

eLIS Portal (eLIS.moh.gov.sg)

Internet User Manual
on
Nursing Home Visitor's Programme
Version 1.1

Version	Effective Date	Summary of Changes
1.0	March 14, 2014	First Version
1.1	Nov. 11, 2014	<p>CR ELIS-2014-004 (item 7)</p> <ul style="list-style-type: none">• Update Section 1.1 Search a Nursing Home Visit Report (1. Grant Authorised Person role with the rights to access "Nursing Home Visitor's Programme" Internet module. 2. Display the "Nursing Home Visitor's Programmer" menu bar and link at Site Map for Access, only if the licensee/authorised person is a volunteer in at least one nursing home visit and also manages more than 1 HCI's, at the time of successful login, He Has to select any 1 of the HCI's at the "Select HCI to Manage" page so as to access the "Nursing Home Visitor's Programme" Functions)

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1 NURSING HOME VISIT

With the launch of the eLis, you can Search/Create/Update Draft/View a Nursing Home Visitor Report in the module of eLis system given that you are granted an authorised person role to access "Nursing Home Visitor's Programme.

1.1 Search a Nursing Home Visit Report

Steps

1. Login into the eLis portal (<https://elis.moh.gov.sg>), if you have not yet login.

If the Licensee/Authorised Persons is a volunteer in at least one Nursing Home Visit and also manages other HCI's, he has to "Select the HCI to Manage" to access the "Nursing Home Visitor's" page upon successful login.

2. Enter the information you want to search for in the Visit or HCI details provided.



The screenshot shows the eLIS web interface. At the top, there are logos for the Ministry of Health and eLIS, along with the Singapore Government logo. A search bar is visible in the top right. The main content area is titled "NURSING HOME VISITOR REPORT" and contains two columns of input fields. The left column, labeled "Visit Details", includes fields for "Visit ID", "Date of Visit" (with a calendar icon), and "Purpose of Visit". The right column, labeled "HCI Details", includes a field for "Nursing Home". A green "Search" button is located at the bottom left of the form area.

You can also access the "Nursing Home Visitor Report" page by clicking the "Sitemap" link.



3. Click on the “SEARCH” button.

1.2 Create a Nursing Home Visit Report

Steps

1. From the search results, Click on the “Create Visitor Report” link.



2. Fill-in the details.

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Search [] Search Within eLIS Website []

volunteer01, 13 Mar 2014 03:40 PM | Help [] | Contact us [] | Sitemap [] | Logout []

CREATE VISITOR REPORT

Visit Details

Nursing Home : NursingHome20130709
Address : 10 CENTRAL BOULEVARD Building Name 6 #2-2 S(460166)
Purpose of Visit : Visit Elderly
Volunteers : volunteer04, volunteer01
Date of Visit From : 10/03/2014
Date of Visit To : 14/03/2014
Total number of nursing home residents ("residents") / family members spoke to *: []

Area	Assessment	Please elaborate if the answer is "no".
1. The residents do not experience abuse and/or neglect in the nursing home*.	<input checked="" type="radio"/> Yes <input type="radio"/> No	[]
2. The residents' needs are addressed by the care staff*.	<input checked="" type="radio"/> Yes <input type="radio"/> No	[]
3. The residents' dignity and privacy are respected by the care staff*.	<input checked="" type="radio"/> Yes <input type="radio"/> No	[]

3. Click on the "SAVE AS DRAFT" button – To save the information you have entered and continue the submission by clicking on the "Update Visitor Report" link from the search results.

Click on the "SUBMIT" button – The information will be submitted to MOH and cannot be updated / edited.

Click on the "BACK" button - The browser takes you back to the previous page.

Overall Comments*: []

Recommendations (if any): []

Upon successful submission, a message "Record(s) has been created successfully" will be displayed.

The screenshot shows a web interface for creating a nursing home visitor report. At the top, there is a navigation bar with a home icon and the word "Services". Below this is a green success message box with a checkmark icon and the text "Record(s) has been created successfully". The main heading is "NURSING HOME VISITOR REPORT". There are two main sections: "Visit Details" and "MCI Details". Under "Visit Details", there are input fields for "Visit ID", "Date of Visit" (with date pickers), and "Purpose of Visit". Under "MCI Details", there is an input field for "Nursing Home".

1.3 Update a Draft Nursing Home Visit Report

If you have created the report as draft, you can retrieve the draft report to update / edit.

Steps

1. Click on the "Update Visitor Report" link.

The screenshot shows a search results table with the following data:

S/N	Action	Volunteer Visit ID	Nursing Home/Address	Purpose of Visit	Date of Visit From	Date c
1	Update Visitor Report	103	NursingHome20130709 / 10 CENTRAL BOULEVARD Building Name 6 #2-2 S(460186)	Visit Elderly	10/03/2014	14/03/2014

2. Enter the details.

UPDATE VISITOR REPORT

Visit Details

Nursing Home : NursingHome20130709
 Address : 10 CENTRAL BOULEVARD Building Name 6 #2-2 S(460166)
 Purpose of Visit :
 Volunteers : S6032753Z, assigner02, S1180738J
 Date of Visit From : 04/03/2014
 Date of Visit To : 07/03/2014
 Total number of nursing home residents ("residents") / family members spoke to : 10

Area	Assessment	Please elaborate if the answer is "no".
1. The residents do not experience abuse and/or neglect in the nursing home.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. The residents' needs are addressed by the care staff.	<input checked="" type="radio"/> Yes <input type="radio"/> No	

3. Click on the “SAVE AS DRAFT” button – To save the information you have entered and continue the submission by clicking on the “Update Visitor Report” link from the search results.

Click on the “SUBMIT” button – The information will be submitted to MOH and cannot be updated / edited.

Click on the “BACK” button - The browser takes you back to the previous page.

1.4 View a Nursing Home Visit Report

Once the report is submitted to MOH, you can only view the report.

Steps

1. From the search results, Click on the “View Visitor Report” link.

Showing 1 - 10 of 18 results

S/N	Action	Volunteer Visit ID	Nursing Home/Address	Purpose of Visit	Date of Visit From	Date of Visit To
1	View Visitor Report	103	NursingHome20130709 / 10 CENTRAL BOULEVARD Building Name 6 #2-2 S(460166)	Visit Elderly	10/03/2014	14/03/2014

2. View the Nursing Home Visitor Report.

The screenshot displays the 'VIEW VISITOR REPORT' page in the eLIS system. The page header includes the Ministry of Health Singapore logo, the eLIS logo, and the Singapore Government logo. The user is logged in as 'volunteer01' on 13 Mar 2014 at 03:40 PM. The page title is 'VIEW VISITOR REPORT'. Below the title, there is a 'Visit Details' section with the following information:

Nursing Home :	NursingHome20130709
Address :	10 CENTRAL BOULEVARD Building Name 0 #3-2 S(480166)
Purpose of Visit :	Visit Elderly
Volunteers :	volunteer04, volunteer01
Date of Visit From :	10/03/2014
Date of Visit To :	14/03/2014
Total number of nursing home residents ("residents") / family members spoke to *:	<input type="text" value="10"/>

Below the details, there is an 'Assessment' section with the following question:

1. The residents do not experience abuse and/or neglect in the nursing home*.

The assessment options are 'Yes' (selected) and 'No'. A text area for elaboration is present but empty.

3. Click on the "BACK" button -The browser takes you back to the previous page.
"Save as Draft / Submit" Button - These buttons are disabled.

2 FEEDBACK / SUGGESTION

If you have any feedback or suggestions regarding the eLIS, please contact us at

Email: eLIS@moh.gov.sg