

Electronic Reporting Order of Commitment

Web training event
November 2012

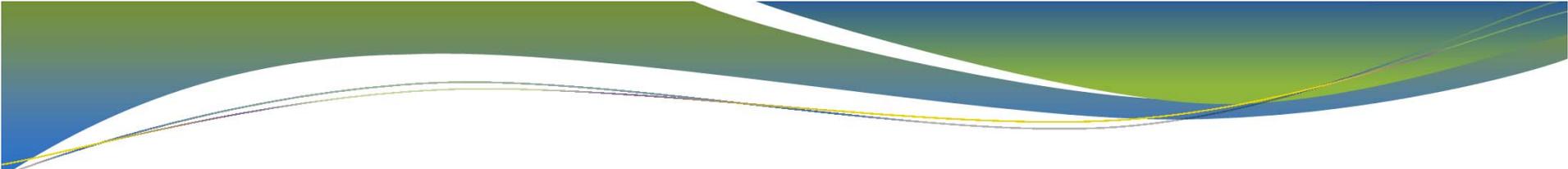
Department of Health & Human Services

DHHS
N E B R A S K A

Electronic Reporting Commitments

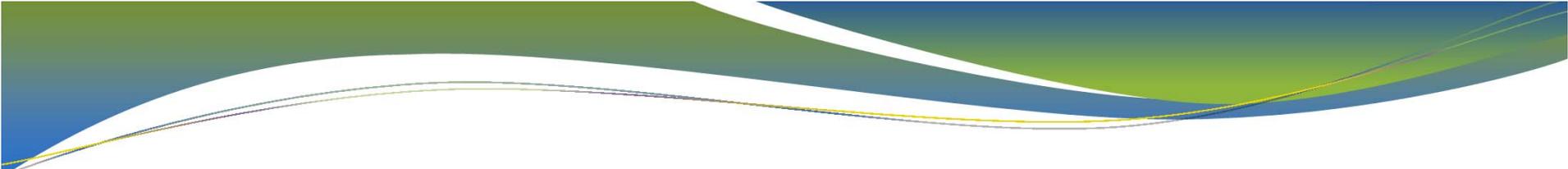
- Special Thanks to the following:
 - Nebraska State Patrol
 - Office of the Chief Information Officer
 - Department of Health and Human Services





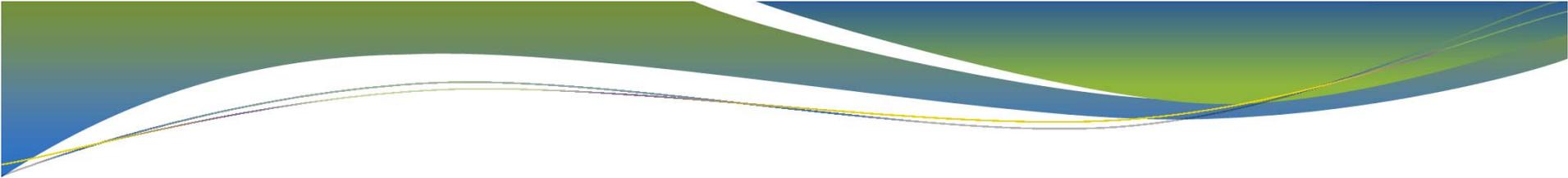
Electronic Reporting Commitments

- Each Clerk/Office Will Have Their Own Log On.
- Each Board Will Be Able To See All Of Their Activities.
- Boards Can Only See Their Own Activity.



Electronic Reporting Commitments

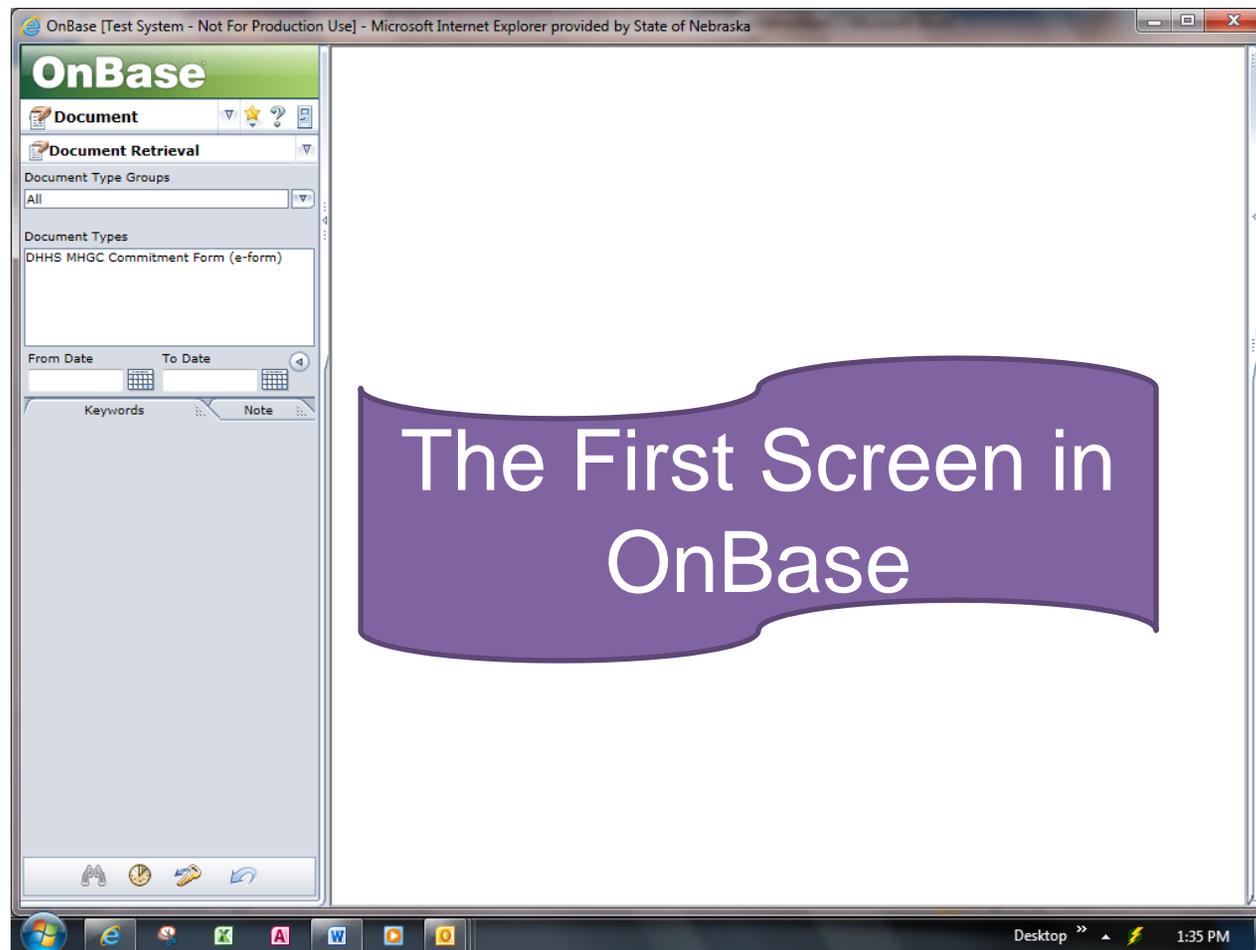
- Use the **Electronic DHHS Reporting Order of Commitment** to report commitments made by a Mental Health Board to the Division of Behavioral Health and Nebraska State Patrol. This form complies with Neb. Rev. Stat: 69-2409.01. Reports are required **within 30 days of an action** (NRRS 69-2409.01).



Electronic Reporting Commitment

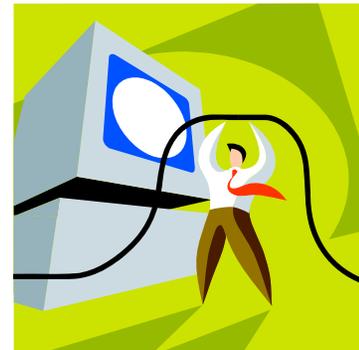
- Initial Commitment
- Creating a record

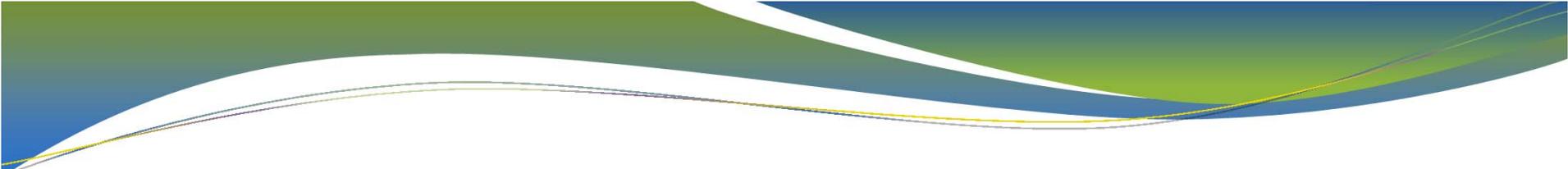
Electronic Reporting Commitments



Electronic Reporting Commitments

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



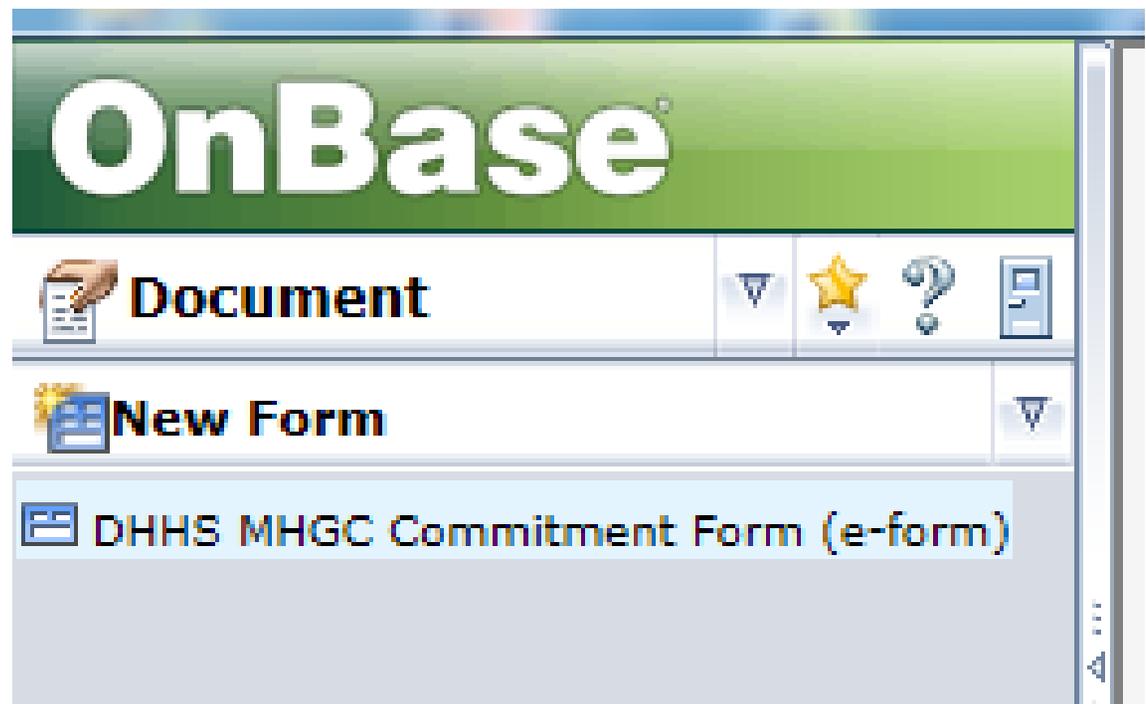


Electronic Reporting Commitments

- Working With OnBase.
 - Documents – Starting Point.
 - Workflow – Working With Records.
 - Users – Change Password.

Electronic Reporting Commitments

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



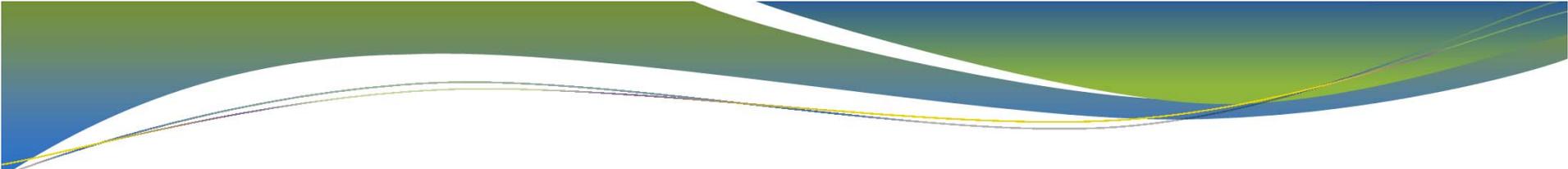
Electronic Reporting Commitments

- Let's Enter A New Record.

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

- 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		<input type="text" value="11/1/2012"/>	<input type="text" value="robert bussard"/>
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			
Please enter up to 5 names and aliases			
Last Name	First Name	Middle Name	Suffix
<input type="text" value="Cottentail"/>	<input type="text" value="Peter"/>	<input type="text" value="E"/>	<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

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

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 MM/DD/YYYY

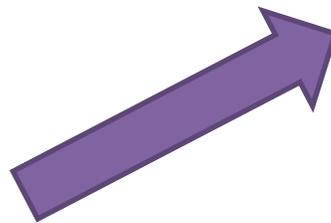
4i. County Case

4j. NRI #

5. Discharge Information

Electronic Reporting Commitments

- These items auto populate:
- Item 4c
- Item 4e
- Item 4j – NRI
- Item 4d Can Be Designated On Initial Order – Shared Look.



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

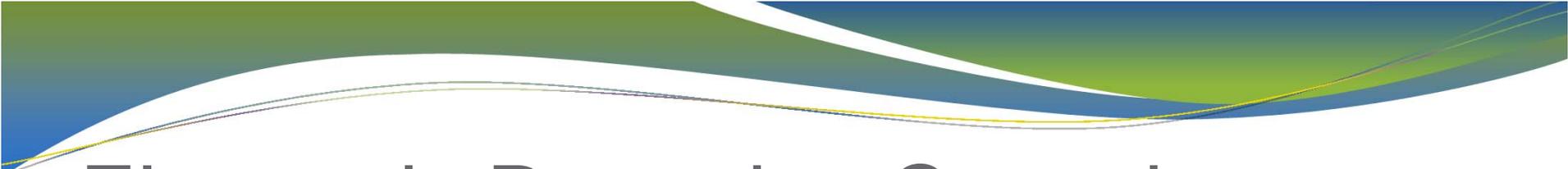
4f. Type of Commitment

4g. Responsible Facility

4h. Commitment Date

4i. County Case

4j. NRI #

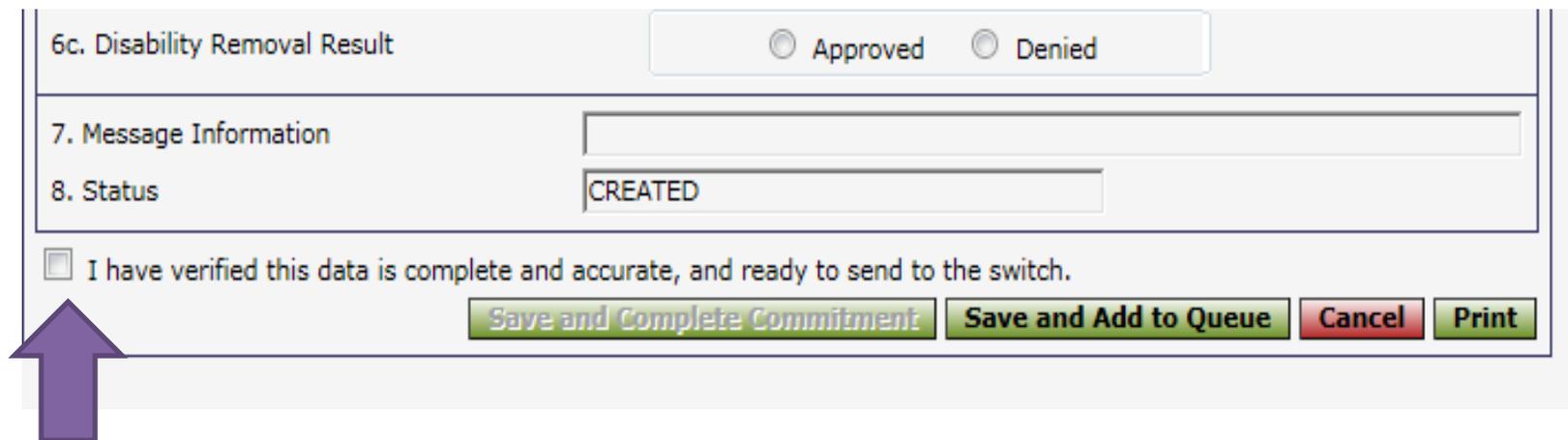


Electronic Reporting Commitments

- 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
 - Must Be Complete To Report To NICS.

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 purple arrow points to the checkbox for verification.

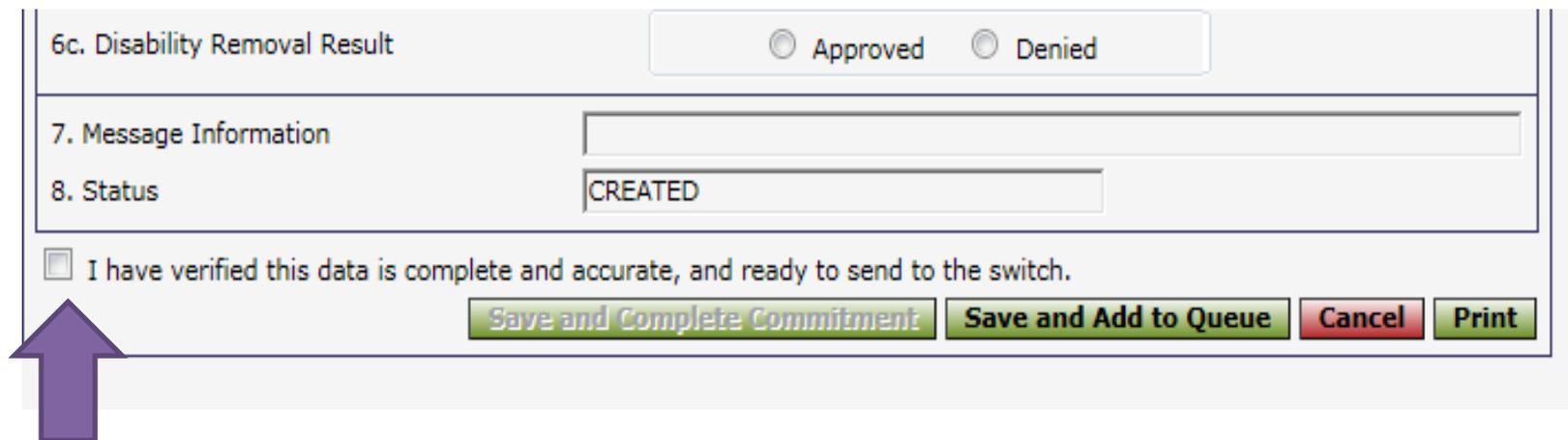
Electronic Reporting Commitments

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

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

- Finish The Record.
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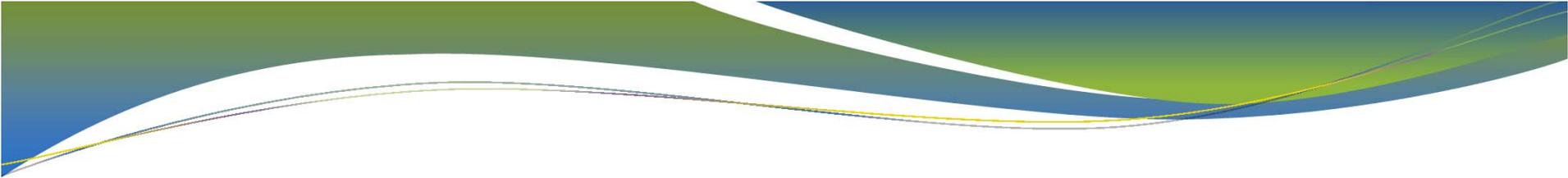
Electronic Reporting Commitments

- Questions?



- Robert Bussard – 402-471-7821
- Cody Meyer – 402-471-7766
- DHHS Help Desk – 800-722-1715

- Answers!



Electronic Reporting Commitments

- Web Address To Remember::
- Log Into

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

E-Mail

Dhhs.Dbhdatateam@nebraska.Gov

Manual And Slides Are At:

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

Electronic Reporting Commitments

Questions or Comments?

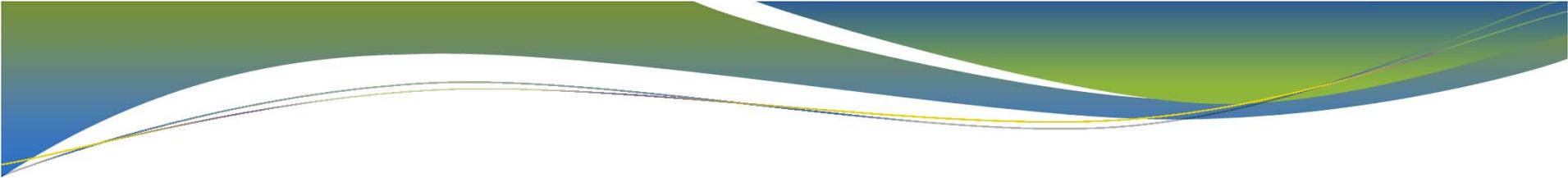
Robert.Bussard@nebraska.gov / (402)-471-7821

Cody.R.Meyer@nebraska.gov / (402)-471-7766

DHHS Help Desk: (800) 722-1715

Any Question! Any Suggestions!





Electronic Reporting Commitments

THANK YOU

**For the Services You Conduct to
Provide Hope to Those in Need**