

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 User Training Webinars, June 2019

ALR Dynamics

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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 EOEА 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*.

[Download Extracting Incident Report Information from Quick Base](#)

Posted on 06/11/2019 in [Announcements](#), [Declaring QuickBase Conversion](#), [Dynamics - New Incident Reporting System](#), [How-to's & Job Aids](#) | [Permalink](#)

What's Different? Quick Base vs. Dynamics

Home

Individual IRs > Add Individual IR

Resident-specific Incident Report
To submit this online form you must fill out all fields, including the To Be Submitted check-box. Then click Save.

▼ Status
ALR Status: Started not Submitted | ALR Submit Date: | ALR Submit User: |

▼ Assisted Living Residence (ALR)
ALR Name * [Search and select] | ALR Town Name: [Search and select]
Date of Incident * [mm-dd-yyyy] | Time of Incident: []
Reporter's Name: [] | Phone number: [] | Extension: []

▼ Nature of Resident-specific Incident
Incident Headline: []
Resident Type: [Search and select]
Type of Incident: [Search and select]
Incident Narrative: []
Outside Parties Contacted: []



INDIVIDUAL INCIDENT REPORTING
XYZ Assisted Living Residence TEST

General

Incident Information
Name of Residence * [XYZ Assisted Living Residence TEST]
Individual IR# []
Incident Date and Time * []
Incident Headline []

Incident Details
Nature of the Incident
Type of Incident or Nature of Incident * []
Disposition []

- 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

The screenshot displays the ALR User "Home" Dashboard. It features three main panels:

- Active ALR:** A search bar and a table with one entry: "XYZ Assisted Living Residence TEST".
- Individual Incident Reports:** A search bar and a table with four entries. The first entry has a red checkmark in the "Posts Created" column.
- Facility-wide Incident Reports:** A search bar and a table with two entries.

Posts Created	Individual IR#	Date and Time of I...	Name of Residence	Incide
✓	IND-100082	6/4/2019 1:00 AM	XYZ Assisted Living ...	
	IND-100117	6/20/2019 2:30 ...	XYZ Assisted Living ...	U
	IND-100121	6/20/2019 10:30...	XYZ Assisted Living ...	rr
	IND-100118	6/20/2019 10:00...	XYZ Assisted Living ...	R

Posts	Facility IR#	Date and Time Incl...	Name of Residence	Incident Headline
	IND-100018	6/10/2019 8:45 ...		Test for Demc
	IND-100003	5/12/2019 6:00 ...		Positive Flu D

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

ALR Dynamics Support

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

ALR Dynamics - User Account Request

ALR Name:
enter full facility name, as displayed in ALR Dynamics

Submitter Name:
Submissions must be made by ALR lead user

Date:

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@xyzcorp.com	Admin	Non-lead	6/25/2019

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

ALR Dynamics Support

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

Enter password

Password

[Forgot my password](#)

Sign in

ALR Dynamics Support

- Technical problems?
 - ALR lead users send to: alrregs@massmail.state.ma.us
 - 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

ALR Dynamics Support

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:

<https://statema.webex.com/join/andy.grigorov>

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