

RIFIS Update

Recording a Team Meeting

January 23, 2013

Effective today, a team meeting will only be recorded under the Assessments & Forms Tab. The worker *no longer* has to record a team meeting under the Activities tab nor do they have to record a progress note for the team meeting.

The team meeting form and the progress note page in RIFIS has been cross walked and modifications have been made to meet Medicaid requirements.

Revised Team Meeting Form

The screenshot shows a web application interface for recording a team meeting. At the top left is the logo for 'harmony SOCIAL SERVICES'. At the top right is the text 'Preview ScreenDesign'. Below this is a blue navigation bar with 'Welcome, Barbara Guglielmo' on the left and '1/23/2013 10:15 AM' on the right. The main content area is titled 'Team Meeting' and contains the following fields:

- Team Facilitator: A text input field.
- Start Time: Three dropdown menus for hour, minute, and second.
- Duration: A text input field.
- Place: A dropdown menu.
- Team Members Chosen by Child & Family**: A section header.
- 1. Name of Team Participant: A text input field with a search icon.
- 1a. Title of Team Participant: A dropdown menu.
- 1b. Strengths of Team Participant: A text area with up and down arrow icons.
- 2. Name of Team Participant: A text input field with a search icon.
- 2a. Title of Team Participant: A dropdown menu.
- 2b. Strengths of Team Participant: A text area with up and down arrow icons.
- 3. Name of Team Participant: A text input field with a search icon.
- 3a. Title of Team Participant: A dropdown menu.
- 3b. Strengths of Team Participant: A text area with up and down arrow icons.