

User Manual

Nebraska Mental Health Electronic Commitment Reporting Application (ECRA)

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A cooperative venture of the:
Nebraska Department of Health and Human Services
Nebraska State Patrol
Nebraska Office of the Chief Information Officer
And the District Court Clerks



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The Nebraska Electronic Commitment Reporting Application

Legal Aspects

LB 1055 in 1996 instructed the then Department of Public Institutions to supply to the State Patrol, upon request, identifying information so that the Nebraska State Patrol could comply with the provisions of the The Brady Handgun Violence Prevention Act (Pub.L. 103–159, 107 Stat. 1536; (18 U.S.C. 921 and 922). Provisions of Nebraska Revised Statute §69-2409.01 restricted the information supplied to whether an individual is disqualified from purchasing or possessing a handgun pursuant to law. In late 1998, the Department launched a data repository consisting of paper reports mailed to the Department by district court clerks. At the same time, the Department began reporting admissions to the Regional Centers meeting certain criteria. In 2009, the development of an automated internet based reporting system usable by the district court clerks was initiated. In early 2012, through the combined efforts of the Nebraska State Patrol, the Nebraska Office of the Chief Information Officer, and Division of Behavioral Health of the Department of Health and Human Services, planning and implementation of the Electronic Commitment Reporting Application(ECRA) became a reality. The first electronic records occurred in November 2012. Later all regional center admissions were added to the database resulting in all mental health commitments and regional center admissions being reported to the National Instant Criminal Background Check System. See Appendix A for the applicable state law.

Special thanks to the several pioneering clerks of the district courts who boldly stepped up to test the first system in mid 2012, and to all the clerks who have continued to provide suggestions to the system since its initiation in November 2012. Additional thanks to the staff of the Office of Chief Information Officer for programming the ECRA.

June 2014
Division of Behavioral Health
Department of Health and Human Services
Lincoln Nebraska

About This Manual:

This manual has several sections including sections for the reporting of mental health board commitments, mental health determinations by other courts, and reporting of regional center admissions meeting specified criteria. Each of the sections instructs the operator through the system from registering into the Enterprise Portal (if required), logging into the Electronic Commitment Reporting Application, conducting an initial commitment, discharging commitments, and to granting relief of handgun disability. Additional elements include the current (as of June 2014) records retention schedule from the Nebraska Secretary of State's office for District Courts (mental health commitment boards) as well as some general guidance for special situations that have arisen in the commitment process.

The Electronic Commitment Reporting Application uses a need to know process. Users see only that information necessary for them to complete their tasks. District court clerk employees see only the information about persons committed by their Mental Health Board, not necessarily residents of their county. Likewise, state employees see only that data necessary for them to do their jobs.

This is a living manual. Clerks, board members, county attorneys, and state staff are encouraged to make suggests about the manual to benefit mental health commitment reporting in Nebraska.

Nebraska Enterprise Content Management Portal (Non-state employee access)

Official Nebraska Government Website

**NEBRASKA ENTERPRISE
CONTENT MANAGEMENT PORTAL**

PUBLIC LOGIN

Domain

User Name

Password

ActiveX HTML

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

Powered by...
OnBase

Depending on modules licensed, this product may contain portions of:
Imaging technology © Snowbound Software, Inc.
Full Text Indexing technology © Autonomy.

Version 14.0.0.10 - Copyright © 1992 - 2014 Hyland Software, Inc.

NEW USERS

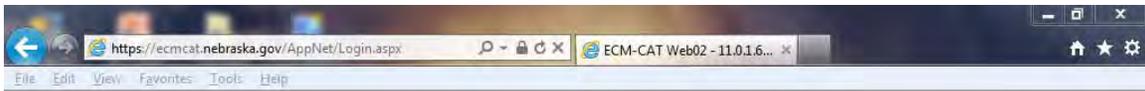
If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here \(Non-State Employees\)](#)

New Users Note

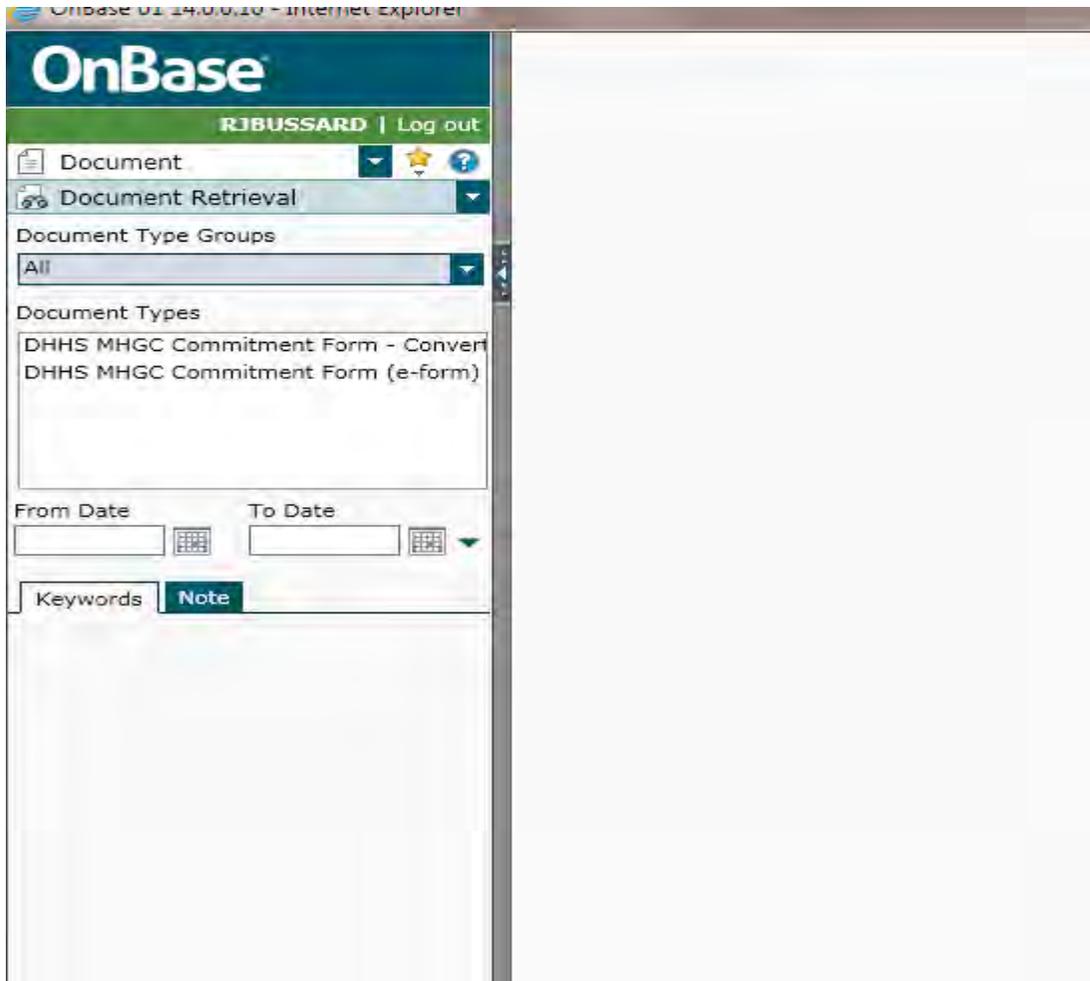
This is the initial page through which you will enter the web portal to begin using the Electronic Commitment Reporting Application (ECRA). This is a secured web site.

The address of this page is <https://ecmp.nebraska.gov/AppNet/Login.aspx>

Enter a Username and Password. See Appendix B for creating your account and procedures to establish your identity within the portal.



The first time you logon, you will see the End User License Agreement. Read the agreement then scroll down to the bottom of the agreement and click on the “I accept”. Click on continue button to advance to the next screen.



Upon successful Logon through enterprise, you will see this page.

Time limits: There is a time limit to OnBase. If no activity is detected by the system, the user will be disconnected from the system after 20 minutes.

Need help?

The following individuals or groups can help you access the system or answer questions about the system operations. Please do not hesitate to call upon them if you have any questions, comments, or concerns.

Division of Behavioral Health Community Services		
Robert Bussard	Robert.Bussard@nebraska.gov Application Assistance	402-471-7821
Department of Health and Human Services - Help Desk	Dhhs.help@nebraska.gov Connectivity Issues	1-800-722-1715 or 402-471-9069
Office of Chief Information Officer - Help Desk	https://ciohelpdesk.nebraska.gov/User/ Connection Issues	800-982-2468 or 402-471-4636

Also consult this web page:

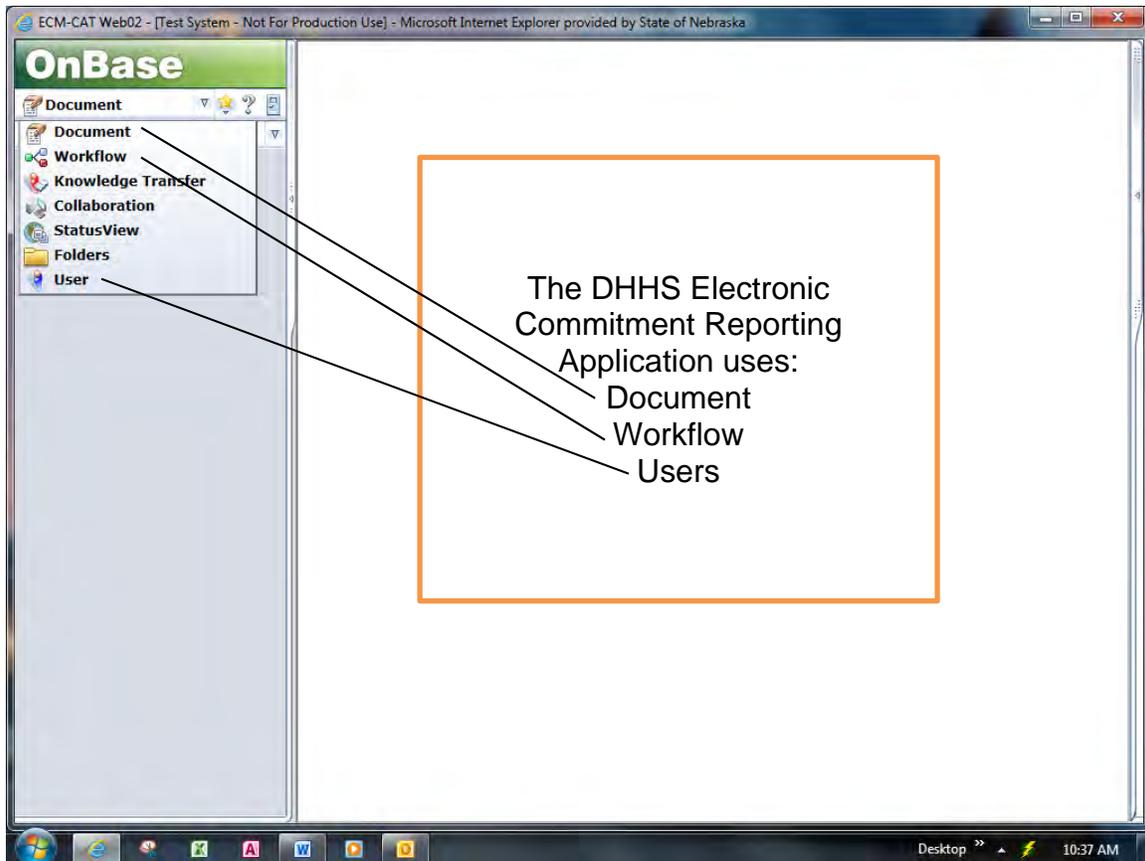
http://dhhs.ne.gov/behavioral_health/Pages/beh_commit_commit.aspx

Scroll down to **Clerks Commitment Reporting**:

This manual and a video tutorial are available on this website.

OnBase Access – The DHHS Electronic Commitment Reporting Application

After you log into the Nebraska Enterprise web portal you will be connected to the Electronic Commitment Reporting Application (ECRA) within OnBase. Only users registered to the application can enter the portal, and registered clerks can only see the information for their jurisdiction either as the primary or secondary mental health board,



The Application uses three areas of Onbase: Document, Workflow and Users.

Definitions:

NICS – National Instant Criminal Background System – The federal national reporting system designed to share information among states on those persons designated as restricted to purchase, own, or handle guns. NICS is located at the FBI's Criminal Justice Information Services Division in Clarksburg, West Virginia. It provides full service to states, U.S. territories, and the District of Columbia.

QUEUE – QUEUE is the background-holding place where a RECORD resides until it is SUBMITTED to the SWITCH.

RECORD –The string of commitment data that is created through the entry of information into the on-screen form. A RECORD is created once the SAVE button is pressed.

SAVE – Creates a RECORD from the commitment data entered into the on-screen form that then enters the QUEUE. Save is a function of placing a form into the QUEUE for further production, either by the originating entity or by DHHS to perform an administrative function.

STATUS: Status is an indicator of where the record is in the overall reporting process given just below variable 8. Status indicators include:

PENDING = New

SUBMITTED = Ready to send to switch

REJECTED = Response form switch is Error or Rejected

RESUBMITTED = Ready for switch and has had a switch response of Error or Rejected previously

ACCEPTED = Has a switch response of Accept

DISCHARGED = Has a switch response of Accept and has a value for Keyword—Discharge Date

RELIEF = Ready for switch, has a value of APPROVED for Keyword—Disability Removal Result, and Keyword—MKE = XDP (Cancel)

REMOVED = Has a switch response of Accept, has a value of APPROVED for Keyword—Disability Removal Result, and Keyword—MKE = XDP

SWITCH –Is the gateway for a record to move from the State of Nebraska data system to the federal National Instant Criminal Background Check System (NICS).

NRI Number – Is a federal number that identifies the record in the national database.

The following numbers are a part of security and are auto populated based on another part of the record:

- a) ORI # identifies the Mental Health Board (MHB) or alternative MHB. This number is set up to correspond to the list of Boards indicated in the drop down menu of Mental Health Boards. Regional centers also

have an ORI number that is auto populated based on the regional center of admission.

- b)** NRI # is affixed to records once it reaches the federal government. This number tracks a specific record at the federal level.

4. Commitment Information

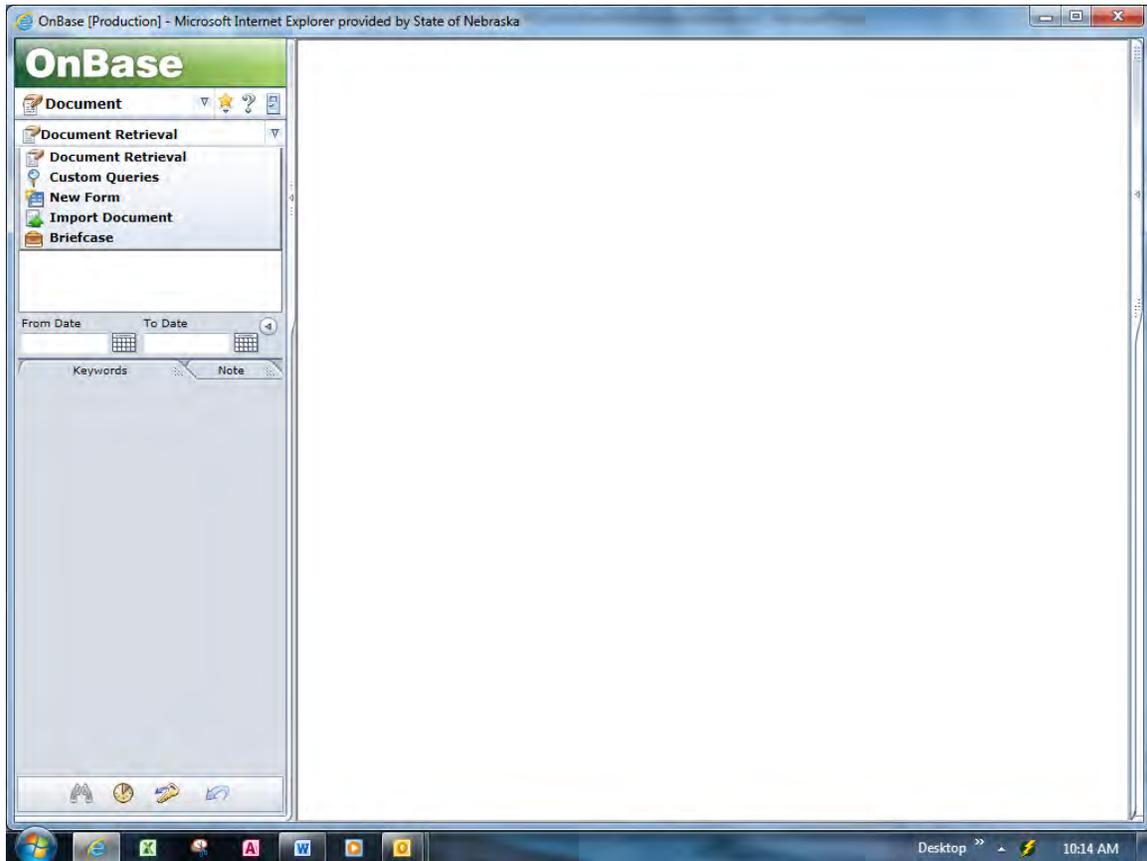
- 4a. Originating County
- 4b. Mental Health Board Ordering Commitment - Primary
- 4c. Mental Health Board ORI # - Primary
- 4d. Mental Health Board Ordering Commitment - Alternate
- 4e. Mental Health Board ORI # - Alternate
- 4f. Type of Commitment
- 4g. Responsible Facility

Facility Comments

- 4h. Commitment Date
- 4i. County Case
- 4i. NRI #

Entering a New Commitment

To enter a new order of commitment –
Click on the drop down menu Document
Select – New Form from the drop down menu below.



Click on >>DHHS-MHGC Commitment Form (e-form). The form will be displayed in the window below.

The screenshot shows a web browser window titled "OnBase [Production] - Microsoft Internet Explorer provided by State of Nebraska". The main content area displays the "DHHS MHGC Commitment Form (e-form)". The form is organized into several sections:

- 1. Report Dates:** Includes fields for "1a) Commitment Recorded Date" (with a date picker showing 10/19/2012), "1b) Discharge from Commitment Date", "1c) Correction Date", and "1d) Disability Removal Date". A "Responsible Person" field contains the name "robert bussard".
- 2. Names and Aliases:** Requests up to 5 names and aliases, with columns for "Last Name", "First Name", "Middle Name", and "Suffix".
- 3. Other Identifying Information:** Includes fields for "3a) Social Security Number" (with a mask 999-99-9999), "Re-enter Social Security Number" (with a mask 999-99-9999), "3b) Date of Birth" (with a mask MM/DD/YYYY), and "3c) Race (Please Mark all that apply)" with checkboxes for Hispanic, Alaskan Native, American Indian, Asian, Black, Latin American, Pacific Islander, White, Native Hawaiian, and Unknown.
- 4. Commitment Information:** Includes fields for "3d) Gender" and "3e) County of Legal Residence".

A red arrow in the left sidebar points to the "DHHS MHGC Commitment Form (e-form)" link under the "New Form" section.

A form will appear in the document window.

The report form is now ready to use. Complete sections 2, 3 and 4, and scroll down to the bottom of the form.

Once you have entered the information into the form scroll down to below section 8. Review your work, and if the form is correct, affirm your review by clicking on the square before the statement "I have verified this data is complete and accurate, and ready to send to the switch."

Now there are two paths to take regarding reporting this commitment. If the form is complete click on the button "Save and Complete Commitment." If the document is incomplete you can click on the "Save and Add to Queue" button to retain the document for further processing.

6. Relief of Disability Information

6a. Request Disability Removal Date MM/DD/YYYY

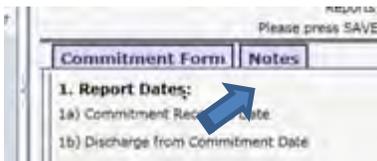
6b. Disability Removal Hearing Date MM/DD/YYYY

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 record can be held between the save and send functions (“Save and Add to Queue”) so additional information can be gathered (e.g. date of birth, which is a required data element). There is a notes section (as shown left) in the system where you can indicate,

why the form is being held (not yet sent). A record can be held up to 30 days, in 15-day increments (i.e. when a record is being held, the system will initiate reminders to you to attend to the record after the 5th, 10, 11, 12, 13, 14, and 15th day). Only one additional 15-day reminder period is allowed, thus creating a 30-day period during which you can gather additional information. If 30 days pass, the record is deleted.

State law (69-2409.01) requires reporting within 30 days of the board action. If the board acts and reports are delayed, an unqualified individual may be able to obtain a permit to obtain a firearm and cause a potential public safety issue.

Below the verification statement box has been checked and the “Save and Complete Commitment” button is available (if you don’t click the box, this button will not be available to you).

6b. Disability Removal Hearing Date MM/DD/YYYY

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.

It is suggested you verify the information, print the form, and then click on the “Save and Complete Commitment” or “Save and Add to Queue” button. Clicking on the “cancel” button clears the form without saving. The record is lost.

PRINTING THE FORM

The form can be printed at any time. To print the form click on the “Print” button. It is suggested that once the verification statement is checked the form be printed.

The button choices:

Save and Complete Commitment – sends the information to the national database.

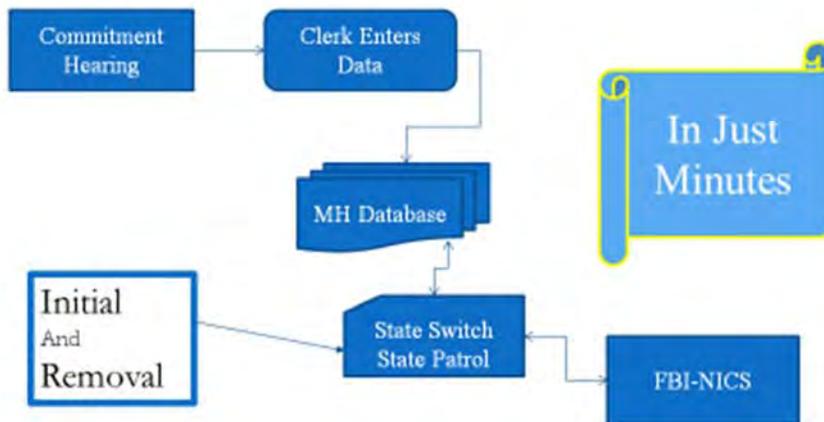
Save and Add to Queue – saves the form but does not send the form to the national database, you will need to retrieve the form in the workflow and then submit the form to the switch.

Cancel – Removes all information from the form and does not save.

Print – Produces a “form” with all information filled out. You can “print” to a paper copy or to a computer file.

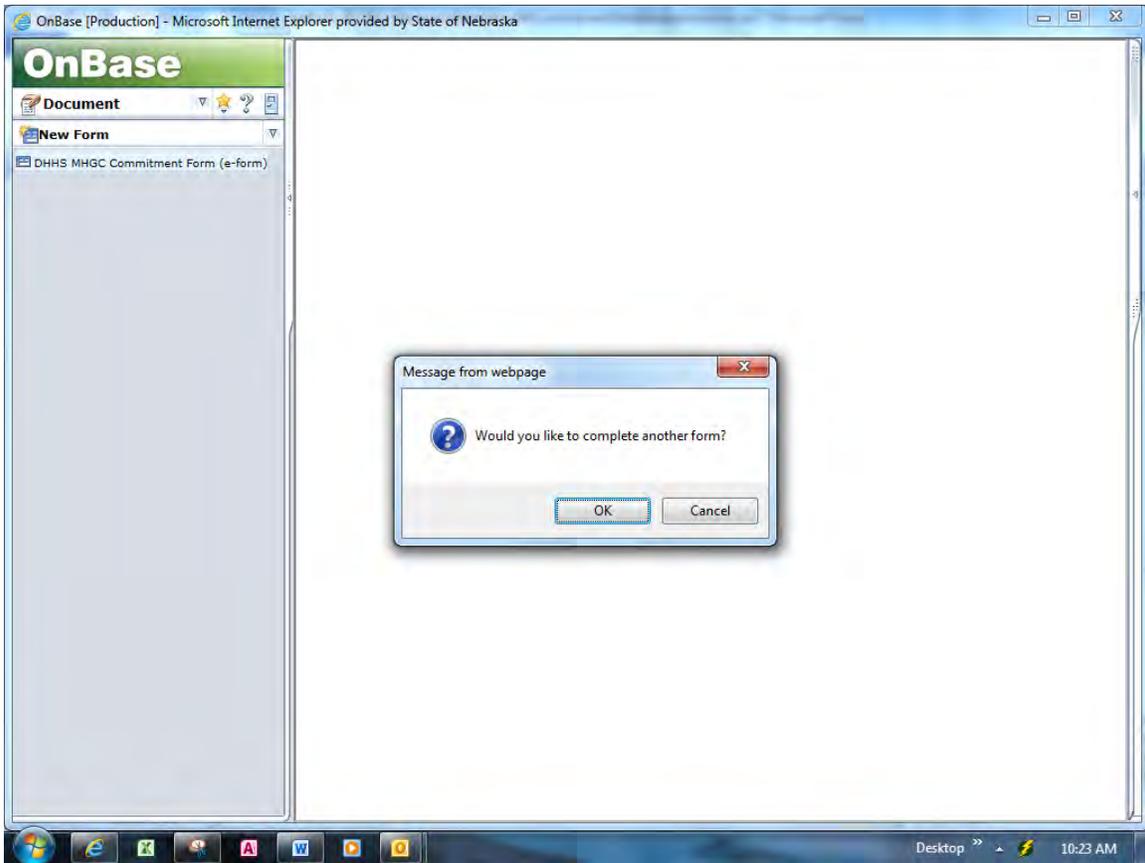
Electronic Commitment Reporting

- Diagram of Reporting Process



06-19-2014

5



After the “Save and Complete Commitment” a popup window will give you the option to complete another form or cancel out of the electronic form and return to the first screen of the application.

Electronic DHHS Reporting Order of Commitment Form

The Sections of the Form:

The entire form is in Appendix C. You can use this template for completing information before you submit the form to the web site. A "Print" form button is also available for you to print out locally a copy of the information in the save Queue.

Use the **Electronic DHHS Reporting Order of Commitment** to report commitments made by a Mental Health Board to the Division of Behavioral Health and Nebraska State Patrol. This form complies with Neb. Rev. Stat: 69-2409.01. Reports are required **within 30 days of an action** (NRS 69-2409.01).

ALL INFORMATION IS CONFIDENTIAL as indicated in the HANDGUN REPORTING LAW NRS 69-2401 to 69-2425.

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.		
Please press SAVE button at bottom of form to save information.		
Commitment Form	Notes	
1. Report Dates:	Dates	Responsible Person
1a) Commitment Recorded Date	<input type="text" value="7/18/2012"/>	<input type="text" value="Bussard, Robert"/>
1b) Discharge from Commitment Date	<input type="text"/>	<input type="text"/>
1c) Correction Date	<input type="text"/>	<input type="text"/>
1d) Disability Removal Date	<input type="text"/>	<input type="text"/>
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		
<small>Please enter up to 5 names and aliases</small>		

The Electronic Reporting Order Of Commitment Form Has Four Sections.

Section 1 - Reporting Dates:

Four dates are recorded on this form: Commitment, discharge, correction and disability removal. Dates are populated based on action elsewhere in the form. The responsible person is populated based on the individual logged into this secure system.

Commitment – This displays the date the commitment was entered into the Electronic DHHS Reporting Order of Commitment. Month, Day, and Year (MM/DD/YYYY) will auto populate onto the form.

Discharge from Commitment – When a date is entered into the discharge date section of the form this date is updated.

Correction – If there are corrections, the date of the correction shows.

Disability Removal: (LB512-2011) –Beginning January 1, 2012 persons who have been relieved of their disability to purchase handguns by action of the Mental Health Board (LB512-2011) are reported. The date entered in the disability removal section initiates an entry here. All actions are subject to verification by the Division or State Patrol.

A note about Disability Removal: Disability removal occurs only after all records of an individual are discharged. Each record is submitted to the national database and each record must carry both a discharge and a relief of disability for the individual to receive that relief. Expect the Division of Behavioral Health and/or State Patrol to contact the clerk to confirm disability relief.

Section 2 - Name of Person Ordered To Receive Mental Health Treatment

In some cases, an individual may have an “alias” such as nicknames, or may have changed their name. When known, indicate all names in the order; Last, First, and Middle along with any suffix such as Junior, Senior, II or III, etc. Up to five aliases are allowed, but the first line should be the individual’s legal name.

required. Thank you.

2. Names and Aliases			
Please enter up to 5 names and aliases			
Last Name	First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 Other Identifying Information

When a persons’ name is the same on preceding lines like last name, first name, or Middle name will not be visible on the form.

<i>Johnson</i>	<i>Herman</i>	<i>Ralph</i>	
	<i>Ralph</i>	<i>Herman</i>	
	<i>Sample</i>		
<i>Johnnson</i>	<i>Herman</i>	<i>Ralph</i>	
		<i>Ralphie</i>	

Use no special characters in a person’s name. Characters such as an apostrophe, quotations, hyphens etc. are not used – join the letters without spaces such as: I’d rather not becomes Id rather not.

Section 3 – Other Identifying Information

To help ensure accuracy and to distinguish one person from another the system collects several additional pieces of information.

Social Security Number - This number is an element of the unique identifier but is not the sole identifier. If the individual is a documented non-citizen, they may have only a number assigned by the Immigration Service. That immigration number is from seven to nine digits in length, SSN is nine digits, so the number will be left justified (i.e. “1234567” becomes “123-45-6700”).

Date of Birth: Indicate Date of Birth by month, day and year (MM/DD/YYYY). This information is required to report to NICS and constitutes a part of the unique identifier for the individual.

Race: Click on the race category that best describes the individual – If a person is multi-racial, please select more than one option.

Gender: Indicate whether the individual is a male or female. “Other” is for those persons who are questioning their sexual identity or feel neither traditional choice covers their situation.

County of Legal Residence: The person calls this county home. Usually a person has a permanent housing arrangement, tax return, or receives mail at a given community or county. If the person is from a county that is not in Nebraska, select “out of state”. If a person is in such a crisis that they are not capable of answering county of residence use “Unknown”

3. Other Identifying Information		
3a) Social Security Number	<input type="text"/>	999-99-9999
Re-enter Social Security Number	<input type="text"/>	999-99-9999
3b) Date of Birth	<input type="text"/>	MM/DD/YYYY
3c) Race (Please Mark 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		
3d) Gender	<input type="text"/>	▼
3e) County of Legal Residence	<input type="text"/>	▼
4. Commitment Information		

LAST RESORT

Missing Information Conventions.

Try Hard To Get All The Information! During an evaluation all this information is collected when the person is able to respond.

- First Name –
- 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)

Section 4 - Commitment Information

3e) County of Legal Residence	<input type="text"/>
4. Commitment Information	
4a. Originating County	<input type="text"/>
4b. Mental Health Board Ordering Commitment - Primary	UNKNOWN
4c. Mental Health Board ORI # - Primary	UNKNOWN O
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"/>
Facility Comments	<input type="text"/>
4h. Commitment Date	<input type="text"/>
4i. County Case	<input type="text"/>
4j. NRI #	<input type="text"/>

4a - Originating County: This County is *requesting* the commitment. Several boards have agreements with counties to handle their cases. Indicate the county requesting the commitment.

4b - Mental Health Board Ordering Commitment: Enter the name of the board handling the commitment (see NRS 71-915) and responsible for the order of commitment. Counties have been associated with their most likely commitment board. If this is not correct, use the Alternate Board field (4e).

4c - Mental Health Board (primary) ORI # - This is an auto populated background number used to identify the Mental Health Board.

4d - Mental Health Board Ordering Commitment (alternate): Enter the name of the board handling the commitment (see NRS 71-915) and creating the order of commitment or for which the current board is acting and for whom the commitment order is to be available.

4e - Mental Health Board (alternate) ORI # - This is an auto populated background number used to identify the secondary mental health board.

4f - Type of Commitment: Individuals committed by the Mental Health Board will be either on an *outpatient* or on an *inpatient* commitment. Individuals on an outpatient commitment receive their treatment from outpatient providers/non-inpatient providers, which could be a residential provider, e.g. Short-Term

Residential (substance abuse treatment). Individuals on an inpatient commitment are always committed to the Department of Health and Human Services and will receive their treatment at a community-based hospital selected by the Department of Health and Human Services.

4g - Responsible Facility: Enter the name of the responsible facility or provider. A responsible facility, in the case of an Outpatient Commitment, is a facility or individual mental health licensed practitioner to whom the mental health board is ordering the individual to attend treatment. Either the facility, provider, or individual mental health licensed practitioner is responsible for reporting to the board the progress of the person in treatment (see NRS §71-931 and §71-932).

A responsible facility for an Inpatient Commitment is **ONLY** the Department of Health and Human Services. The Department of Health and Human Services places the individual in a treatment agency based on the severity of the individual's mental illness and then the treating provider reports to the board the placement and progress (see §71-931 and §71-932). For inpatient commitments, this field is auto populated with DHHS.

Facility Comments: This text field is available for notes from the board to assist in tracking board requests and other actions.

4h - Commitment Date: The date on which the board makes its determination to commit an individual or the date of the change such as from inpatient to outpatient.

4i – County Case: To assist clerks in finding a record, the system will allow for a county case number. This is any method used by the county to retain record information for quick access. The field is a free form text/number field.

4j – NRI Number: This number provided by the national database to link records.

Holding the record for later additions



A record can be held between the save and send functions (saved to submit later) so additional information can be gathered (e.g. date of birth, which is a required data element).

Printing and Saving the Form

Once the information is entered onto the electronic form and verified select either Save and Commitment Complete or Save and Add to Queue button.

To verify the form click on the box below variable 8. Once this box is checked the Save and Complete Commitment button illuminates. Click on this button to

move the record to the national database. If the information entered is correct but there is need to hold it back to update it in some manner check the Save and Add to Queue button.

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
7. Message Information	<input type="text"/>
8. Status	CREATED
<input 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"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>	

A print button is available to print the record but must be used before either of the save buttons is used.

Section 5 - Discharge Information

4j. NRI #	<input type="text"/>
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	

5a - Discharge Date from Commitment: The date of release from Commitment or the date of a change in the commitment type (i.e. inpatient to outpatient). To discharge, enter the date of the discharge. The date in section one of the form will change to the date the change was made. If a commitment order is amended from inpatient to outpatient, a discharge from inpatient is generated and a new order for outpatient completed. Both the discharge from inpatient and the order for outpatient should be submitted. Likewise if a change from outpatient to inpatient is initiated, then the outpatient record is discharged and an inpatient record is started.

5b - Discharge reason: Use this to indicate a discharge reason such as death, non compliance, etc. This is a free form text field.

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
7. Message Information	<input type="text"/>
8. Status	CREATED
<input 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"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>	

To move the form uncheck the box by "I have verified" statement and then recheck the box to activate the "Save and Complete Commitment" button. Click on the "Save and Complete Commitment" button to save the information to the database.

Section 6 – Relief of Disability

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

NRS 71.963 (3) provides for the relief from disability for the purchase of a firearm upon the petition to the mental health board when the board believes certain conditions exist.

Complete the information on dates and actions of the commitment board here.

6a. – Requested Disability Removal Date: This is the date the individual made a formal request to the Mental Health Board for removal of disability.

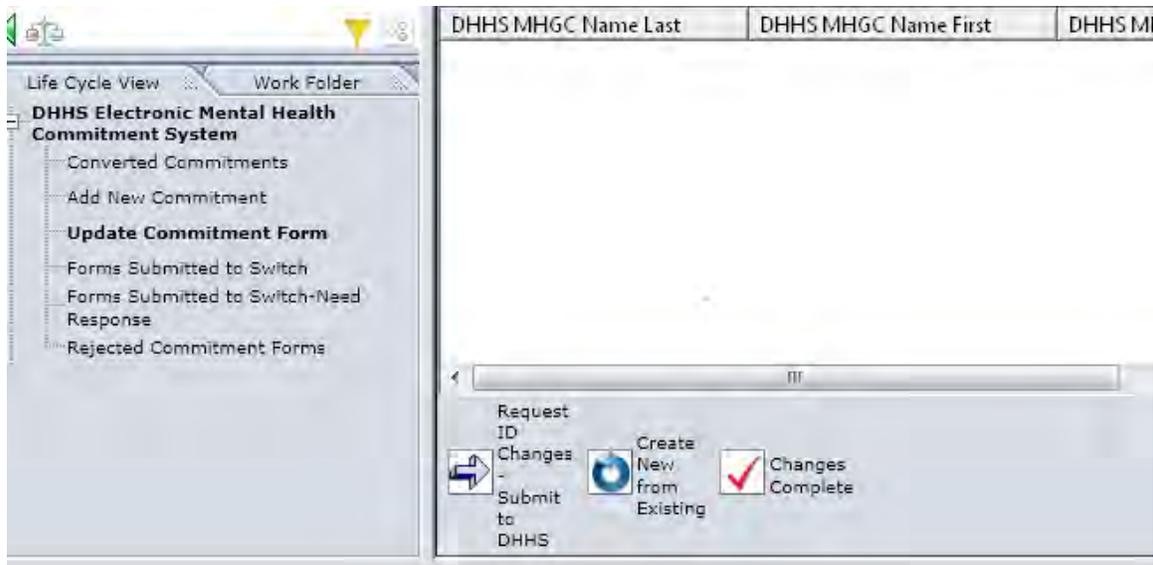
6b – Disability Removal Hearing Date: Enter a date that the board met to hear the petition to remove disability.

6c – Disability Removal Results: Indicate by clicking on the Approved or Denied radio button to indicate the disposition of the board on the hearing date.

A note about disability removal – All mental health board records of an individual must carry the removal date for the disability removal from that board to be effective. This include any aliases. Each board is responsible to review their records and to grant the disability removal for the individual on all of the board’s records. The individual is responsible to achieve disability removal from all boards committing the individual.

To move the form:

- 1 - Uncheck the box by “I have verified statement” and then recheck the box to activate the “Save and Complete Commitment” button.
- 2 – Once the “Save and Complete Commitment” button has been pushed, go to Workflow.
- 3 - Find the record in the workflow under the segment “Update Commitment Form”.
- 4 - Highlight the form to be updated,
- 5 - Click on the “Commitment Complete” button on the task bar between the two windows on the right side of the screen.



A word about all disability removals. Each board granting disability relief is requested to send a secure e-mail to the state containing identifying information about the person granted relief. The state will review all records of the ECRA to determine if additional records need to carry the relief designation.

Section 7 - Message Information and Status:

Messages to reviewers can be seen in the Message Information box. This is a response from the NICS system back to the ECRA. Reasons for rejection will be populated to the far right of the message characters. Click in the message information box and scroll to the right.

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
7. Message Information	<input type="text"/>
8. Status	CREATED
<input 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"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>	

Section 8 - Status:

STATUS: Status is an indicator of where the record is in the overall reporting process.

Status indicators include:

PENDING = New

SUBMITTED = Ready to send to switch

REJECTED = Response form switch is Error or Rejected
RESUBMITTED = Ready for switch and has had a switch response of Error or Rejected previously
ACCEPTED = Has a switch response of Accept
DISCHARGED = Has a switch response of Accept and has a value for Keyword—Discharge Date
RELIEF = Ready for switch, has a value of APPROVED for Keyword—Disability Removal Result, and Keyword—MKE = XDP (Cancel)
REMOVED = Has a switch response of Accept, has a value of APPROVED for Keyword—Disability Removal Result, and Keyword—MKE = XDP

General information to the Boards:

Commitments are not open ended. A commitment is made to protect the public interest during a crisis in an individual's life in which a person becomes a danger to themselves or others. Commitments are initiated to protect an individual from harming themselves or from harming others due to a mental illness. The board is responsible for the individual during the commitment period. The board should receive periodic reports from the treating facility or mental health professional, and is encouraged to take immediate action on reports by the treating facility or mental health professional.

The Board is also responsible for notifying the individual of their release from the commitment, and for notifying the Division of Behavioral Health and Nebraska State Patrol that the commitment has been discharged. This is done through the Electronic Commitment Reporting Application.

Questions/suggestions: Please contact the administrator with questions and suggestions on how to improve this reporting process. Thank you for your reporting! The Deputy Director of the Division of Behavioral Health Community Based Services phone number is 402-471-7818.

Situations That Arise

Clerks have alerted the state of special situations. If a question arises, do not hesitate to call for help. These are general guides for records.

Commitment is Dropped: Remove the record from the database, call Division of Behavioral Health staff with name and SSN. Clerks may also initiate an e-mail to the Division requesting secure transmission for the purpose of changing a record.

Commitment is Made and Then Transferred to another District or Judge Transfers directly to another district (71-921).

- 1 - The initial (transferring) district enters a record.
- 2 – The initial district indicates in section 4d the alternate mental health board to which a transfer is being made. The transferring initial district enters into the area below space 4g Responsible Facility a comment about the transfer to another district/county. “I.e. Record transferred to District X, County U.
- 3 - The receiving district/board admits the individual can now review the information and discharge the person as appropriate.
- 4 - The transferring district should discharge the client once the second district admits the client.

Both districts may be called upon in the event the person seeks relief of disability. The initial district may add the second district to the first record as the secondary board of commitment using items 4d of the form. Second district continues to work with the individual and admit and discharge as appropriate.

71-921. Person believes another to be a mentally ill and dangerous person; notify county attorney; petition; when.

(1) Any person who believes that another person is mentally ill and dangerous may communicate such belief to the county attorney. The filing of a certificate by a law enforcement officer under section 71-919 shall be sufficient to communicate such belief. If the county attorney concurs that such person is mentally ill and dangerous and that neither voluntary hospitalization nor other treatment alternatives less restrictive of the subject's liberty than inpatient or outpatient treatment ordered by a mental health board is available or would suffice to prevent the harm described in section 71-908, he or she shall file a petition as provided in this section.

(2) The petition shall be filed with the clerk of the district court in any county within:

- (a) The judicial district in which the subject is located;
- (b) The judicial district in which the alleged behavior of the subject occurred which constitutes the basis for the petition; or
- (c) Another judicial district in the State of Nebraska if authorized, upon good cause shown, by a district judge of the judicial district in which the

- subject is located. In such event, all proceedings before the mental health board shall be conducted by the mental health board serving such other county, and all costs relating to such proceedings shall be paid by the county of residence of the subject. In the order transferring such cause to another county, the judge shall include such directions as are reasonably necessary to protect the rights of the subject.
- (3) The petition shall be in writing and shall include the following information:
- (a) The subject's name and address, if known;
 - (b) The name and address of the subject's spouse, legal counsel, guardian or conservator, and next-of-kin, if known;
 - (c) The name and address of anyone providing psychiatric or other care or treatment to the subject, if known;
 - (d) A statement that the county attorney has probable cause to believe that the subject of the petition is mentally ill and dangerous;
 - (e) A statement that the beliefs of the county attorney are based on specific behavior, acts, attempts, or threats which shall be specified and described in detail in the petition; and
 - (f) The name and address of any other person who may have knowledge of the subject's mental illness or substance dependence and who may be called as a witness at a mental health board hearing with respect to the subject, if known.

Records are Shared Between Counties: There is a provision to have boards share information using the primary and secondary commitment board designations in item 4b and 4d of the form.

Person is Discharged from Inpatient and Ordered to Outpatient or Person is Ordered to Inpatient After Outpatient.

Each action of a board on behalf of an individual is recorded in the system. If a person is ordered to outpatient after an inpatient stay the inpatient records is discharged and a new record of the outpatient order entered. If the person is ordered to inpatient after an outpatient order the outpatient order is discharged and an inpatient record begun.

For this system the recommendation is to discharge prior records for persons on each new order.

Board Changes Providers –

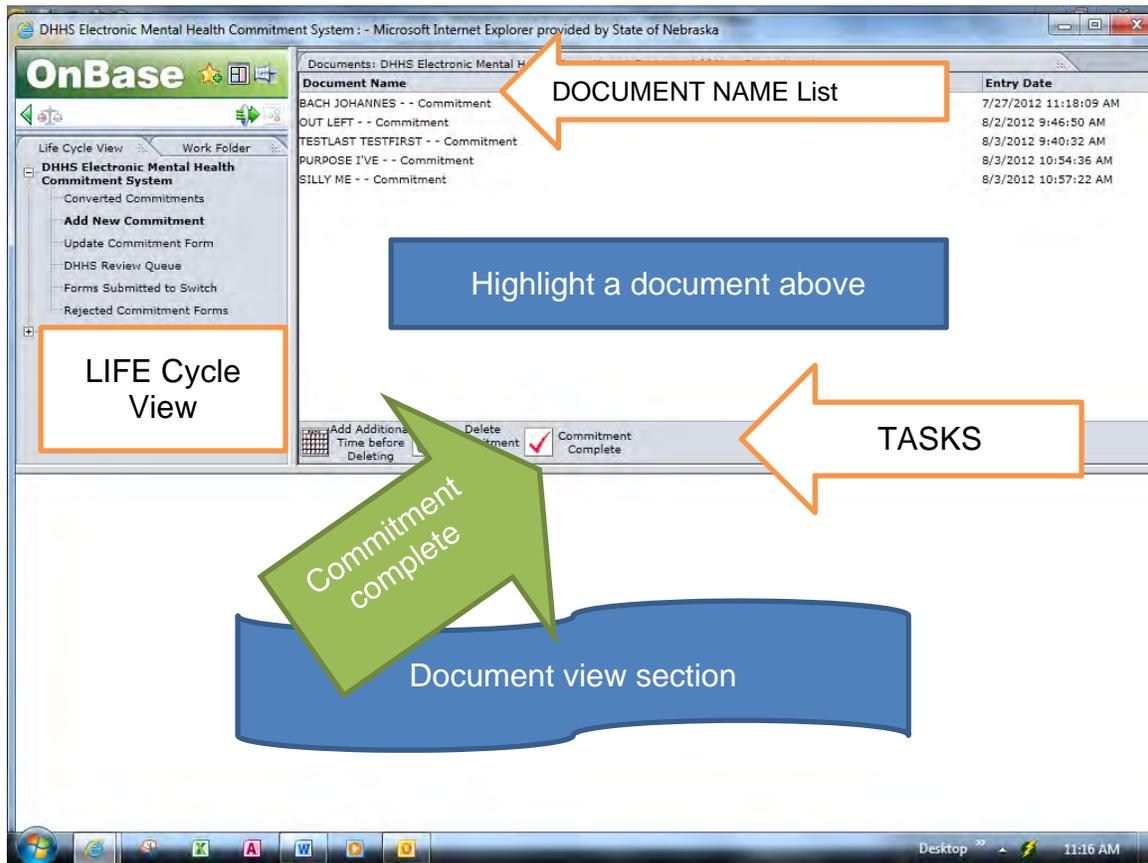
When a board changes the provider of an outpatient commitment, the clerk is asked to record that change. Since only the outpatient commitments is affected, the change can be recorded by generating a new record of commitment, or by amending the initial record. When adding a new record discharge the old record and make a new record. If amending the record, retain all the information as

previous but add a date and new responsible party in the notation space under item 4g. Save the changes by clicking the verification statement twice and then clicking on the Save and complete commitment radio button.

Duplicate Records –

Occasionally a duplicate record is entered. When discovered, clerks can ask the Division to remove one of the records. Send a request for secure message exchange to the Division's contact person.

Working with Life Cycles



This is a depiction of the Workflow page. The page consists of life cycles, document name, document view section and tasks.

If the "Save and Add to Queue" button was pushed the record is saved but must now be processed, additional information is to be entered before the record is submitted to the switch. To submit a record to the switch click on the "add new commitment" in life cycle view, click on the record to be submitted in the document name list and then click on "Commitment Complete". Check the record in the document viewer to determine if all information is complete and accurate. You can change information by typing over it if necessary.



The Workflow uses *Life Cycles* to move a record through the system.

Converted Commitments: Used to bring forward all commitments entered into the system prior to the go live date of the electronic system.

Add New Commitment: Adds a new commitment to the data set. The record sits here after the initial save to be processed to the switch. “Add New Commitment” is the step that must be taken to submit the record to the switch. If the record was previously saved and submitted to the Queue, the record will be in the “Forms Submitted to Switch” Queue.

Update Commitment Form: Gives the opportunity for a record to undergo a change. A record having a change is tracked back to the switch with its ORI number so that federal tracking can occur and the record can be correct at the federal level as well as within the electronic system.

DHHS Review Queue: Used by the Department of Health and Human Services to review forms having difficulties moving through the system.

Forms Submitted to Switch: The Queue used to move the forms up to the federal government site for review and submission to the national database.

Rejected Commitment Forms: Records that have been returned from the federal government requiring additional information/correction before inclusion into the national data sets.

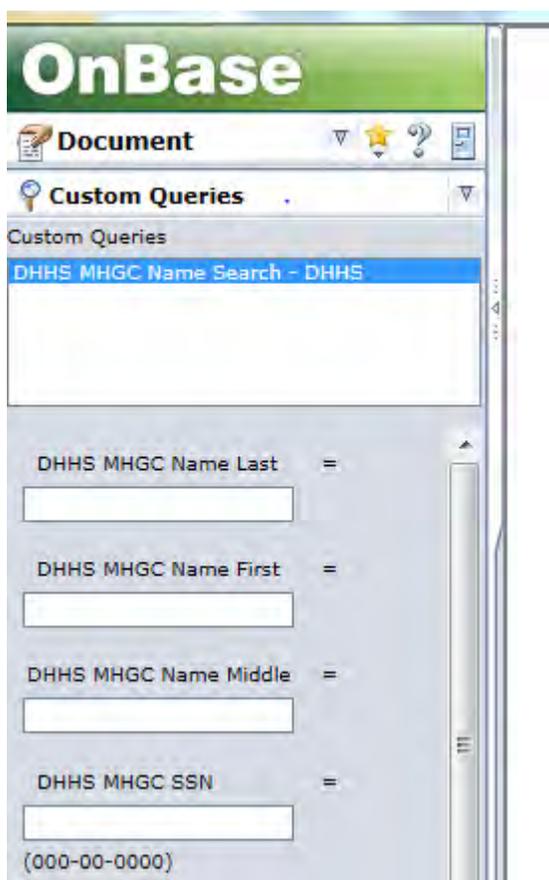
On the page are three buttons designed to enhance the workflow of the Electronic DHHS Reporting Order of Commitment. The Left most button of this view, “Add Additional Time before Deleting”, allows more time for the Commitment Board to collect relevant information to complete a record.



Highlighting a record and pressing “Delete Commitment Form” will delete the record from the Queue and the database.

Commitment Complete: If the form is complete, been verified, and the “Save and Complete Commitment” button pressed, then press this button.

Retrieving Information about Commitments.



Before a person’s record can be discharged or disability removed, the user will need to retrieve a record to add information. Any variable (names, aliases, NRI number, or board instituting a commitment) can be queried. To query the data base click on the document link then highlight “Custom Queries” in the second drop down menu. Enter the search criteria about the individual to be queried in the spaces provided (i.e. last name, SSN, Commitment types, or any other of the variables of the dataset). Click on the binoculars on the bottom of the page to conduct the search.

Information returned will be specific for the board querying the database; for confidentiality reason records of other boards are not displayed.

The information is displayed similar to that of the figure in the section on Working with Life Cycles. Click on the record in

the documents list and information will appear in the document viewer. Complete discharge and relief information.

Once the new information is entered uncheck the verification button below section 8, recheck that button to initiate the Save and Complete Commitment button. Click on the Save and Complete Commitment Button to move the record on. Also, click on the task button “Commitment Complete” above the viewer window.

Working with Converted Commitments:

You will need to work in WORKFLOW:

- 1 - Open your Electronic Commitment Reporting Application.
- 2 - On the first drop down menu click on workflow.
- 3 - Workflow will open.
- 4 - Click on the + sign next to the words “Life Cycle View”.
- 5 - Click on the words “Converted Commitments.”
- 6 - Review the records in the upper listing on the right side of the page.
- 7 - Click on the record you want to work with.
- 8 - Complete the record paying special attention to the Type of Commitment (Outpatient or Inpatient) and completing the demographic information or defaults (see Last Resort).
 - A note here – Some of these records were made before revisions to the commitment process in 2006. Record Inpatient and give the record to Department of Health and Human Services when uncertain and then place the name of the entity to which the person was transferred into notations in Facility Comments.
- 9 - Click on the verification square below item 8.
- 10 - Click on the button labelled “Save and Complete Commitment.”
- 11 - A popup window will tell you the record was saved.
- 12 - In the Task bar between the upper window and the document viewer click on the red check mark “Commitment Complete”.
- 13 - A popup window will indicate the record has been moved to the switch.

New Record from Existing:

To change a commitment from inpatient to outpatient, a discharge is required of the inpatient, and a new form to commit the person to outpatient. To assist in this process a new record can be generated from a previous record.

The screenshot shows the OnBase ECM-CAT Web02 interface. The main window displays a document form for a commitment record. The form is titled "Document" and includes a "Custom Queries" section on the left. The main content area is divided into three sections: "1. Report Dates:", "2. Names and Aliases", and "3. Other Identifying Information".

1. Report Dates:

Field	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		

2. Names and Aliases

Please enter up to 5 names

Last Name	First Name	Middle Name	Initials
MONSTER			

3. Other Identifying Information

3a) Social Security Number: 456-12-3789 (Re-enter Social Security Number: 456-12-3789)

3b) Date of Birth: 10/16/1944 (MM/DD/YYYY)

3c) Race (Please Mark all that apply):

- Hispanic
- Alaskan Native
- American Indian

The context menu is open over the "Workflow System Tasks" option, highlighting "DHHS MHGC Add Form to Lifecycle for Updates".

Double click on the record with which you want to work. It will be necessary for you to move the record into the workflow.

Using your mouse, right click in the document view, and then under "Workflow" highlight the "Add Form to Lifecycle for Updates". Left click your mouse button and the form will be moved to the Workflow.

In the upper section of the left window click on the *down arrow* beside "Document" and highlight "Workflow" and begin working on the document through the workflow process.

The screenshot shows the OnBase web application interface. At the top, the browser title is "MONSTER TRUCK - MENTAL HEALTH BOARD FOR THE 10TH JUDICIAL DISTRICT - ADAMS - Commitment - Microsoft Internet Explorer provided". The main content area displays a table of records with the following data:

DHHS MHGC Name Last (7)	DHHS MHGC Name First	DHHS MHGC Number of Days	DHHS MHGC County Board ...
ABC	DEF	0	MENTAL HEALTH BOARD FOR ...
BACH	JOHANNES	11	MENTAL HEALTH BOARD FOR ...
MONSTER	TRUCK	1	MENTAL HEALTH BOARD FOR ...
OUT	LEFT	2	MENTAL HEALTH BOARD FOR ...
PARKER	PETER	1	MENTAL HEALTH BOARD FOR ...
UNDERDONE	REALLY	1	MENTAL HEALTH BOARD FOR ...
WRABBIT	PETER	2	MENTAL HEALTH BOARD FOR ...

Below the table, there are three buttons: "Create New from Existing", "Transfer to DHHS Queue DHHS Only", and "Transfer to Rejected - DHHS Only".

The form below the table is divided into two sections:

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		

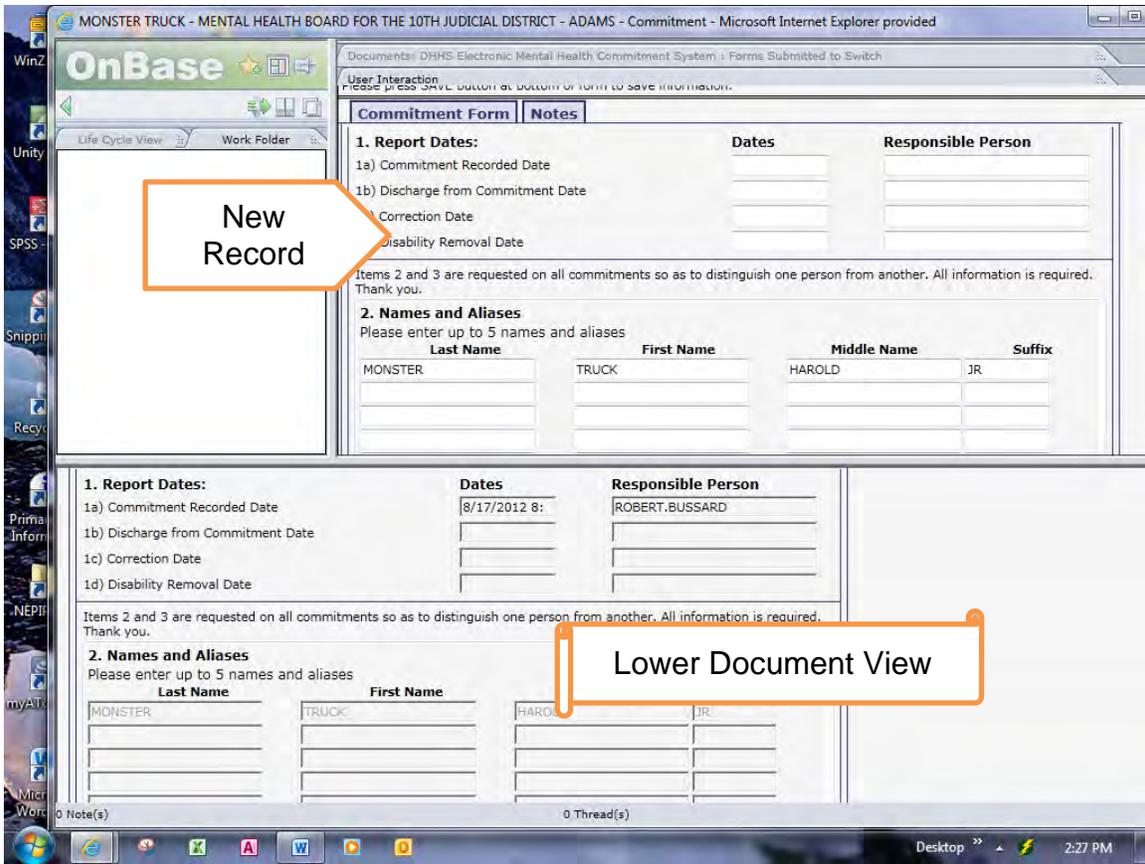
Items 2 and 3 are requested on all commitments so as to distinguish one person from another. All information is required. Thank you.

2. Names and Aliases
Please enter up to 5 names and aliases

Last Name	First Name	Middle Name	Suffix
MONSTER	TRUCK	HAROLD	JR

At the bottom of the form, it says "0 Note(s)" and "0 Thread(s)".

In this case, Mr. Monster's record was found in the workflow. For a new commitment click on "Create New from Existing" to create a new form to work on. If you need to change information on a previous commitment, scroll down in the document view window to the element requiring change.



In the view above, Monster Truck has been opened as a new record in the upper screen, with the lower document screen having the previous information. Data can be entered in the upper document screen to initiate a new commitment. Remember to save the document and then go into workflow and continue the process as described in earlier sections of this manual.

Individuals Seeking Full Disclosure of Commitments

If an individual wants to know by what other boards they may have been committed, they can make a request to the Department of Health and Human Services, Division of Behavioral Health by calling for or downloading a Release of Information form available at:

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

A response will be sent to the address on the Release of Information form via *US Postal Service only*.

Records Retention:

Schedule 8 of Nebraska Records Management Division reads as follows relative to mental health cases:

8-16 MENTAL HEALTH RECORDS (Adopted 8/4/2010)

8-16-1 MENTAL HEALTH CASE FILES

Includes affidavits of mental illness, commission of physician, warrant of arrest, certificate of acceptance for treatment and warrant of admission.

Dispose of after 20 years.

8-16-2 MENTAL HEALTH DOCKET (MENTAL HEARING RECORD)

Includes Board Minutes, including name of individual committed, name of examining physician, attorney's name, name of clerk of court, witness' testimony and testimony of State Hospital.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

PRIOR TO 1920: Records not microfilmed may be transferred to the

State Archives. SECURITY MICROFILM: Transfer to the State Archives.

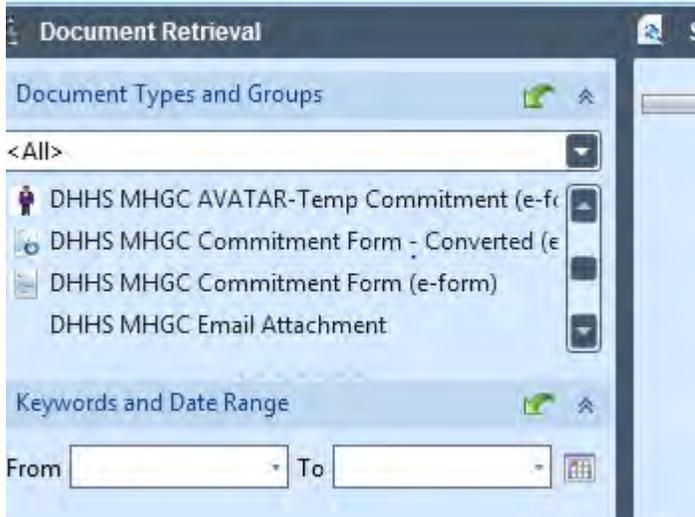
MICROFILM WORK COPY: Retain permanently.

8-16-3 VOLUNTARY COMMITMENT RECORDS

Includes notices of dismissal of voluntary patients. Used to compile hospital charges to county for indigent patients. **Dispose of 2 years after dismissal.**

State Employee System Access

State employees having permission to use the Electronic Commitment Reporting Application will find the application on the OnBase intranet web portal. Users will access through the “Unity Client” to the OnBase application. Users with multiple application in Unity Client will need to highlight the DHHS MHGC Commitment.



Security level is dependent on the person’s job responsibilities. Document Retrieval, Custom Query, and Workflow work as described elsewhere in this manual. To gain access contact the individuals listed in the help section of the manual.

Appendix A - Nebraska State Law

71-908. Mentally ill and dangerous person, defined.

Mentally ill and dangerous person means a person who is mentally ill or substance dependent and because of such mental illness or substance dependence presents:

(1) A substantial risk of serious harm to another person or persons within the near future as manifested by evidence of recent violent acts or threats of violence or by placing others in reasonable fear of such harm; or

(2) A substantial risk of serious harm to himself or herself within the near future as manifested by evidence of recent attempts at, or threats of, suicide or serious bodily harm or evidence of inability to provide for his or her basic human needs, including food, clothing, shelter, essential medical care, or personal safety.

Source: Laws 1976, LB 806, § 9; Laws 1977, LB 204, § 26; Laws 1985, LB 252, § 2; R.S.1943, (1999), § 83-1009; Laws 2004, LB 1083, § 28.

69-2409.01(1).. Data base; created; disclosure; limitation; liability; prohibited act; violation; penalty.

(1) For purposes of sections 69-2401 to 69-2425, the Nebraska State Patrol shall be furnished with only such information as may be necessary for the sole purpose of determining whether an individual is disqualified from purchasing or possessing a handgun pursuant to state law or is subject to the disability provisions of 18 U.S.C. 922(d)(4) and (g)(4). Such information shall be furnished by the Department of Health and Human Services. The clerks of the various courts shall furnish to the Department of Health and Human Services and Nebraska State Patrol, as soon as practicable but within thirty days after an order of commitment or discharge is issued or after removal of firearm-related disabilities pursuant to section 71-963, all information necessary to set up and maintain the data base required by this section. This information shall include (a) information regarding those persons who are currently receiving mental health treatment pursuant to a commitment order of a mental health board or who have been discharged, (b) information regarding those persons who have been committed to treatment pursuant to section 29-3702, and (c) information regarding those persons who have had firearm-related disabilities removed pursuant to section 71-963. The mental health board shall notify the Department of Health and Human Services and the Nebraska State Patrol when such disabilities have been removed. The Department of Health and Human Services shall also maintain in the data base a listing of persons committed to treatment pursuant to section 29-3702. To ensure the accuracy of the data base, any information maintained or disclosed under this subsection shall be updated, corrected, modified, or removed, as appropriate, and as soon as practicable, from any data base that the state or federal government maintains and makes available to the National Instant Criminal Background Check System. The procedures for furnishing the information shall guarantee that no information is released beyond what is necessary for purposes of this section.

Appendix B Self Registration

<https://ecmp.nebraska.gov/PublicPortal/>

1. If you have not yet registered online, click the “Register Here” link under the NEW USERS section.

Official Nebraska Government Website



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

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)

2. This will take you to a New Account Registration page. Complete all of the fields on this page. Click the “Field Requirements” link for details on requirements for specific fields such as Username and Password.
 - a. First Name – enter your first name.
 - b. Last Name – enter your last name.
 - c. Email Address – enter the email address to be associated with this account. *NOTE: this email address will be used for system notifications.*
 - d. Confirm Email – re-enter the email address typed above.
 - e. Username – Create a username for this account.
 - f. Password – Create a password for this account.
 - i. *The password must be at least eight characters,*
 - ii. *contain at least one uppercase letter,*
 - iii. *one lowercase letter, and*
 - iv. *one number.*
 - v. *Click the Field Requirements or Password Rules link for more information on password requirements.*
 - g. Password reminder questions – You must select three password reminder questions, and supply an answer for each question. These questions will be used to authenticate your identity when changing your password or account information.
 - i. Select a security question from the drop-down box.
 - ii. Type your answer in the Your Answer field. This field is not case sensitive.

Official Nebraska Government Website

NEBRASKA ENTERPRISE SELF REGISTRATION

NEW ACCOUNT REGISTRATION

* Required

User Information

Field Requirements

First Name *

Last Name *

Email Address *

Confirm Email *

Login Information

Username *

Password *

Confirm Password * [Password Rules](#)

Password reminder questions

Question One *

Your Answer *

3. Click Register Account.

Once you have created your Username, e-mail the Division of Behavioral Health so that the Username can be attached to this application and you can begin using the application. Email: dhhs.dbhdatateam@nebraska.gov Please allow one or two business days for the application to be attached to the username.

Robert Bussard	Robert.Bussard@nebraska.gov	402-471-7821
Department of Health and Human Services Help Desk	Dhhs.help@nebraska.gov	1-800-722-1715 or (402) 471-9069
OCIO Help Desk	https://ciohelpdesk.nebraska.gov/User/	800-982-2468 or 402-471-4636

Let the help desk know you are working with the Electronic Commitment Reporting application.

Appendix C: Electronic Commitment Report Form

<p>Reporting the Order of Commitment</p> <p>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.</p> <p>Reports are due within 30 days of an action.</p> <p>Please press SAVE button at bottom of form to save information.</p>

Commitment Form **Notes**

1. Report Dates:	Dates	Responsible Person
1a) Commitment Recorded Date	10/19/2012	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

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

4. Commitment Information

4a. Originating County

4b. Mental Health Board Ordering Commitment - Primary

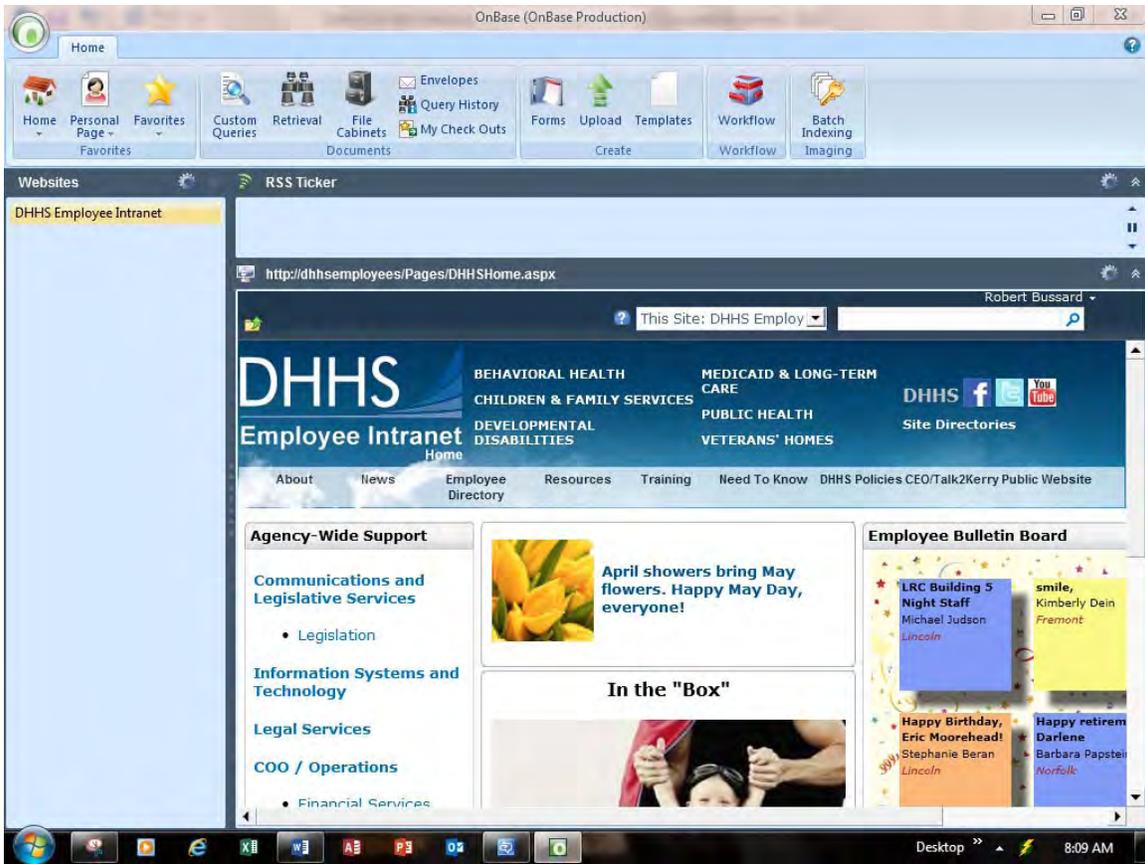
4c. Mental Health Board ORI # - Primary

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" value=""/>
4g. Responsible Facility	<input type="text"/>
Facility Comments	<input type="text"/>
4h. Commitment Date	<input type="text" value="MM/DD/YYYY"/>
4i. County Case	<input type="text"/>
4j. NRI #	<input type="text"/>
5. Discharge Information	
5a. Discharge Date from Commitment	<input type="text" value="MM/DD/YYYY"/>
5b. Discharge Reason	<input type="text"/>
6. Relief of Disability Information	
6a. Request Disability Removal Date	<input type="text" value="MM/DD/YYYY"/>
6b. Disability Removal Hearing Date	<input type="text" value="MM/DD/YYYY"/>
6c. Disability Removal Result	<input type="radio"/> Approved <input type="radio"/> Denied
7. Message Information	<input type="text"/>
8. Status	CREATED
<input type="checkbox"/> I have verified this data is complete and accurate, and ready to send to the switch.	

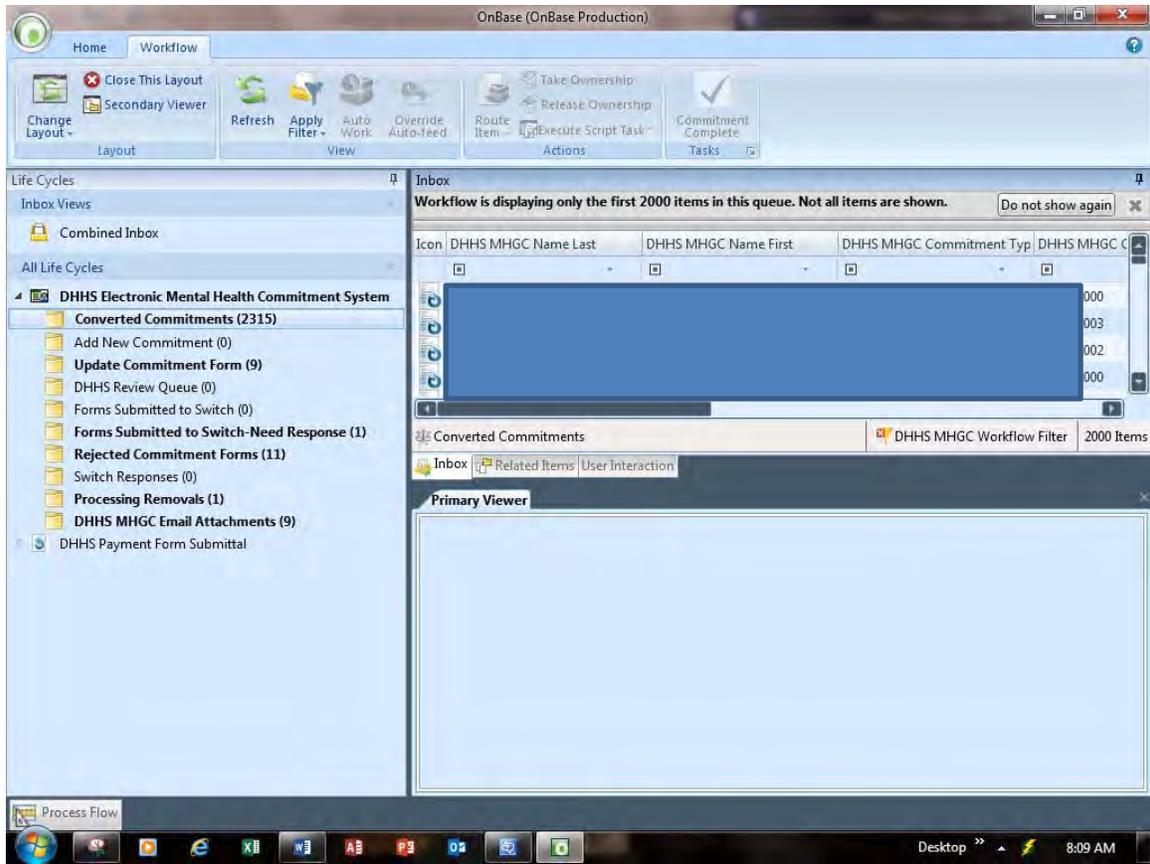
Appendix D: State Employee OnBase System



Enter – STN
Enter – LAN Logon ID
Enter – LAN Password



Opening Screen. Use Custom Queries, retrieval and or Workflow.



Workflow view with all sections visible. Click on queue of the system, click on the record from the upper window on right, work in primary viewer. Save record, and check Commitment Complete in task bar.

To change a county/board of commitment: Do a document retrieval, where the doc type is Converted and Originating county is the wrong county.

Option 1

- Open the document.
- Change originating county to a different county.
- Change back to original county.
- Save.

Option 2

- Right-click on document.
- Click on Keywords.
- Change Board-Primary to "Mental Health Board for the (correct number) Judicial District – (County Name)"
- Change "Mental Health Board ORI # - PRI" to (correct number).
- Save the keywords.

To change the individuals SSN or other information

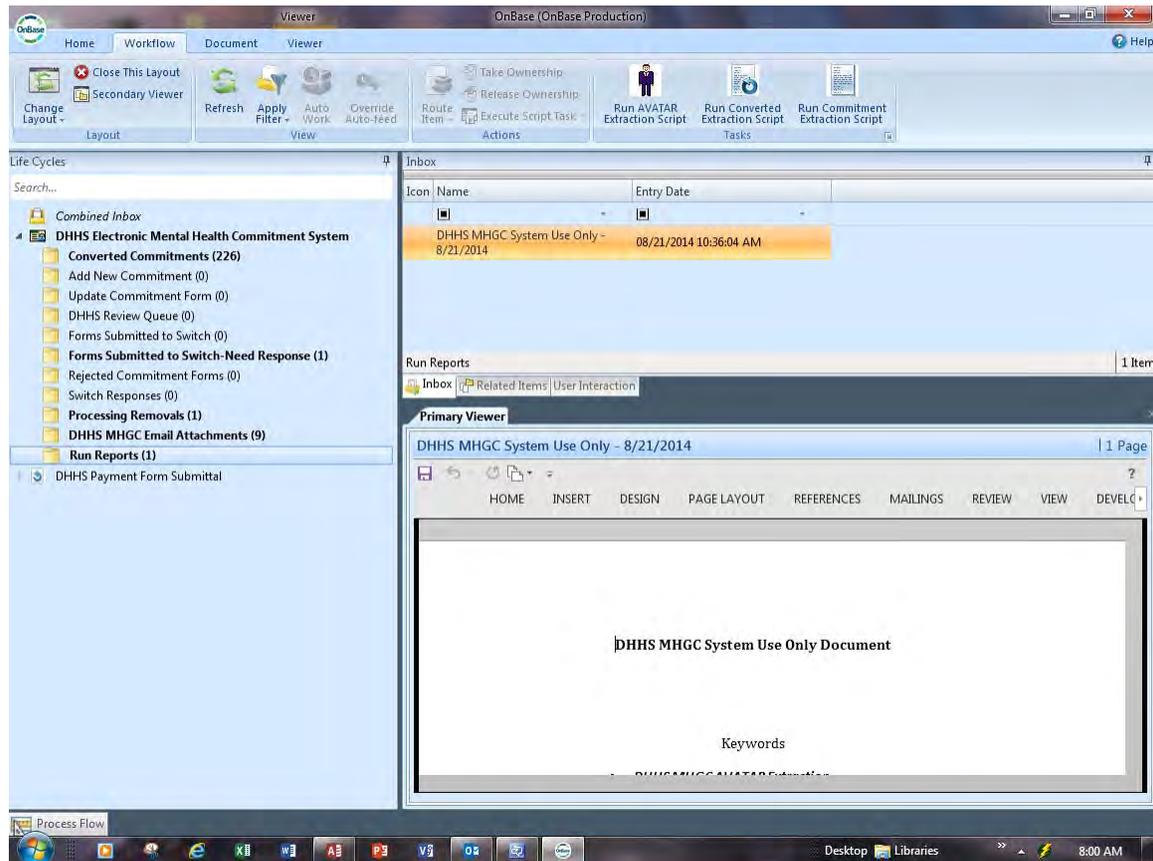
If you wish to send this change for the SSN to the switch, do the following:

1. Using Document Retrieval, find the record.
2. Click on the ad hoc task DHHS MHGC Add form to Lifecycle for Updates
3. Go into the lifecycle, queue **Update Commitment Form**
4. Click on ad hoc task **Changes Complete**

Or, if you just want the record to be removed from the Federal database, you can enter in the Relief information.

The system will pick it up and send it to the switch.

Running Extract Reports:



While in workflow a state employee can run a full extract of the three data sets that constitute the ECRA. These are used to populate the LB 699 reports and can be used to count the number of records in the database include the granting of relief.

In workflow click on run reports. In the upper task bar to the right will be the three extract run icons. Click on the Icon and the report will be scheduled to run at 7 PM that evening and will be available at the report site of:
[\\stneas01.stone.ne.gov\ECMXFER\\$\DHHS\CAT\MHGC\EXPORT](\\stneas01.stone.ne.gov\ECMXFER$\DHHS\CAT\MHGC\EXPORT)

The user must have permission to access these reports. Call the OCIO help desk.