

Annual Safety Mailings

Making the most out of them on SiteCompli

siteCOMPLI[®]

What we'll cover

TOPIC

Timing of Mailings

Tracking Responses and Taking Action

Unresponsive Tenants

InCheck and Annual Safety Mailings



Timing of Mailings

DATE	DESCRIPTION
January 1st - January 16th	All mailings sent to tenants
Now - February 15th	Tenants respond to initial mailer (online, phone, mail)
February 16th - March 1st	If a tenant has not yet responded, owner/manager must make at least one more attempt to obtain a response
After March 1st	Provide a letter to the DOH noting all attempts made all unresponsive units



Tracking Responses / Taking Action

- All tenant responses are tracked in SiteCompli
 - Go to “SERVICES”, then “SAFETY NOTICE MAILINGS” and click “View Responses”
- Track actions taken on responses
 - In the details of a response, find the “ACTIONS” section
 - Click “Take Action” to track where you've installed/repaired window guards, or performed lead paint inspections
- View responses or required actions with the Action Report or Mailings Summary
 - See “DOCS” dropdown under Safety Mailings (or a specific Property's Mailing page)



Unresponsive Tenants

- DOHMH requires a letter noting all follow up attempts
- SiteCompli will automatically generate a letter by utilizing one of the following features:
 - Automated follow up attempts
 - Provide us your tenant contact information (name, phone and/or email)
 - We'll follow up urging them to respond with automated calls and/or emails
 - Attempts are automatically noted
 - Manual Forms and Smart Inspection Logs
 - Download additional response forms directly on your account to provide a second attempt to tenants
 - Use the Smart Inspection Log to note where you've used these forms as a means of follow up
 - Send it back to us via email or fax to note these attempts
 - Manually inputting follow up attempts
 - Click the "Add Inspection" feature to manually note follow ups completed by your staff



InCheck & Annual Safety Mailings

- Taking Action with Tasks, Workflows, and Inspections
- Following up with unresponsive tenants using the InCheck app

