DHS FOID Mental Health Reporting System Qualified Examiners User Manual
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INTRODUCTION

FOID Mental Health related data is reported to the Department of Human Services via the DHS FOID Mental Health Reporting System thru direct input of each event.

The DHS FOID Mental Health Reporting System application may be accessed by entering the URL https://foid2.dhs.illinois.gov/foidpublic/foid in the address line of your browser to go to the above Welcome screen.

The Welcome screen contains several tabs across the top of the screen for information regarding “Who Reports?”, “What to Report?”, and any “News and Events” that may be applicable, “Help and FAQ’s” and an “About Us” tab. These will be explained in more detail later in the manual.

The far right of the screen contains a link to “Contact Us: DHS.FOID@illinois.gov”. Clicking on this link will access the DHS.FOID@illinois.gov E-Mail.

The left side of the screen contains links to access the DHS FOID Mental Health Reporting System, Qualified Examiner Registration, Facility Registration, Password Reset information and a link to the Illinois State Police FOID Website for anyone wanting to apply for a FOID Card or to obtain more information about FOID.

Qualified Examiners who choose not to register but wish to report an event to the DHS FOID Mental Health Reporting System, can do so by clicking on Qualified Examiner Registration.

NOTE: All Users wanting to register must have a valid User ID (E-Mail address) to access the system. Passwords must be changed once every 30 days. If the Password does expire select PASSWORD RESET from the selection on the left side of the screen. This will be described in more detail in the following pages.
This screen displays the drop down tabs for “Who Reports?” to the DHS FOID Mental Health Reporting System. There are three types of providers who will use the reporting system; Qualified Examiners (Physicians, Clinical Psychologists and Qualified Examiners), Facilities With Inpatient Mental Health Treatment Programs and Facilities Without Inpatient Mental Health Treatment Programs. Select one of the links to display a PDF document of specific information regarding who is required to report information to the DHS FOID Mental Health Reporting System.

This manual is written specifically for the use of Qualified Examiners.
INTRODUCTION – continued

The above screen displays the drop down tabs for “What to Report?” to the DHS FOID Mental Health Reporting System. Each drop down tab is a link to a PDF document explaining what is required by law to be reported to the DHS FOID Mental Health Reporting System by each specific type of provider.

The screen below displays the drop down tabs for “News and Events”. Information may be accessed regarding any Conference Dates that are scheduled and any Articles that may be of interest regarding the DHS FOID Mental Health Reporting System.
This screen displays the drop down tabs for “Help and FAQ’s” to the DHS FOID Mental Health Reporting System. Each drop down is a link to a PDF document.
The FAQ’s PDF contains a list of the most frequently asked questions regarding changes in the DHS FOID Mental Health Reporting System.

The Special Cases PDF describes specific cases that may or may not be required by law to be reported.

The Legislation PDF will contain links to the “Firearm’s Concealed Carry Act”, the “FOID Act” and the “Mental Health Act” and any subsequent legislation that may occur.

User Manual contains links to access PDF’s of “Facilities Help” and “Qualified Examiners Help” manuals for the DHS FOID Mental Health Reporting System.

Record Layout is a PDF containing batch record layout information for facilities wishing to report to the DHS FOID Mental Health System through a batch file interface. (Qualified Examiners will not report batch files at this time.)

Brochure is a PDF of a brochure distributed by the Department of Human Services with information regarding the Illinois Firearm Owner’s Identification (FOID) Mental Health Reporting System.

If there are any videos that the Department of Human Services would like for users of the DHS FOID Mental Health Reporting System to view they will be found under the link Videos.

The About Us tab is a PDF that describes what the Illinois Firearm Owner’s Identification Mental Health Reporting System is and the specific laws that brought about the need for this system.

INTRODUCTION – continued

A Qualified Examiner has the option of completing registration information within the system and having their license verified which will allow the user to log into the system and enter event information at any time without having to re-enter the specific information regarding their practice for each event. An example of the Qualified Examiner Registration screen is included in the following section.

A Qualified Examiner may also report an event without registering. Each time an event is to be entered the practice information for the Qualified Examiner will have to be re-entered. An example of the Qualified Examiner Information screen is included in the following section.

The following screen is displayed when Qualified Examiner Registration is selected from the Welcome Screen.
NOTE: License information is validated for all Qualified Examiners regardless of whether they choose to register with the DHS FOID Mental Health Reporting System or choose to not register and report an event.

SECTION 1 - QUALIFIED EXAMINER REGISTRATION AND REPORT EVENT

1.1 Qualified Examiner Registration
1.1 Qualified Examiner Registration – continued

When a Qualified Examiner wants to Register was selected from the Choose an Action screen the Qualified Examiner Registration screen will be displayed. This screen will allow a Qualified Examiner to register once and be able to login to the system at any time to report events. They will not be required to re-enter their registration information each time an event is reported.

Fields marked with an asterisk (*) are required fields but it is recommended to fill in all information that is available. Qualified Examiner Referral Method is a drop down of selections of how the Qualified Examiner was informed about the DHS FOID Mental Health Reporting System.
Qualified Examiner Type is to be selected from the drop down list consisting of; Clinical Psychologist, Clinical Social Worker, Licensed Clinical Professional Counselor, Licensed Marriage and Family Therapist, Physician, Psychiatrist and Registered Nurse.

Enter the displayed security code in the text box field to the right of the security code.

If wanting to report an event at this time, select Register and Report event to submit the information to the DHS FOID Mental Health Reporting System. The Qualified Examiner Person Report screen will be displayed.

If not wanting to report any event information as this time, select Register without Reporting event to save the registration information. The following message will then be displayed. Event information may be entered later by logging into the DHS FOID Mental Health Reporting System.

![Message from webpage]

NOTE: Your E-Mail address will be your User ID.

1.2 Qualified Examiner Person Report

Select Register and Report event to save the registration information and report an event to the DHS FOID Mental Health Reporting System. The Qualified Examiner Person Report screen will then be displayed.

Fields marked with an asterisk (*) are required fields but it is recommended to fill in all information that is available. The Date of Birth may be entered or selected by clicking on the calendar and selecting the appropriate date. Select the appropriate State, Gender and Race from the drop down lists and enter all other required information. One or more Event Types must be selected. Valid Event Types are Clear and Present Danger, Developmentally Disabled and Intellectually Disabled.

When an Event Type of Clear and Present Danger is selected the type of Clear and Present Danger must be noted by choosing one or both of the types if applicable. An Event Date must be entered or selected by clicking on the
calendar and selecting the appropriate date. When an Event Type of Clear and Present Danger was selected a Qualified Examiner Note is required to briefly describe why you believe this person is a clear and present danger.

When an Event Type of Developmentally Disabled or Intellectually Disabled are selected an Event Date must be entered or selected by clicking on the calendar and selecting the appropriate date.

When all pertinent information has been entered and is ready to be submitted, enter the security code shown on the screen and select “Report Event”. A confirmation message is displayed stating “Your registration information was received. You will be contacted within two business days. Thank you for submitting the event.” The event and registration information is then sent directly to the Department of Human Services. Nothing else on the part of the User has to be done to submit the data.

There will be two separate E-Mails sent. One will contain your valid User ID and the second will contain a temporary password to login to the DHS FOID Mental Health Reporting System. The actual System Login screen is described in Section 4 – System Login.

Upon the first login using your User ID and temporary password after registering a screen will then be displayed to change the temporary password to a more memorable password. This is described in detail in Section 4.1 System Change Password section.

1.2 Qualified Examiner Person Report – continued

The following screen shows the Qualified Examiner Person Report screen. This screen is displayed after the Qualified Examiner Registration Page has been completed. Due to the length of the individual screen it has been divided between pages.

Fields marked with an asterisk (*) are required fields but it is recommended to fill in all information that is available. When the specific Event Type(s) are selected the screen will expand to encompass more information that is required.
1.2 Qualified Examiner Person Report – continued

This is the bottom half of the Qualified Examiner Person Report screen. The information on the screen will vary depending on the Event Type information selected on the screen. When an Event Type of Clear and Present Danger was selected one or both of the options listed below indicating the specific type of Clear and Present Danger must also be selected. Enter an Event Date or select by clicking on the calendar. When an Event Type of Clear and Present Danger has been selected the Qualified Examiner must briefly describe in their own words why they feel this person is a clear and present danger to themself or others.
When Event Type(s) of Developmentally Disabled and/or Intellectually Disabled are selected an Event Date is required. Either enter the date or select using the calendar function.

1.2 Qualified Examiner Person Report — continued
After all event information has been entered type the security code in the text box to the right of the code and click on Report Event to submit the event information directly to the Department of Human Services. The message below will be displayed indicating that the registration and person report information have been received. Nothing else on the part of the User has to be done to submit the data.

The system will then return to the main screen for the DHS FOID Mental Health Reporting System.

SECTION 2 - QUALIFIED EXAMINER CHOOSES TO REPORT EVENT AND NOT REGISTER

A Qualified Examiner may choose to report an event but not register in the DHS FOID Mental Health Reporting System. Each time an event is reported to the Department of Human Services the Qualified Examiner information will have to be re-entered into the system with this type of reporting.
2.1 Qualified Examiner Information Page

The following screen displays the Qualified Examiner Information Page. This page is displayed when “Qualified Examiner does not want to register but wants to report information” was selected from the Choose an Action screen for Qualified Examiners. Due to the length of the individual screen it has been divided between pages.

Fields marked with an asterisk (*) are required fields but it is recommended to fill in all information that is available. Qualified Examiner Referral Method is a drop down of selections of how the Qualified Examiner was informed about the DHS FOID Mental Health Reporting System.

Qualified Examiner Type is to be selected from the drop down list consisting of; Clinical Psychologist, Clinical Social Worker, Licensed Clinical Professional Counselor, Licensed Marriage and Family Therapist, Physician, Psychiatrist and Registered Nurse.
2.1 Qualified Examiner Information Page – continued

This is the bottom portion of the Qualified Examiner Information Page. Again, fields marked with an asterisk (*) are required fields but it is recommended to fill in all information that is available. Any date fields may be entered or selected by clicking on the calendar and selecting the appropriate date. A checkbox has been added to indicate that the person is “Homeless”. If this has been selected none of the address information is needed.

When any of the Event Type(s) is selected the screen will expand to allow entry for the particular event type.
2.1 Qualified Examiner Information Page – continued

This screen displays the expanded fields when any Event Type(s) is selected.

The information on the screen will vary depending on the Event Type information selected on the screen. When an Event Type of Clear and Present Danger is selected, the type of Clear and Present Danger must be noted by choosing one or both of the types if applicable indicating the specific type of Clear and Present Danger. An Event Date must be entered or selected by clicking on the calendar and selecting the appropriate date. When an Event Type of Clear and Present Danger was selected a Qualified Examiner Note is required to briefly describe why you believe this person is a clear and present danger.
After all Event Information has been entered type the security code in the text box to the right of the code and click on Report Event to submit the event information directly to the Department of Human Services. The following will be displayed indicating that the information has been received. Nothing else on the part of the User has to be done to submit the data.
SECTION 3 – PASSWORD RESET

3.1 Request to Reset Password

This screen is displayed after selecting PASSWORD RESET from the Welcome screen. Fields marked with an asterisk (*) are required fields but it is recommended to fill in all information that is available.

When all pertinent information has been entered and is ready to be submitted, enter the security code shown on the screen and select Send Request. The message below will then be displayed.

There will be two separate E-Mails sent. One will contain your valid User ID and the second will contain a temporary password to login to the DHS FOID Mental Health Reporting System. The actual System Login screen is described in Section 4 – System Login.
SECTION 4 – SYSTEM LOGIN

This page will be displayed when “Login to DHS FOID Mental Health Reporting System” was selected from the Welcome screen.

1. A Registered user should type in his/her DHS FOID Mental Health Reporting System User ID. NOTE: Your E-Mail address will be your User ID.

2. After entry of a valid User ID, the DHS FOID Mental Health Reporting System prompts the user for a “Password”. (The first time a User logs into the DHS FOID Mental Health Reporting system after registering, the User will enter the temporary password received via E-Mail from the system.) The user should type in his/her unique password. When the password is entered, it will not be visible.

   • The user must not login to the DHS FOID Mental Health Reporting System again, unless the user has followed the logout procedures. The user should only have one active session of DHS FOID Mental Health Reporting System running at a time. The user will be logged out of the system after 30 minutes of inactivity.

3. The user must select “Login”. If this is the first login or the User password has expired, the password change screen on the following page will be displayed. The DHS FOID Mental Health Reporting System Home Page will be displayed.
4.1 System Change Password

The System Change Password screen is displayed each time the Users password needs to be changed.

This screen will also be displayed the first time a User logs into the Department of Human Services FOID Mental Health Reporting System using the temporary password that was sent in an E-Mail when the User first registered with the system. The “Input old password” field on the screen is where the temporary password should be entered.

Enter the old password (or temporary if first time) into “Input old password”. Enter a new unique password in “Input new password” following the requirements on the screen.

The password must be at least eight (8) characters long.
The password must contain at least four (4) alpha characters.
The password must contain at least one (1) numeric character.
The password cannot contain more than two (2) repeated characters. The password is case sensitive.

Click on Change Password to reset your password for the DHS FOID Mental Health Reporting System. If you have forgotten your password select PASSWORD RESET from the Welcome screen.
4.2 Home Page

The Home Page is displayed after entering a User ID and Password and logging into the DHS FOID Mental Health Reporting System.

The Menu Bar contains tabs for Home, Search, Provider, Help and Logout. The Home tab will return the User to this page from any point in the system.

The Search tab is a drop down containing a Reported Person Search, List of Person Report Submissions and Deleted Person Reports Search options.

The Provider tab will access a drop down list with Report Person, Update User Info, Update Provider Info, and Request to Change User ID.

The Help tab is a drop down containing a link back to the Welcome Page, Facilities Help and Qualified Examiners Help which are links to User Manuals (Qualified Examiners will use the Qualified Examiners Help User Manual) and a Contact Us button. This will display a screen to submit an E-Mail to DHS.FOID@illinois.gov if any other help is required. Logout will log the user out of the system.

The Release Notes will be updated each time a new release of the system is put into production. They describe any major updates or changes that have been made to the system.
SECTION 5 – SEARCH

5.1 Reported Person Search

The Reported Person Search screen is displayed after selecting Search from the menu bar and then selecting Reported Person Search from the drop down list. A search is to be implemented to view information for a specific event that was previously entered. A search may be conducted by entering any field or combination of fields to limit the search results. The Birth Date may be entered or selected by clicking on the calendar and selecting the appropriate date. When a search is to be implemented on Last Name or First Name a “Search Type” may be selected for Begins With, Sounds Like or Exact Match.

After search criteria has been entered click on Search to locate an event or Clear to remove the search criteria and conduct another search.
When it has been determined that an event does not exist in the system for the specified search criteria the Reported Person Search page will be displayed with the message “No matches were found for your search”.

A new search may be conducted by entering different criteria and clicking on Search to search for another event.

5.1 Person Reporting Search - continued
When a search criterion was entered and a match is found the above page will be displayed with a list of the event(s) matching the criteria. The Person Search Results show Name, Birth Date, Gender, Race and Facility Name. The Person Name is a hyperlink which can be clicked on to view the specific person’s event information on the Report Person screen.

After search criteria has been entered click on Search to locate an event or Clear to remove the search criteria.

5.2 Report Person Results
Information for this screen is on the following page.
5.2 Report Person Results - continued

This previous screen is displayed after a Reported Person Search has been conducted and an individual event was selected from the Person Search Results list. If information is to be updated make the necessary change(s) and click on Update to save the changes to this record or Cancel to return to the Reported Person Search screen.

If the event is to be deleted a “Reason for deleting this record” comment must be entered. After the comment has been entered, click on Delete to remove the event and return to the Reported Person Search screen.
5.3 List of Person Report Submissions

The List of Person Report Submissions screen is displayed after selecting Search from the menu bar and then selecting List of Person Report Submissions from the drop down list.

After the Start Date and End Date for the selected date range has been entered click on Search.

A Submitted Events Results screen will be displayed listing the actual submittal date and the number of records that were submitted for that date. (See below screen.)

5.4 Deleted Reported Person Search
The **Deleted Reported Person Search** screen is displayed after selecting Search from the menu bar and then selecting Deleted Reported Person Search from the drop down list.

After the Start Date and End Date for the selected date range has been entered click on Search.

A **Search Deleted Events Results** screen will be displayed listing the deleted on date and comment.
This screen displays the drop down tabs for “Provider” to the DHS FOID Mental Health Reporting System.

The Report Person option will be used to report an event for a Person.

The Update User Info option is used to update/change information for the User logged into the System. The Name and Phone Number may be updated. The screen will also contain an option to request a password change.

The Update Provider Info option is used to update/change the Qualified Examiner’s Practice information.

The Request to Change User ID option will allow the User to submit to the Department of Human Services a request to have their User ID changed. NOTE: The User ID is to be your E-Mail address.

The above mentioned screens will be displayed and described in more detail on the following pages.

6.2 Report Person
The Report Person screen is displayed after selecting Provider from the menu bar and then selecting Report Person from the drop down list.

Fields marked with an asterisk (*) are required fields but it is recommended to fill in all the information that is available. Any date fields may be entered or selected by clicking on the calendar and selecting the appropriate date. Select the appropriate State, Gender and Race from the drop down lists and enter all other required information.

The screen displayed on the following page shows the expanded fields when any one or all of the specific Event Type(s) has been selected.
6.2 Report Person - continued

This screen is the bottom half of the Report Person screen displaying the expanded fields.

If the Event Type of Clear and Present Danger is selected the screen expands to display two options to describe information about the type of clear and present danger. One or both options may be selected. When an Event Type of Clear and Present Danger has been selected the Qualified Examiner must briefly describe in their own words why they feel this person is a clear and present danger to themself or others.

If Event Type(s) of Developmentally Disabled and/or Intellectually Disabled are selected their Event Date fields are displayed.

Enter the appropriate Event Date or select from the calendar.

Select Save to add the report information. After the information has been added, the system will return to a blank Report Person screen to allow entry of another event.

NOTE: When the Save button is clicked the report information is sent directly to the Department of Human Services. Nothing else on the part of the User has to be done to submit data.

6.3 Update User Info
The Update User Info screen is displayed after selecting Provider from the menu bar and then selecting Update User Info from the drop down list.

The User may make changes to their name or phone number on this screen. Select Save to update the User Information within the system or Cancel. If a person wants to change their E-Mail address this will also change their User ID and Password. This is described later in the Request to Change User ID option.

The User may also request a password change for the DHS FOID Mental Health Reporting System by selecting Change Password. The Change User Password screen shown below will be displayed. Enter your Current Password and a New Password. Enter the New Password again to verify and click on Save to change your password.

6.4 Update Provider Info
The Update Provider Info screen is displayed after selecting Provider from the menu bar and then selecting Update Provider Info from the drop down list.

The Qualified Examiner information may be updated from this screen. If there are any questions regarding specific information on this screen please contact DHS.FOID@illinois.gov.

Fields marked with an asterisk (*) are required fields but it is recommended to fill in all the information that is available. Select Save to update the Provider Information within the system and return to the Home screen or Cancel to not save the changes.
6.5 Request to Change User ID

The Request to Change User ID screen is displayed after selecting Provider from the menu bar and then selecting Request to Change User ID from the drop down list.

Enter the New User ID. Re-enter the New User ID in the Verify New User ID field. Note: The User ID must be a valid E-Mail format. Click on Send Request to submit the New User ID request to the Department of Human Services. Three E-Mails will be returned to the User after processing; one will indicate that your “old” User ID has been deactivated, one will return a new temporary password and one will validate that the new User ID has been activated in the DHS FOID Mental Health Reporting System.
This screen displays the drop down tabs for “Help” to the DHS FOID Mental Health Reporting System.

The Find More Information on the Welcome Page option returns the User to the Welcome screen.


The Qualified Examiners Help accesses a PDF for the Qualified Examiners User Manual.

The Contact Us selection will bring up an E-Mail to send questions to DHS.FOID@illinois.gov.

Logout will log the User out of the DHS FOID Mental Health Reporting System.