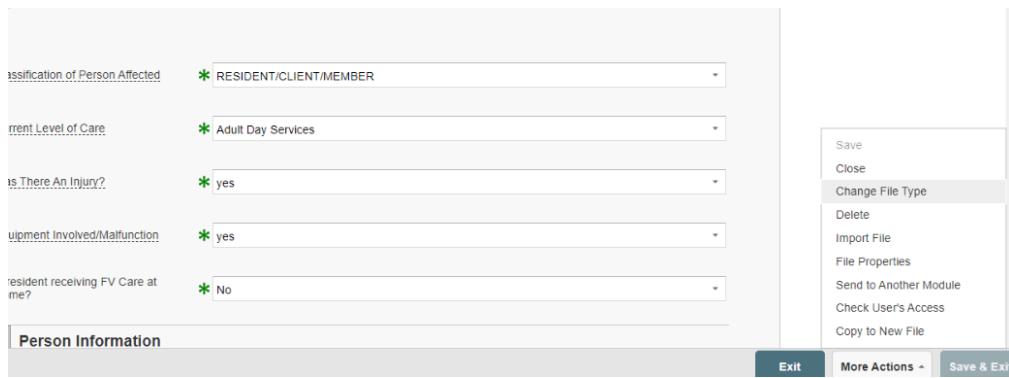


Changing the File Type

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

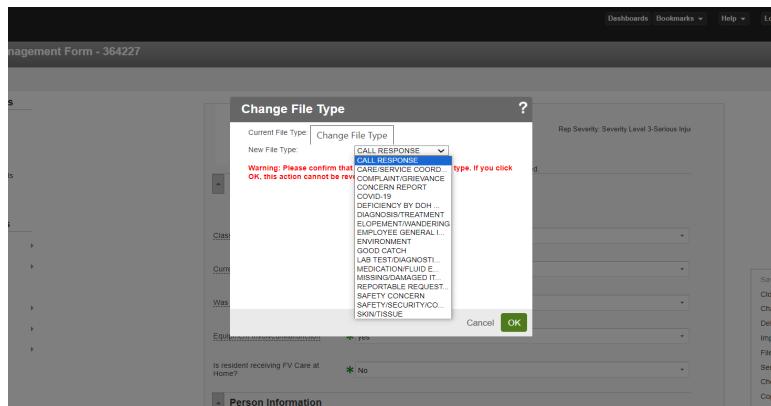


The screenshot shows a software interface for managing a file. On the left, there is a form with several dropdown menus and input fields. The fields include:

- Classification of Person Affected: RESIDENT/CLIENT/MEMBER
- Current Level of Care: Adult Day Services
- Is There An Injury?: yes
- Equipment Involved/Malfunction: yes
- Is resident receiving FV Care at Home?: No

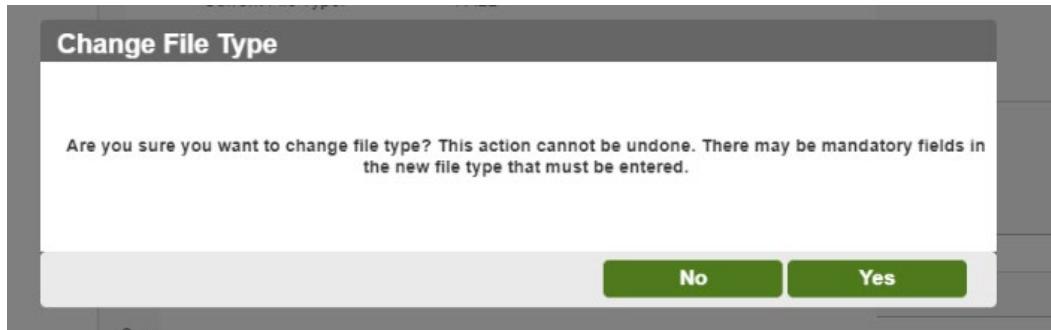
Below the form is a section titled "Person Information". To the right, a vertical "More Actions" menu is open, showing options like Save, Close, Change File Type, Delete, Import File, File Properties, Send to Another Module, Check User's Access, and Copy to New File. The "Change File Type" option is highlighted.

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



The screenshot shows a "Change File Type" dialog box. The "Current File Type" dropdown is set to "CALL RESPONSE". The "New File Type" dropdown is also set to "CALL RESPONSE". A warning message is displayed: "Warning: Please confirm that changing the file type to CALL RESPONSE will affect all future entries of this type. If you click OK, this action cannot be reversed." Below the dropdowns are several other dropdown menus and input fields, including "Reg Severity: Severity Level 3-Serious Inj". At the bottom of the dialog box are "Cancel" and "OK" buttons, with "OK" being highlighted.

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