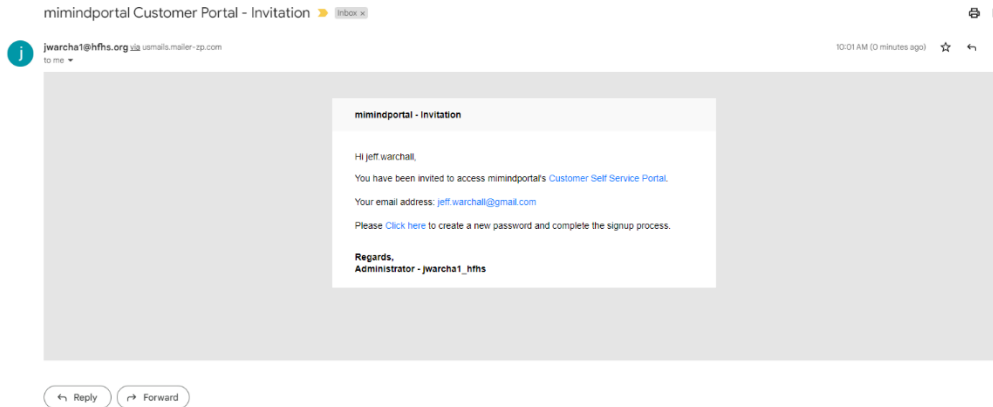# MI Mind Portal Tip Sheet – Site Readiness Survey

Initial Log In

The Site Champion from each Practice should have received an email similar to the one below. Click on the Click here link in the email:
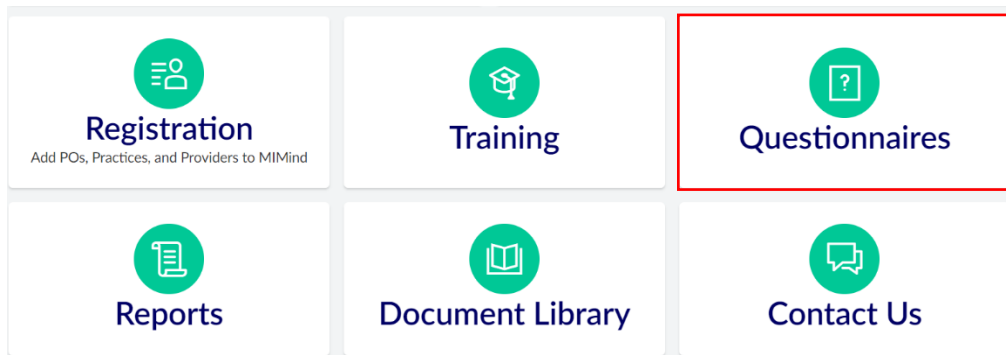

This will bring you to the Create Password page. Where you will be allowed to create a secure password to log in for the first time. For future log-ins your username is the same as your email address and your password will be whatever you defined on your first log in.

Once you've logged in, we ask that you Complete the Site Readiness Survey as described below.
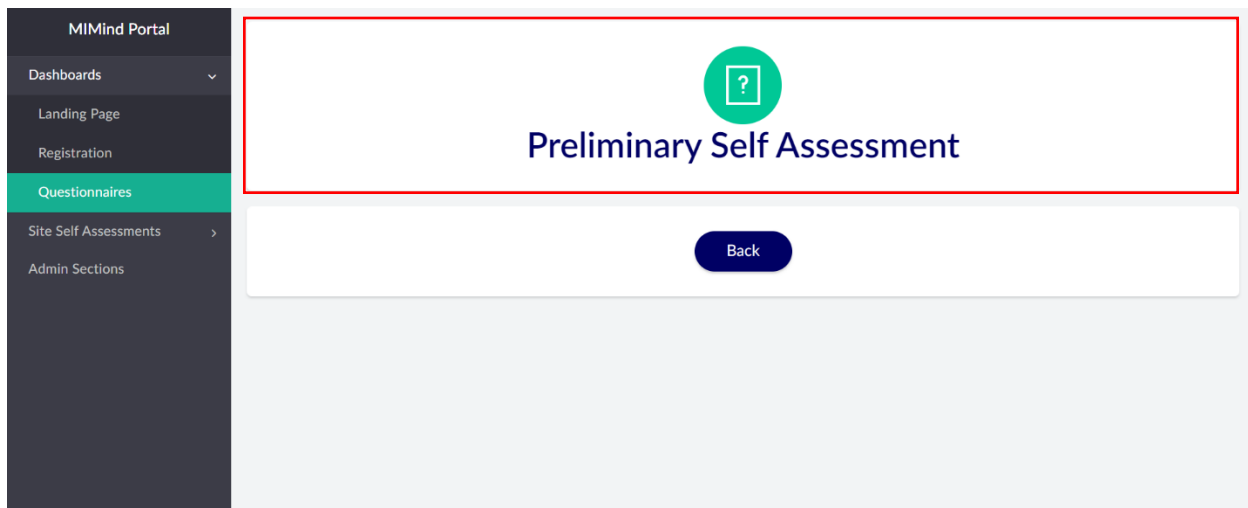

Complete Site Readiness Survey

Once you have logged in you will come to the Landing Page of the Portal. Here, in addition to the News Feed and Event Calendar you will see six buttons. To complete the survey simply select the "Questionnaires" button:

Then click on the "Preliminary Self-Assessment" button:

This will load the Site Readiness Survey. Here we first ask that you provide consent for us to use anonymized responses to the survey to establish a baseline for the CQI.

After providing consent, simply progress through the survey and click on "Submit" when you have finished. Note that the survey is expected to take 10 to 20 minutes to complete.