



Changing the File Type

Once you determine that the general event type (i.e., Fall, Safety/Security/Conduct, or Skin/Tissue) needs to be changed, follow the steps below:

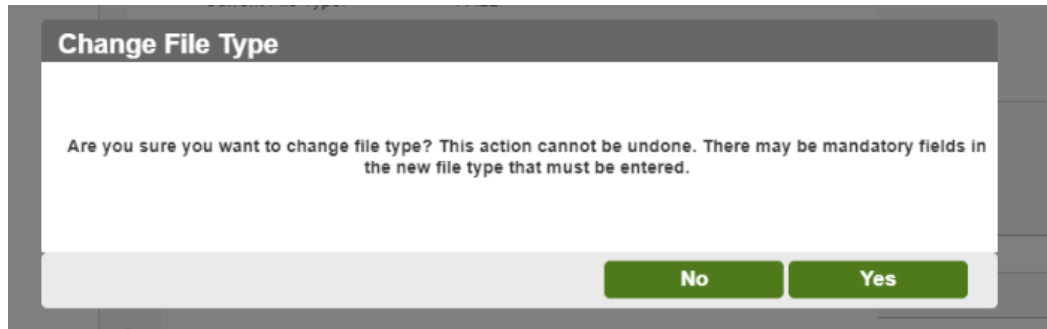
1. Click the More Actions menu button in the bottom right corner of the screen
2. Select Change File Type

The screenshot shows a web form with several dropdown menus. The 'More Actions' menu is open, showing options: Save, Close, Change File Type (highlighted), Delete, Import File, File Properties, Send to Another Module, Check User's Access, and Copy to New File. The form fields include: 'Classification of Person Affected' (RESIDENT/CLIENT/MEMBER), 'Current Level of Care' (Adult Day Services), 'Is There An Injury?' (yes), 'Equipment Involved/Malfunction' (yes), and 'Resident receiving FV Care at Home?' (No). The 'Person Information' section is visible at the bottom.

3. From the drop-down list, select the correct event type and click “OK”

The screenshot shows a 'Change File Type' dialog box. It has a 'Current File Type' field and a 'New File Type' dropdown menu. The dropdown menu is open, showing a list of event types: CALL RESPONSE, CIVIL RIGHTS, CARE/SERVICE COORD., COMPLAINT/GRIEVANCE, CONCERN REPORT, COVID-19, DEFICIENCY BY DOH, DIAGNOSIS/TREATMENT, EMPLOYMENT/WORKING, EMPLOYEE GENERAL L., ENVIRONMENT, GOOD CATCH, LAB TEST/DIAGNOSTI., MEDICATION/FLUID E., MISSING/DAMAGED IT., REPORTABLE REQUEST, SAFETY CONCERN, SAFETY/SECURITY CO., and SKIN/TISSUE. A warning message is displayed: 'Warning: Please confirm that OK, this action cannot be reversed. If you click OK, this action cannot be reversed. If you click OK, this action cannot be reversed.' The dialog box has 'Cancel' and 'OK' buttons.

4. A pop up dialog box will appear asking if you are sure, click “Yes”



5. Complete the additional fields that populate in the form (in the Specific Event Details section)
6. Save and Exit