

## Summary: CIS Training Video for Patient Legal Representatives

How to ...	
Access CIS	<ol style="list-style-type: none"> <li>1. Open the Mental Health Commission website at <a href="http://www.mhcirl.ie">www.mhcirl.ie</a>.</li> <li>2. Click on CIS logon.</li> </ol>
Log on to CIS	<ol style="list-style-type: none"> <li>1. Type in your username and password and click on Logon.</li> </ol>
Accept a Hearing	<ol style="list-style-type: none"> <li>1. Click on the Homepage task</li> <li>2. Click on Accept on the Hearing record.</li> </ol>
Decline a Hearing	<ol style="list-style-type: none"> <li>1. Click on the Homepage task</li> <li>2. Click on down arrow BESIDE accept. Now click on Decline on the hearing record and fill in the reason for declining.</li> </ol>
View Hearing Details View Case Details View Hearing Documents View Panel Members	<ol style="list-style-type: none"> <li>1. Click on Tribunals in the Homepage Menus.</li> <li>2. Click on CIS740 Hearings Listing screen.</li> <li>3. Click on View to open the hearing details</li> <li>4. Click on the Case Tab to View details of the Case</li> <li>5. Click on the Statutory Forms or Documents Tab to see relevant documents. Click on view to open the document. Enter your PIN. This was sent to you by SMS.</li> <li>6. Click on Legal Rep, ICP, Chair Person, TCP and Lay Member Tabs to see the assigned Panel Members</li> </ol>
Submit a Work Completion Form	<ol style="list-style-type: none"> <li>1. Click on the Homepage Task</li> <li>2. Tick the Boxes to indicate work completed</li> <li>3. Fill in the dates on which work was completed</li> <li>4. Click on Submit</li> </ol>

<b>Read Tribunal User Messages</b>	<ol style="list-style-type: none"> <li>1. Click on the Homepage task</li> <li>2. Click on View to read the message and click on close to return to the previous screen</li> <li>3. Click on down arrow BESIDE view. Now click on Mark as Read.</li> </ol>
<b>Update my usual work days</b>	<ol style="list-style-type: none"> <li>1. Click on Tribunals in the Homepage Menus.</li> <li>2. Click on CIS112 Manage my availability.</li> <li>3. Use the Tick Boxes under Week Work Days to indicate the days you are available</li> <li>4. Click on Save</li> </ol>
<b>Notify the Commission of a period of unavailability</b>	<ol style="list-style-type: none"> <li>1. Click on Tribunals in the Homepage Menus.</li> <li>2. Click on CIS112 Manage my availability.</li> <li>3. Click on Add Non-Working days and fill in the dates</li> <li>4. Click on Add and Click on Save</li> </ol>
<b>Add an excluded facility</b>	<ol style="list-style-type: none"> <li>1. Click on Tribunals in the Homepage Menus.</li> <li>2. Click on CIS112 Manage my availability.</li> <li>3. Click Add Mental Health Service</li> <li>4. Fill in the Facility Name (type part of the name or click on the looking glass)</li> <li>5. Fill in the Reason</li> <li>6. Click on Add and Click on Save</li> </ol>
<b>View cases for which additional reviews may be requested</b>	<ol style="list-style-type: none"> <li>1. Click on the Homepage Task</li> <li>2. Click on OK to load the work completion form OR</li> <li>3. Click on Cancel to return to the home screen</li> </ol>

Remember: When there is any outstanding action that you need to complete on CIS, you will have homepage tasks and you will also receive SMS or email reminders. For all other queries, please email [cis@mhcir.ie](mailto:cis@mhcir.ie).