

1. Click on **Management Tab**.
2. Click on **Internal Monitoring tab** at
	* While on Internal Monitoring Tab, ensure date goes to 9.01.21
3. Click on green button, **Add Monitoring Records**
4. Small box will pop up. “Add new monitoring record.”
	* Choose EHS Safe Environment Checklist
5. A new tab will open-EHS Save Environment Checklist-Northwest Michigan Community Action Agency



1. Under the **General Tab**, fill in boxes.
	1. **Due by** September 1st, 2021
	2. The tab next to the Due By tab enter the staff member helping complete the Safe Environment Checklist from the county.
	3. **Scheduled**: Input date you have scheduled to complete Safe Environment Checklist
	4. **Monitoring Status:** Not Due
	5. **Actual:** Input date you completed the Safe Environment Checklist along with the CFS in attendance.
	6. **Cap Status:** No Findings
2. Under Monitoring Results Click the green button, **Enter Results.**
	1. This will load all the Safe Environment Requirements.
	2. Read through each requirement with the CFS. If the indicator is complete and/or up to date, choose compliant under the Result column.
	3. If the indicator is not up to date, leave the Result Column empty so you know this is something that needs to be fixed.
	4. Items that are not up to date need to be updated by September 1st.
	5. When done, click **Save Changes**
	6. Will complete Safe Environment Checklist again in November.