

# Audit Tools

There are several different tools available to audit what has been changed, viewed, or sent within ECS.

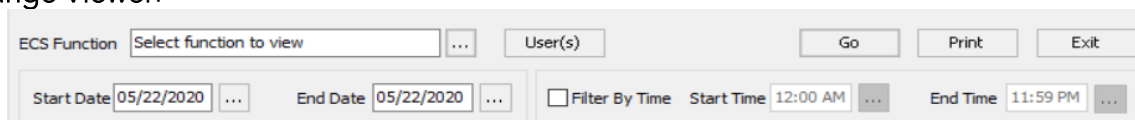
## Change Viewer

Within the **Change Viewer**, you can search for who made changes to the following types of items:

- Accounts Payable
- Accounts Payable Aging
- Accounts Receivable Aging
- Calculate Financial tasks
- Calendar tasks
- Client Demographics
- Clinical Calculations
- Delete Obsolete Record
- Electronic Claim File Setup
- Electronic Co-Sign/Electronic Sign
- Filter Headings
- Financial Calculations
- Financial Forms
- General Ledger > Lock Periods
- Licensing Information
- Lockout Users
- MDS 3 Assessments
- MDS 3 Setups
- Receipts/Adjustments
- Report Maker
- Setup Interfaces
- Setup Topics/Words
- Site Settings
- Spell Check Dictionary
- System Settings
- Tasks/Reports
- User Group Properties
- View Task

This is also the tool used to view all login/log out activity for each user (**View Login**).

To access the Change Viewer, navigate to **American Data - ECS > Maintenance > Log > Change Viewer**.



The screenshot shows a search interface for the Change Viewer tool. It includes a dropdown menu for 'ECS Function' with the text 'Select function to view' and a three-dot menu icon. To the right is a text input field for 'User(s)'. Below these are three buttons: 'Go', 'Print', and 'Exit'. At the bottom, there are date and time filters: 'Start Date' (05/22/2020), 'End Date' (05/22/2020), a checkbox for 'Filter By Time', 'Start Time' (12:00 AM), and 'End Time' (11:59 PM). Each of these fields has a three-dot menu icon.

Once in this screen, you will start with clicking onto the picklist box to the right of **Select function to view**. Find the function you are interested in viewing, highlight it, and click **OK**. If you would like to narrow down the search even more, utilize the **User(s)** or **Topic(s)** button, as well as the **Start Date/End Date**. When you have selected all necessary items, click **Go** to run the search.

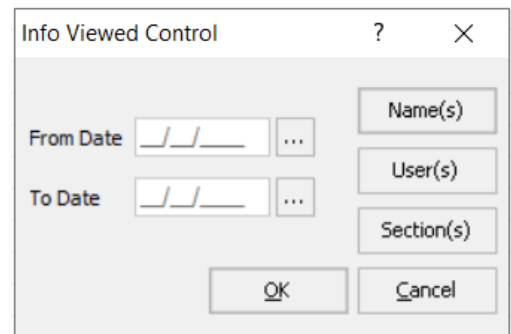
User Name	Date	Time	Change Made	Possible user ID	Login Name
Jeri J Esser	05/18/2020	07:20:28	Login attempted	199	JERI
Jeri J Esser	05/18/2020	07:20:29	Time in	199	JERI
Jeri J Esser	05/18/2020	07:53:27	Time out	199	JERI
Jennifer E Knull	05/18/2020	08:02:32	Login attempted	350047	JENNIFER
Jennifer E Knull	05/18/2020	08:02:32	Time in	350047	JENNIFER
Jeri J Esser	05/18/2020	09:12:06	Login attempted	199	JERI
Jeri J Esser	05/18/2020	09:12:06	Time in	199	JERI
Heather D Ceaser	05/18/2020	09:20:26	Login attempted	350028	HEATHER
Heather D Ceaser	05/18/2020	09:20:26	Time in	350028	HEATHER
Heather D Ceaser	05/18/2020	09:43:58	Time out	350028	HEATHER

Example of "View Login" Search Results

## User Log

Within the User Log, you can see which users are viewing which portions of the record. You may also look at which client's within ECS they are specifically viewing. This may be beneficial if wanting to narrow down where surveyors are focusing most of their record searches.

To access the User Log, navigate to **American Data - ECS > Maintenance > Log > User**.



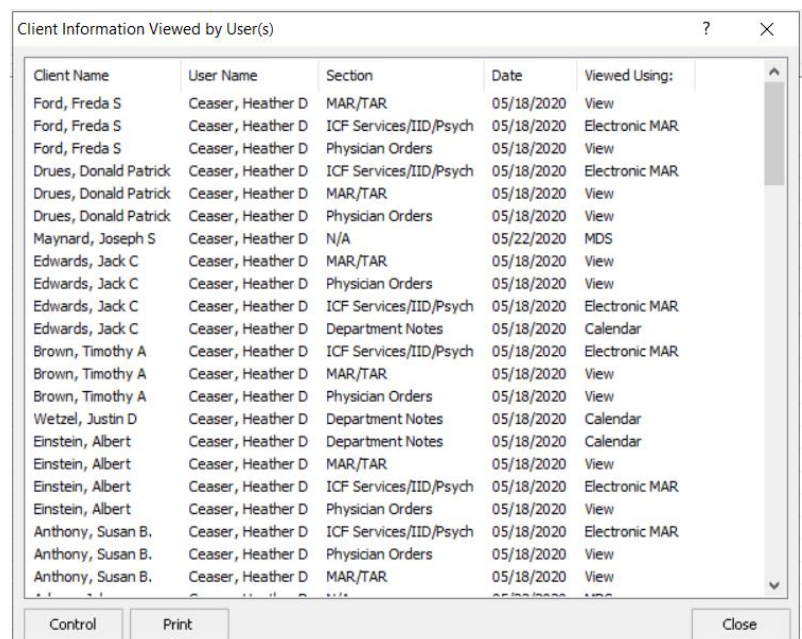
The dialog box titled "Info Viewed Control" contains the following elements:

- From Date**: A date input field with a dropdown arrow.
- To Date**: A date input field with a dropdown arrow.
- Name(s)**: A button to select client names.
- User(s)**: A button to select user names.
- Section(s)**: A button to select sections.
- OK** and **Cancel**: Action buttons at the bottom.

Once the Info Viewed Control screen has loaded, select from any of the options to help narrow down the search. Not all options are required, however at a minimum **Name(s)**, **User(s)**, or **Section(s)** must be selected before clicking onto **OK** to run the search. A **From Date** and **To Date** are not required but will assist in narrowing the results.

Once all items have been selected, click **OK**.

If you are wanting to narrow down to all items that a specific User(s) has viewed, we recommend selecting just their user name and not narrowing down anything else via **Name(s)** or **Section(s)**. That way you will see everything in the system they have viewed.



Client Name	User Name	Section	Date	Viewed Using:
Ford, Freda S	Ceaser, Heather D	MAR/TAR	05/18/2020	View
Ford, Freda S	Ceaser, Heather D	ICF Services/IID/Psych	05/18/2020	Electronic MAR
Ford, Freda S	Ceaser, Heather D	Physician Orders	05/18/2020	View
Drues, Donald Patrick	Ceaser, Heather D	ICF Services/IID/Psych	05/18/2020	Electronic MAR
Drues, Donald Patrick	Ceaser, Heather D	MAR/TAR	05/18/2020	View
Drues, Donald Patrick	Ceaser, Heather D	Physician Orders	05/18/2020	View
Maynard, Joseph S	Ceaser, Heather D	N/A	05/22/2020	MDS
Edwards, Jack C	Ceaser, Heather D	MAR/TAR	05/18/2020	View
Edwards, Jack C	Ceaser, Heather D	Physician Orders	05/18/2020	View
Edwards, Jack C	Ceaser, Heather D	ICF Services/IID/Psych	05/18/2020	Electronic MAR
Edwards, Jack C	Ceaser, Heather D	Department Notes	05/18/2020	Calendar
Brown, Timothy A	Ceaser, Heather D	ICF Services/IID/Psych	05/18/2020	Electronic MAR
Brown, Timothy A	Ceaser, Heather D	MAR/TAR	05/18/2020	View
Brown, Timothy A	Ceaser, Heather D	Physician Orders	05/18/2020	View
Wetzel, Justin D	Ceaser, Heather D	Department Notes	05/18/2020	Calendar
Einstein, Albert	Ceaser, Heather D	Department Notes	05/18/2020	Calendar
Einstein, Albert	Ceaser, Heather D	MAR/TAR	05/18/2020	View
Einstein, Albert	Ceaser, Heather D	ICF Services/IID/Psych	05/18/2020	Electronic MAR
Einstein, Albert	Ceaser, Heather D	Physician Orders	05/18/2020	View
Anthony, Susan B.	Ceaser, Heather D	ICF Services/IID/Psych	05/18/2020	Electronic MAR
Anthony, Susan B.	Ceaser, Heather D	Physician Orders	05/18/2020	View
Anthony, Susan B.	Ceaser, Heather D	MAR/TAR	05/18/2020	View

Buttons at the bottom: Control, Print, Close

To return to the search screen to make a new selection, click onto **Control**. Or if completed with the search, click **Close** to exit out.

## Email/IC Log

To access the Email/IC Log, navigate to **American Data - ECS > Maintenance > Log > Email/IC**.

Start by selecting **Internal Communication** (IC's are sent internally within ECS) or **E-Mail**.

You may select **Name(s)**, **Recipient(s)**, and **Section/Topic(s)** if you would like; however, none of these options are required. You may only be narrowing down your search by date range, but you want to see all activity which occurred in that date range. In this instance, you would not need to select anything besides **Start Date** and **End Date**.

An **Internal Communication Log Report** or **E-Mail Log Report** will preview. It will display the client name, message, date, time, user, and recipient(s).

Name	Message	Date	Time	User	Recipient
Hancock, John	ADMITTED FROM: Another Nursing Home/Swing Bed ADMISSION TIME: 17:04 ADMISSION DATE:(original) 03/12/2018	05/20/2020	17:05:08	KMM	Engel, Shannon E
Hancock, John	ADMITTED FROM: Another Nursing Home/Swing Bed ADMISSION TIME: 17:04 ADMISSION DATE:(original) 03/12/2018	05/20/2020	17:05:08	KMM	Knoll, Jennifer E
Hancock, John	ADMITTED FROM: Another Nursing Home/Swing Bed ADMISSION TIME: 17:04 ADMISSION DATE:(original) 03/12/2018	05/20/2020	17:05:08	KMM	Schaack, Charles C