

Sandbox scenarios

1. What Icon would you find the:
 - a. Review Id -
 - b. Visit Date –
 - c. List of associated people for that provider –
 - d. Upload –
2. You went on a site visit, and the door was locked. What do you do next?
 - a. You should call the business to inquire about their business hours and days they are there. Where do you find their phone number?
 - b. You will need to come back another day, where do you log the second visit date?
 - c. Where would you put the necessary notes?
3. Practice using the orange Manage Role Type Place Information filter
 - a. Add a staff person (remember to mark New/Undisclosed Person NUP when they are new data) and select multiple roles. Indicate this person is the Interviewee Int.
 - b. Find current staff on the left and add a new role for them (remember to mark Data Changed since information is changing)
 - c. What do pink highlights indicate?
4. Practice using the green filter Open Role Type Place Quick Filter
 - a. Locate the staff you just entered in the above step and select them using the green filter
 - b. Switch to another staff by selecting their name (Clue: click on the green filter again)
 - c. Get back to the main checklist
5. Look for a question that is not locked and set a flag
 - a. If a pop-up box opens when you set the flag, shut that off by going to the gear/widget in the top right, select preferences, then click on the box Do not show a pop-up when clicking a flag
6. The first question under the section Business Questions is locked. There is an owner present to interview.
 - a. How do you enter a response?

- b. How do you indicate this is the interviewee?
 - c. How do you respond if they say their name is Chris (Bob, Sue, Bill, Terry, etc.)?
7. You used the green filter, selected the staff you are interviewing, and no questions are showing (or only one question is showing). What step did you miss?



8. The first question under the section Business Questions is locked. You spoke with a receptionist that indicated no owner, managing employee, or authorized agent was present.
- a. How would you indicate that on the checklist?
 - b. What is the next step before you leave the property?
9. In the Physical Location section, answer the question “Location accessible to the public” with this scenario. The building is open, you enter the lobby, however, the next door is locked (Do not worry about access with this scenario).
10. Wait, you went into the wrong building in the previous scenario, and you can get in without restriction. Change your answer from the previous question from unmet to met. Is there anything else to change?
11. Practice uploading your checklist, write down your Review Id, and remove it from your device.
12. Using the review id from above, bring that checklist back to the home screen.
13. You are done with ELICI, how do you properly log out?
14. You are visiting a provider type 38. Use your PT reference sheet to process this section of the checklist.

1 of 5	Licensed/Supervising/Qualified Professional	+	-	1	⌵
-	Verification of licensed/unlicensed professional employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⌵
-	Professionals employed at this location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⌵
-	Verification of provider type (PT) roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⌵
-	Professional leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⌵
-	EI-EIDBI ONLY W-4 or W-9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	⌵