A blue arrow points to the checkbox for verification.

Electronic Reporting Commitments

- Finish The Record.
- Verify Your Work And Check The Box.
 - Uncheck and Recheck
- Print Button To Print Locally (2 Pages).

7. Message Information

8. Status

I have verified this data is complete and accurate, and ready to send to the switch.

Electronic Commitment Reporting

Help Desk

- The DHHS Help Desk hours are Monday thru Friday, 7:00 AM to 6:00 PM Central Time.
- Toll Free Number (800) 722-1715
- Local Phone Number (402) 471-9069

To contact the CIO Help Desk with a problem or service request:

Phone: 402 471-4636 or 800 982-2468

Email: cio.help@nebraska.gov

Electronic Commitment Reporting

- Training Materials are on the Mental Health Board Website:

http://dhhs.ne.gov/behavioral_health/Pages/beh_commit_commit.aspx

- Additional Help is Available from:

Cody.R.Meyer@nebraska.gov 402-471-7766

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Electronic Reporting Commitments

Department of Health & Human Services

DHHS

N E B R A S K A

Questions and Comments

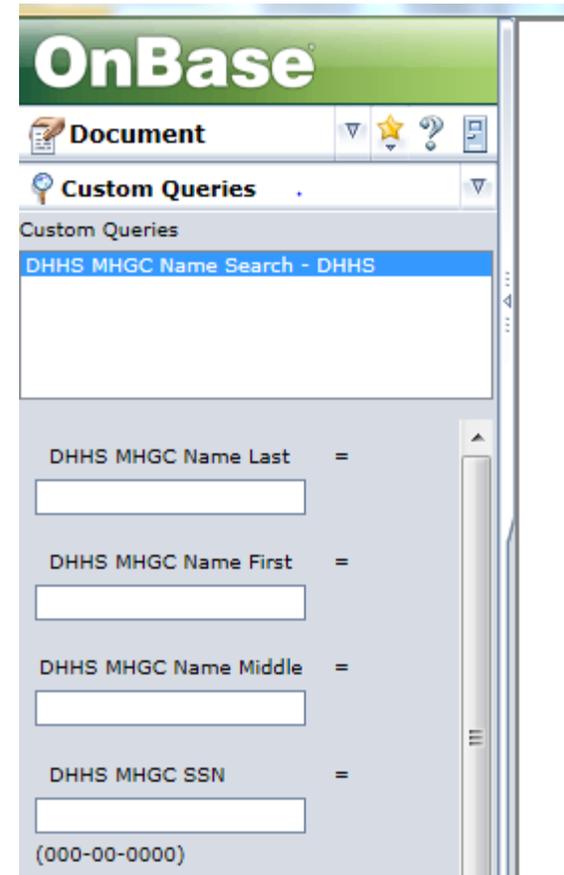


Electronic Commitment Reporting

- Retrieving information from multiple occurrences.
 - Get The Record.
 - Use Custom Query Function.
 - Choose the Record (double click).
 - Save The New Information On To The Record.
 - Submit The Record.

Electronic Reporting Commitments

- Get The “Saved” Record.
 - Click On Document.
 - Click Custom Queries.
 - Highlight DHHS MHGC ...
 - Enter A Parameter.
 - All Variables Can Be Queried.
 - Each Entry Narrows Search.
 - Click Binoculars To Find.



The screenshot shows the OnBase software interface. At the top, there is a green header with the text "OnBase". Below the header, there is a "Document" tab and a "Custom Queries" tab. The "Custom Queries" tab is active, and a search query "DHHS MHGC Name Search - DHHS" is highlighted. Below the search query, there are four input fields for search parameters: "DHHS MHGC Name Last", "DHHS MHGC Name First", "DHHS MHGC Name Middle", and "DHHS MHGC SSN". Each field is followed by an equals sign. The "DHHS MHGC SSN" field has a placeholder "(000-00-0000)" below it.

Electronic Reporting Commitments

- Custom Query Results - Note workflow queue

Workflow Queue (17)	DHHS MHGC Name Last	DHHS MHGC
Add New Commitment	BACH	JOHANNES
Add New Commitment	MICKEY	MOOSE
Add New Commitment	TESTER1	TESTER2
Forms Submitted to Switch	ABC	DEF
Forms Submitted to Switch	BACH	JOHANNES
Forms Submitted to Switch	MONSTER	TRUCK
Forms Submitted to Switch	OUT	LEFT
Forms Submitted to Switch	PARKER	PETER
Forms Submitted to Switch	SKYWALKER	ANAKIN
Forms Submitted to Switch	SKYWALKER	DARTH
Forms Submitted to Switch	UNDERDONE	REALLY
Forms Submitted to Switch	VADER	ANAKIN
Forms Submitted to Switch	VADER	DARTH
Forms Submitted to Switch	WRABBIT	PETER
Update Commitment Form	TEST	TEST2
Update Commitment Form	TEST	TEST2
Update Commitment Form	TESTLAST	TESTFIRST

OnBase [Production] - Microsoft Internet Explorer provided by State of Nebraska

Workflow - Microsoft Internet Explorer provided by State of Nebraska

OnBase

Documents

Document Name	Entr
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Document Type: All

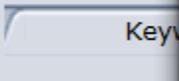
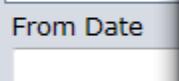
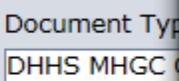
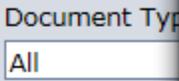
Document Type: DHHS MHGC

From Date:

Keywords:

Life Cycle View | Work Folder

- + DHHS Electronic Mental Health Commitment System



OnBase

Document

Document

Workflow

Knowledge Transfer

Collaboration

StatusView

User

From Date

To Date

Keywords

Note



Work
With
Work
Flow

Workflow Area – Highlight Section To Use And List Of Documents Will Appear – Double Click On Document And Work With It.