Welcome to the ALR Dynamics training webinar!

We will be starting in a moment....

Meeting link, phone number, and meeting code:

https://statema.webex.com/join/andy.grigorov 1-866-692-3580 | 647 577 755

The training will be given in presentation mode, that is all participants will be muted except for the trainer.

Please enter any questions or comments in the Webex chat window



ALR Dynamics

Online Incident Reporting System

ALR Dynamics Online Incident Reporting System

ALR User Training Webinars, June 2019

Agenda

- Introductions
- Getting Ready
 - Extracting data from Quick Base
- What's Different? Quick Base vs. Dynamics
- ALR Dynamics Demonstrations
 - First login
 - Basic navigation
 - New report submission
 - Communicating with EOEA on IRs
- ALR Dynamics Support
 - User requests
 - Computer recommendations
 - Forgot password?
 - Technical problems?
- "Go Live" and Webinar Info

"Go Live" is 12:01 AM Friday, June 28!

Getting Ready

- Extracting Data from Quick Base
 - Active cases print/save from QB
 - All cases print/save list from report
- https://alrir.800ageinfo.com/
 - See Guide for Extracting IR Info from Quick Base

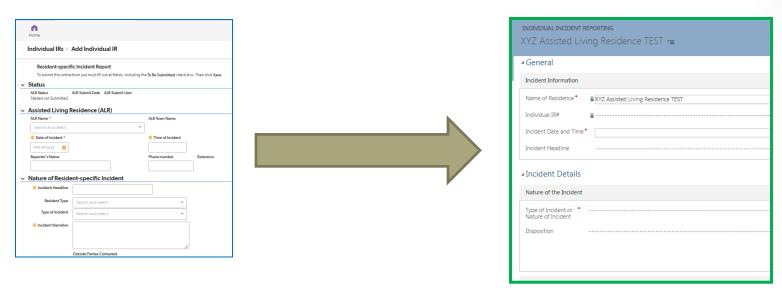
Guide for Extracting IR Info from Quick Base

This guide offers basic guidance on how to print/save current IR info in ALR Quick Base, which may be useful during the transition to the new system, ALR Dynamics.

<u>Download Extracting Incident Report</u> <u>Information from Quick Base</u>

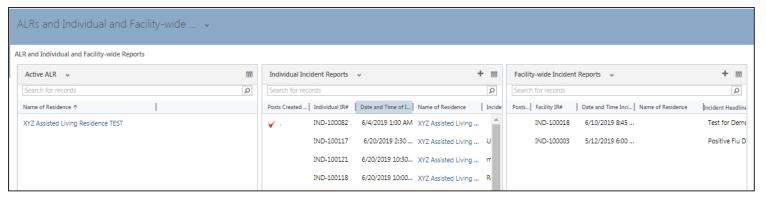
Posted on 06/11/2019 in <u>Announcements</u>, <u>Declaring QuickBase Conversion</u>, <u>Dynamics - New Incident Reporting System</u>, <u>How-to's & Job Aids | Permalink</u>

What's Different? Quick Base vs. Dynamics



- Look & Feel
 - Some item relabeling, questions & drop-downs added to aide user
- Resident Identifiers
 - Name & Date of Birth
- Other
 - Follow up information stays within application (no emailing attachments)

ALR Dynamics Demonstrations



ALR User "Home" Dashboard

- First login
 - You will receive email with username/temp password/website address
 - You will need to provide phone and/or email for initial account verification
 - You will be required to electronically sign Data Access Agreement Basic Navigation
- New Report Submission
- Communicating with EOEA on IRs

- User requests
 - ALR lead user submits all new user requests, deactivations, etc.
 - Form available on https://alrir.800ageinfo.com/
 - Submit via email to: <u>alrregs@massmail.state.ma.us</u>

ALR Dynamics - User Account Request					
ALR Name:	XYZ Assisted Living Facility				
enter full facility name, as displayed in ALR Dynamics					
Submitter Name	Sally R. Jones Submissions must be made by ALR lead user				
Date:	6/24/2019				
Request Type	User First and Last Name	Email address	Position	Role	Effective Date / Note
New Account	Brenda Swenson	bswenson@xyzcorp.com	RN	Non-lead	7/1/2019
Deactivation	Bob Vance	bvance@xyz.corp.com	Admin	Non-lead	6/25/2019

It may take up to 48 hrs for new accounts to be activated

- Computer recommendations
 - Desktop browser
 - Chrome
 - Firefox
 - Mobile devices not currently supported

- Forgot Password?
 - You can reset your own password from the login page:
 - Click on Forgot my password

Password

Follow instructions to have temp password sent to your primary email address

Enter password

Forgot my password

- Technical problems?
 - ALR lead users send to: <u>alrregs@massmail.state.ma.us</u>
 - IMPORTANT! Include this information in your email for support:
 - Your name
 - Your ALR name
 - Detailed description of issue, including:
 - the internet browser you are using
 - what occurred
 - what action was taken before issue occurred
 - screenshot of any error message received
 - Current status (are you able to continue work? what if anything is issue preventing you from doing?)
 - Don't include and resident PI

Available on ALR-IR Support blog (https://alrir.800ageinfo.com/):

- ALR Dynamics User Guide v1
- This PowerPoint presentation
- Paper Form Incident Reporting if Dynamics is unavailable
- ALR User Request Form in various formats
- Guide for Extracting IR Info from Quick Base
- Announcements, FAQs and more...

"Go Live" and Webinar Info

All IRs should be submitted using ALR Dynamics as of 12:01 AM Friday June 28.

Use faxed paper form as back up if you miss Friday training.

Training Webinars:

Thursday, June 27, 11 AM – 12:30 PM Friday, June 28, 1 PM – 2:30 PM

Weekly Check-in Webinars:

Tuesdays 1:30 PM - 2:30 PM starting July 2

CONNECTION INFO FOR ALL WEBINARS:

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