

## Summary: CIS Training Video for Mental Health Act Administrators

<b>How to ...</b>	
<b>Access CIS</b>	<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>
<b>Log on to CIS</b>	<ol style="list-style-type: none"> <li>1. Type in your username and password and click on Logon.</li> </ol>
<b>Upload a Statutory Form</b>	<ol style="list-style-type: none"> <li>1. Click on Tribunals in the Homepage Menu</li> <li>2. Click on CIS730 Upload Statutory Forms and Documents</li> <li>3. Click on the ... icon and click on attach for each scan which belongs to this form. <b>Note: Form 6 should be accompanied by Form 5 and Form 1-4 as a single submission, otherwise each statutory form should be submitted separately</b></li> <li>4. Select the Form Type from the Document drop-down</li> <li>5. Fill in the document description (optional)</li> <li>6. Click on Submit to send. You will receive a confirmation email and a homepage task</li> </ol>
<b>Upload other documents, letters and files</b>	<ol style="list-style-type: none"> <li>1. Click on Tribunals in the Homepage Menu</li> <li>2. Click on CIS730 Upload Statutory Forms and Documents</li> <li>3. Click on the ... icon and click on attach for each scan which belongs to the document.</li> <li>4. Fill in the document category as Other</li> <li>5. Fill in the document sub-category as Letter, Patient Records, RCP Report or Other</li> <li>6. Fill in the document description</li> <li>7. Click on Submit to send. You will receive a confirmation email and a homepage task</li> </ol>
<b>View Hearing Details</b> <b>View Case Details</b>	<ol style="list-style-type: none"> <li>1. Click on Tribunals in the Homepage Menu.</li> <li>2. Click on CIS740 Hearings Listing screen.</li> </ol>

<b>View Hearing Documents</b> <b>View Panel Members</b>	<ol style="list-style-type: none"> <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 email.</li> <li>6. Click on Legal Rep, ICP, Chair Person, TCP &amp; Lay Member Tabs to see the Panel Members</li> </ol>
<b>View a list of Documents and Forms submitted that are not yet attached to hearings</b>	<ol style="list-style-type: none"> <li>1. Click on the + on the “Documents Submitted awaiting processing” home page task</li> </ol> <p>This is a view only list at present.</p>
<b>View a list of pending hearings to be followed up</b>	<ol style="list-style-type: none"> <li>1. Click on the + on the “Hearings to be scheduled” home page task to see a list of the hearings for which a date and time has not been confirmed with all parties</li> </ol>
<b>View a list of upcoming hearings in the approved ctr</b>	<ol style="list-style-type: none"> <li>2. Click on the + on the “Scheduled Upcoming Hearings” home page task</li> <li>3. Click on any hearing to see the hearing details as outlined above</li> </ol>
<b>Read Tribunal User Messages</b>	<ol style="list-style-type: none"> <li>1. Click on the + on the “User messages unread” Homepage task</li> <li>2. Click on a message</li> <li>3. Click on View to read the message and click on close to return to the previous screen</li> <li>4. Click on down arrow BESIDE View. Now click on Mark as Read.</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).