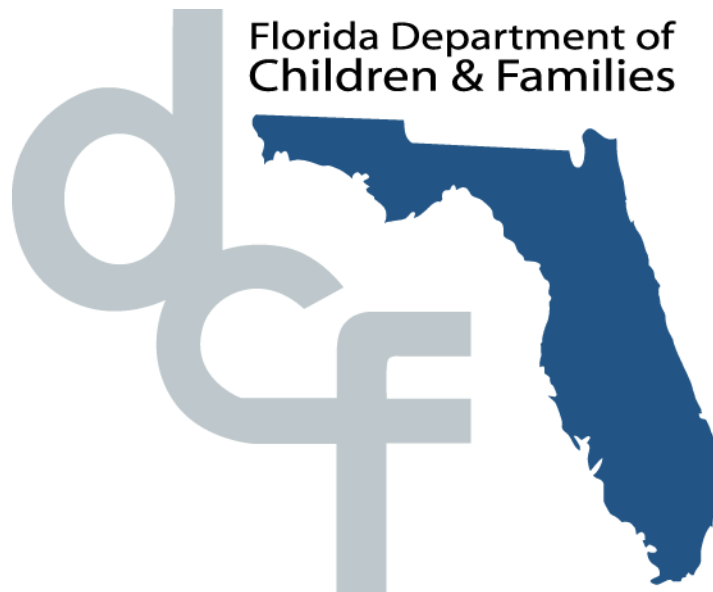


DCF INFORMATION TECHNOLOGY SERVICES

Incident Reporting and Analysis System (IRAS)

Notification Module



User Guide

Introduction

The Incident Reporting and Analysis System (IRAS) is a web based notification system designed to store and track information related to critical incidents identified by the Department of Children and Families (DCF).

The objectives of this system are:

- Timely notification of critical incidents
- Provide details of the incident and the immediate actions taken
- Track and analyze incident-related data

Throughout the system, each page will offer a help file specific to information being requested or displayed on a particular page. Use the "Help" link in the upper right banner to view help content. This User Guide is also available in the upper right banner labeled "User Guide."

Once an incident is added, each tab will contain header information specific to the saved incident. The following will display:

- Incident # - Incident Number assigned to the incident.
- Opened - Date the Incident was added to IRAS.
- Status - Current status of the incident. All incidents receive a "Pending" status until changed to "Completed." Only users with a certain role and level can change the status of an incident.
- Completed - Date the incident status was changed from Pending to Completed.

The Print Summary Icon will display for all users. Only users with a certain role and level will see the Send Notifications Icon and the Clipboard Icon to change an incident status.

System Security

IRAS utilizes the DCF Web Systems Portal to provide secure access to the system. User Roles and Levels are established within IRAS. Only users with the Role of "User Administrator" or "Administrator" at any DCF Level can add or edit user profiles.

Security within the IRAS system is role-based; meaning the user roles will have access to different system functionalities depending on the user's level of responsibility.

The roles are defined at the following levels:

- Provider/Contractor (ME)
- Sub-Provider/Sub-Contractor
- Facility (State Mental Health Treatment Facility)
- Circuit
- Region
- Headquarters

Below are descriptions for each User Role:

- **Viewer:** Read only access to incident details. Viewer can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Viewer can be at any User Level.
- **Initiator:** Can add an incident and update the incident details. Initiator can send Initial Incident Reports and Updated Initial Incident Reports. An Initiator can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Initiator can be at any User Level.
- **Incident Coordinator:** Can add an incident and update the incident when further information is obtained. Incident Coordinator can send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. An Incident Coordinator can be at any User Level, however, only a DCF Incident Coordinator can change the status of an incident and send Incidents to DCF upper management and leadership. Incident Coordinator can receive notifications; update their own user profile as well as search and view incidents and user profiles.
- **Criminal Justice Coordinator:** Read only access to incident details. This role can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Criminal Justice Coordinator can be at any User Level.
- **Death Review Coordinator:** Can add an incident and update the incident when further information is obtained. Can also send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. Death Review Coordinator can be at any User Level. Only those at Department level can send incidents to DCF upper management and leadership and change the status of an incident. This role can receive notifications; update their own user profile as well as search and view incidents and user profiles.
- **Child Fatality Prevention Specialist:** Can add an incident and update the incident when further information is obtained. Can also send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. Child Fatality Prevention Specialist can be at any User Level. Only those at Department level can send incidents to DCF upper management and leadership and change the status of an incident. This role can receive notifications; update their own user profile as well as search and view incidents and user profiles.
- **Communications' Designee:** Read only access to incident details. This role can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Communications' Designees can be at any User Level.
- **Leadership:** Can perform all functions within IRAS EXCEPT add incidents, send notifications and add/edit user profiles. Leadership can be at any User Level.
- **User Administrator:** Can perform all functions and administer users within IRAS at the region level. A User Administrator can only be at the Region level.
- **Administrator:** Can perform all functions and administer users within IRAS. An Administrator can only be at the Department level.

The footer area will display the following information about the user that is logged in:

- User ID
- Name
- Role
- Level
- County
- Circuit
- Region

Using IRAS

This portion of the guide will walk you through each screen of the system. Once logged in, you will be on the IRAS home page. A section labeled “My Incident Reports” with a link named “My Notifications” will display. Click on “My Notifications” to view a list of all notifications you received or sent, with the latest notification listed first. To view the details of the incident, click on the incident number.

Note: Once the status of an incident has been changed to “Completed”, it will not show in this listing.

There is also a link to “My Profile” on the home page. Click on “My Profile” to view information on your profile and to turn on/off notifications.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Welcome to the DCF Incident Reporting & Analysis System

Welcome to the DCF Incident Reporting and Analyst System. This system allows users to send timely notifications of significant incidents to DCF leadership. The system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system.

My Incident Reports

[My Notifications](#)

[My Profile](#)

System Enhancements

- Provider User Level and Provider field name changed to read Provider/Contractor (ME) throughout application.
- Added new User Level for Sub-Provider/Sub-Contractor users. This user level can be assigned to the Viewer, Initiator and Incident Coordinator roles.
- Provider Site / Sub-Provider field renamed to Sub-Provider/Sub-Contractor.
- County will be appended to the end of each Sub-Provider/Sub-Contractor name (SAMH providers only) to help users distinguish between sites.
- Combination of the selected Provider/Contractor (ME) and Sub-Provider/Sub-Contractor site should properly route incident notifications to appropriate recipients.
- Enhancements added to tighten security around viewing incident details.
- Updated Help Files and User Guide.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

My Incident Report Notifications

Incident Number	Incident Date	Incident Type	Circuit	Provider/Contractor (ME)
2011-PDFS-00372	10/28/2011	Child Arrest	14	Child Protective Investigation
2011-PDMH-00367	07/25/2011	Death	13	Hillsborough County BOCC
2011-PDSA-00366	07/27/2011	Significant Injury to Clients	12	Central FL Behavioral Health Network
2011-PDFS-00363	06/09/2011	Employee Arrest	05	Sheriff's Office Investigation - Citrus
2011-PDMH-00362	04/26/2011	Death	11	Bayview Center For Mental Health, Inc.
2011-PDMH-00360	04/19/2011	Other	11	Bayview Center For Mental Health, Inc.
2011-PDMH-00358	04/18/2011	Other	17	Citrus Health Network
2011-PDMH-00357	04/15/2011	Other	11	Citrus Health Network
2011-PDES-00331	03/03/2011	Significant Injury	13	ACCESS
2011-PDFS-00354	04/06/2011	Death	08	Child Protective Investigation
2011-PDFS-00353	04/05/2011	Significant Injury to Clients	06	Eckerd Community Alternatives, Inc. (Family Safety)
2011-PDFS-00346	03/24/2011	Caregiver Arrest	04	Family Support Services of North Florida Inc (Family Safety)
2011-PDFS-00345	03/24/2011	Caregiver Arrest	04	Family Support Services of North Florida Inc (Family Safety)
2011-PDMH-00344	03/24/2011	Escape	17	Citrus Health Network
2011-PDFS-00339	03/15/2011	Child Arrest	17	ChildNet Inc., (Family Safety)
2011-PDFS-00338	03/14/2011	Death	17	ChildNet Inc., (Family Safety)
2011-PDFS-00337	03/14/2011	Death	17	ChildNet Inc., (Family Safety)
2011-PDFS-00336	03/14/2011	Death	17	ChildNet Inc., (Family Safety)
2011-PDAD-00334	03/04/2011	Significant Injury	15	Administration
2011-PDMH-00330	02/25/2011	Significant Injury	17	Citrus Health Network

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Profile Detail

Profile Information

<input checked="" type="checkbox"/> Primary Profile	<input type="checkbox"/> Active Profile	<input checked="" type="checkbox"/> Notifications On
User Name	TEST01	
First Name	TIMME	
Last Name	TESTER	
Title (optional)		
Email	timme_tester@dcf.state.fl.us	
Office Phone	(850) 555 - 1212	
Cell Phone	(850) 555 - 1212	
Region	Northwest	
Circuit	02	
User Role	Administrator	
User Level	Headquarters	
Program	All Programs	
Initial Incident Report	<input checked="" type="checkbox"/>	
Incident Report	<input checked="" type="checkbox"/>	

Primary	Active	View/Edit	User Level	Program	Provider/Sub-Provider	Region	Circuit	Initial IR	IR
Yes	No	Select	Headquarters	All Programs		NW	02	Yes	Yes

Adding an Incident

The Initiator is the person who initially enters the information into IRAS when an incident has occurred.

The Initiator can add an Incident by hovering over the "Incident" tab in the upper left navigation menu and clicking on "Add Incident."

Step One – Enter Incident Information:

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Welcome to the DCF Incident Reporting & Analysis System

Welcome to the DCF Incident Reporting and Analyst System. This system allows users to send timely notifications of significant incidents to DCF leadership. The system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system.

My Incident Reports

[My Notifications](#)

[My Profile](#)

System Enhancements

- Provider User Level and Provider field name changed to read Provider/Contractor (ME) throughout application.
- Added new User Level for Sub-Provider/Sub-Contractor users. This user level can be assigned to the Viewer, Initiator and Incident Coordinator roles.
- Provider Site / Sub-Provider field renamed to Sub-Provider/Sub-Contractor.
- County will be appended to the end of each Sub-Provider/Sub-Contractor name (SAMH providers only) to help users distinguish between sites.
- Combination of the selected Provider/Contractor (ME) and Sub-Provider/Sub-Contractor site should properly route incident notifications to appropriate recipients.
- Enhancements added to tighten security around viewing incident details.
- Updated Help Files and User Guide.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Add Incident

Step 1 - Enter Incident Information

Program	< Select >
Incident Type ?	
Incident Date	11 / 29 / 2011 mm / dd / ccy
Incident Time	: PM hh : mm
Date Incident Reported	11 / 29 / 2011 mm / dd / ccy
Brief Description (500 Max)	<input style="width: 100%; height: 40px;" type="text"/>
Media	
Hotline Notification	
Current DCF Involvement (Open Case at time of Incident - 500 Max)	<input style="width: 100%; height: 40px;" type="text"/>
Prior DCF Involvement	<input style="width: 100%; height: 40px;" type="text"/>

1. **Program** – select your program area from the dropdown options.
2. **Incident Type** – select an Incident Type from the dropdown. Click the “?” for a list of incident types and descriptions.
3. **Incident Date** – the pre-populated date can be edited when entering the incident into the system.
4. **Incident Time** – enter the time of the incident. A valid time must be entered.
5. **Date Incident Reported** – the pre-populated date can be edited when entering the incident into the system.
6. **Brief Description** – enter a brief description of the incident. Do not include confidential information. Contents of this field will display on notifications.
7. **Media** – select the appropriate option from the dropdown.
8. **Hotline Notification** – select the appropriate option from the dropdown.
9. **Current DCF Involvement** – Briefly describe any current DCF involvement with anyone involved in the incident. Current DCF Involvement does not include information related to the incident being entered. Note: field is limited to 500 characters.
10. **Prior DCF Involvement** – Provide a description of any prior DCF involvement with anyone involved in the incident.
11. Click on Continue.

NOTE: DO NOT include names or other confidential information in the Brief Description field. The Brief Description field has a limit of 500 characters.

Step Two – Select Provider and Enter Location Information:

The screenshot shows the 'DCF Web Systems Portal' interface. At the top, there is a navigation bar with 'Home', 'Incident', 'Profiles', and 'Reports' tabs. The 'Incident' tab is active. To the right of the navigation bar, there are links for 'User Guide', 'Help', and 'Sign Out'. The main content area is titled 'Add Incident' and contains a sub-form titled 'Step 2 - Select Provider & Enter Location Information'. This sub-form includes several dropdown menus for 'Provider Type/Category', 'Provider/Contractor (ME)', 'Sub-Provider/Sub-Contractor', and 'Incident Site/Location'. Below these are text input fields for 'Location Name', 'Location Address', 'Location City', and 'Location Description'. The 'Location City' field is accompanied by 'State' and 'Zip Code' fields. At the bottom of the sub-form, there are phone number input fields for 'Initiator Phone' (with a pre-filled area code of 850 and a number of 922) and 'Alternate Phone'. At the very bottom of the sub-form, there are 'Continue' and 'Cancel' buttons.

1. **Provider Type/Category** – Select the Provider Type/Category from the dropdown options. The options displayed are determined by the Program selected.
2. **Provider/Contractor (ME)** – Select the appropriate Provider/Contractor (ME).
3. **Sub-Provider/Sub-Contractor** – select the Sub-Provider/Sub-Contractor from the dropdown options.
4. **Incident Site/Location** – Select the Incident Site/Location category from the dropdown options. The options in this field are determined by the Provider selected. This field does not apply and therefore does not display for Substance Abuse and Mental Health Incident Types.
5. **Location Name** – Enter the Incident Location Name. This field does not apply and therefore does not display for Substance Abuse and Mental Health Incident Types.
6. **Location Address** – Enter the Incident Location Address. This field does not apply and therefore does not display for Substance Abuse and Mental Health Incident Types.
7. **Location City, State and Zip Code** – Enter the Incident City, State and Zip Code (zip is not required). These fields do not apply and therefore do not display for Substance Abuse and Mental Health Incident Types.
8. **Location Description** – Enter details for the Incident Location description (this field is not required if Location Name, Address, City, and State are complete).
9. Click on Continue.

Step Three – Enter Primary Person Information if Known:

The screenshot shows the 'DCF Web Systems Portal' interface. At the top, there is a navigation bar with 'Home', 'Incident', 'Profiles', and 'Reports' tabs, and a 'Home' button on the right. Below the navigation bar, the page title is 'Add Incident'. The main content area is titled 'Step 3 - Enter Primary Person Information if known'. It contains a checkbox with the text 'Click in check box to add the Primary Person information'. Below the checkbox, there is a red text instruction: 'Please notify any other entities that should be made aware of this incident. (State Attorney, Law Enforcement, Inspector General, Hotline etc.)'. At the bottom of the form, there are three buttons: 'Save and Send Notifications', 'Save and Add More Incident Details', and 'Cancel'.

Before entering a Primary Person you can either “Save and Send Notifications” or you can “Save and Add More Incident Details” before sending notifications.

Adding Primary Person Information: Click the checkbox to add the Primary Person. If checked, this flags the person you are about to enter as being the Primary Person Involved.

You are not required to enter the Primary Person information when adding an incident. However, if you click the checkbox, you are required to complete the appropriate fields.

To add an incident without entering the Primary Person information, the checkbox must be unchecked.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Add Incident

Step 3 - Enter Primary Person Information if known

Click in check box to add the Primary Person information

Group

Role/Involvement

First Name

Last Name

DOB Date Or Estimated Age

Gender

Race

Missing Child

Injury Requiring Hospital Admission

Death

FSFN Person ID

Please notify any other entities that should be made aware of this incident. (State Attorney, Law Enforcement, Inspector General, Hotline etc.)

1. Click in the checkbox to enter Primary Person information.
2. **Group** – select appropriate Group option from dropdown.
3. **Role/Involvement** – select appropriate Role/Involvement from dropdown.
4. **First Name** – enter primary person’s first name.
5. **Last Name** – enter primary person’s last name.
6. **DOB Date Or Estimated Age** – enter the mm/dd/ccyy **or** select an estimated age.
7. **Gender** – select appropriate gender from dropdown options.
8. **Race** – select race from dropdown options.
9. **Missing Child** – select the appropriate dropdown option if applicable. This field is not required and will not display for Adult Protective Services, ACCESS or Administration.
10. **Injury Requiring Hospital Admission** – click in checkbox if primary person has an injury requiring hospital admission.
11. **Death** – click in the checkbox if appropriate. If this field is checked, the system requires an answer for the Manner of Death and Suspected Overdose fields. Also select the appropriate radio button for the Seclusion and Restraint question.
12. **FSFN Person ID** – enter the FSFN Person ID if applicable. This field is not required.
13. After entering the person information, the initiator can “Save and Send Notifications” or “Save and Add More Incident Details” before sending the notification.

When an incident has been added, the initial Incident Report will be generated to recipients who have user profile settings that indicate they should receive this notification.

Completing Incident Details

The Face Sheet Tab contains the information that the Initiator entered regarding the incident. Additional details of the incident are entered in the tabs described below.

People Involved Tab



The screenshot shows the DCF Web Systems Portal interface. At the top, there is a navigation bar with "Home", "Incident", "Profiles", and "Reports" tabs. On the right, there are links for "User Guide", "Help", and "Sign Out". The main content area is titled "Incident Detail" and displays the following information: Incident #: 2011-PDMH-00382, Opened: 11/29/2011, Status: Pending Notification, and Completed: (with a download icon). Below this, there are five tabs: "Face Sheet", "Notifications", "People Involved" (which is selected), "Current/Prior", and "Comments". An "Add" button is positioned above a table. The table has the following structure:

Primary	Name	DOB	Gender	PeopleRole	Death
<input checked="" type="checkbox"/>	Test, Mary	01/01/1965	Female	Subject of Incident	<input type="checkbox"/>

On the **People Involved** tab, you can enter information regarding all participants involved in the incident, such as alleged victims/perpetrators, witnesses, physicians, etc.

If the Initiator entered "People Involved" information, those entries will display in a grid. Click on the person's name in the grid to complete death or injury information.

To add a new person involved, click on the "Add" button.

There may be more than one primary person for an individual incident. If the person you are adding is a primary person make sure to check the primary person check box.

Complete the fields to enter a person into the system as previous explained.

NOTE: Enter the Date of Birth if known, OR select an Estimated Age if the Date of Birth is not known.

When “Death” is checked, you will see the below screen with a few more fields to complete.

The screenshot shows the DCF Web Systems Portal interface. At the top, there is a navigation bar with 'Home', 'Incident', 'Profiles', and 'Reports' tabs. The 'Incident' tab is selected. The page title is 'Incident Detail' for incident # 2011-PDMH-00382, opened on 11/29/2011, with a status of 'Pending'. Below the incident information, there are tabs for 'Face Sheet', 'Notifications', 'People Involved', 'Current/Prior', and 'Comments'. The 'People Involved' tab is active, and a 'People Information' form is displayed. The form contains the following fields and values:

- Primary Involvement:
- Group: Client
- Role/Involvement: Subject of Incident
- First Name: Mary
- Last Name: Test
- DOB Date: 01 / 01 / 1965
- Gender: Female
- Race: White
- Missing Child: < Select if Missing Child >
- Injury Requiring Hospital Admission:
- Death:
- Manner of Death: < Select >
- Suspected Overdose: < Select >
- Is Death Related to Seclusion or Restraint?: No Yes
- FSFN Person ID: (empty field)

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

You will need to:

- Select a Manner of Death from the dropdown options
- Suspected Overdose: Select the appropriate dropdown option based on:
 1. None - The death does not appear to be related to a drug overdose.
 2. Non-prescription - Illicit - The death appears to be related to an overdose of illicit drugs.
 3. Prescribed – Methadone - The death appears to be related to an overdose of Methadone.
 4. Prescribed – Buprenorphine - The death appears to be related to an overdose of Buprenorphine.
 5. Other - The death appears to be related to an overdose of other drugs not mentioned in the categories above.
 6. Unknown Drug - The death appears to be related to an overdose of unknown type.

- Choose Yes or No if the death is related to seclusion or restraint. The "yes" box should be checked for any death that occurs in the following circumstances:
 - While a person is restrained or secluded;
 - Within 24 hours after release from seclusion or restraint; or
 - Within one week after seclusion or restraint, where it is reasonable to assume that use of the seclusion or restraint contributed directly or indirectly to the person's death.

Current/Prior Tab

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Incident Detail

Incident #: [2011-PDMH-00382](#) Opened: [11/29/2011](#) Status: [Pending Notification](#) Completed:

[Face Sheet](#) [Notifications](#) [People Involved](#) **[Current/Prior](#)** [Comments](#)

Additional Current Involvement Details

Additional Prior Involvement Details

Date	Entered By	Current Involvement
11/29/2011	ROGERS, REAGAN	test

Date	Entered By	Prior Involvement
11/29/2011	ROGERS, REAGAN	test

Current/Prior Tab refers to the Current and Prior DCF Involvement.

Any Current or Prior Involvement that was added on the Add Incident Page will show up in the grid at the bottom of the tab.

The Current DCF involvement is limited to 500 characters. This is meant to give a brief description of the Department's current involvement with the individuals in the incident. Current DCF involvement does not include information related to the incident being

entered. Current DCF involvement is any services, investigations, etc. that were already in place when the incident occurred. For example: "There is an open child abuse investigation on this family" or "Vulnerable adult is a resident of the NE Florida State Hospital."

The Prior Involvement is not limited in size. If the individuals have an extensive history with the Department, that can be detailed in the box. For example, any prior abuse report findings can be cut and paste into the Prior Involvement box.

Comments Tab

The screenshot shows the DCF Web Systems Portal interface. At the top, there is a navigation bar with "Home", "Incident", "Profiles", and "Reports" tabs. On the right, there are links for "User Guide", "Help", and "Sign Out". The main content area is titled "Incident Detail" and shows the following information: Incident #: 2011-PDMH-00382, Opened: 11/29/2011, Status: Pending Notification, and Completed: (empty). Below this information is a horizontal menu with tabs for "Face Sheet", "Notifications", "People Involved", "Current/Prior", and "Comments". The "Comments" tab is currently selected. Underneath the menu is a large text area labeled "Additional Incident Comments" with a "Save Comments" button below it. At the bottom of the page is a table listing comments.

Date	Entered By	Comments
11/29/2011	ROGERS, REAGAN	Brief Description: test

The Comments tab is an unlimited text box; however, you should be as brief and accurate in your choice of words as possible. Try to communicate WHAT occurred, WHEN it occurred, WHERE it took place, and WHO was involved in a manner that clarifies the shorter entries made in the Add Incident page data fields. Avoid speculation about why the incident occurred. Record only the facts as they are known.

Below the Add Incident Comments box is a grid listing of all comments entered for the particular incident. The first record in the grid listing will detail the information entered in the "Brief Description" field when the incident was added. Each time narrative/comments are entered, they will display in the narrative history grid. Spell check is available for this field. Right click on any word that displays with a red line underneath. Select the correct spelling of the word.

The Comment screen remains open, even after the status of an incident has been changed to "Completed." This allows the capture of any future notes on the incident.

Understanding the Notifications within IRAS

DCF Web Systems Portal Acceptance Home

Home Incident Profiles Reports User Guide | Help | Sign Out

Add Incident

Step 3 - Enter Primary Person Information if known

Click in check box to add the Primary Person information

Please notify any other entities that should be made aware of this incident. (State Attorney, Law Enforcement, Inspector General, Hotline etc.)

After entering the Add Incident Information and the Provider and Location Information, you can save and send notifications or after adding more incident information you can then send notifications.

DCF Web Systems Portal Acceptance Home

Home Incident Profiles Reports User Guide | Help | Sign Out

Add Incident

Step 3 - Enter Primary Person Information if known

Click in check box to add the Primary Person information

Group

Role/Involvement

First Name

Last Name

DOB Date / / Or Estimated Age

Gender

Race

Missing Child

Injury Requiring Hospital Admission

Death

FSFN Person ID

Please notify any other entities that should be made aware of this incident. (State Attorney, Law Enforcement, Inspector General, Hotline etc.)

After entering the Primary Person Information you can Save and Send Notifications or after adding more incident information you can then send notifications.

DCF Web Systems Portal Acceptance Home

Home Incident Profiles Reports User Guide | Help | Sign Out

Incident Detail

Incident #: [2011-PDMH-00382](#) Opened: 11/29/2011 Status: Pending Completed:   

[Face Sheet](#) | [Notifications](#) | [People Involved](#) | [Current/Prior](#) | [Comments](#)

Notification	Date Sent	Sent By	Recipients
Initial Incident Report	11/29/2011 2:31:42 PM	ROGERS, REAGAN	7




The Initial Notification is sent out as the Initial Incident Report. This information is sent only to those individuals that are set up in the system to receive initial incidents. Those individuals are typically Incident Coordinators. Leadership will not receive Initial Incident Reports.

Updates can also be added to Initial Incident Reports. To do so, click on the Initial Incident Report on the Notifications tab. You can then click on send update. A box will appear and allow you to make any additional comments and then send notifications. The individuals that were notified will appear in a grid at the bottom of the page.

DCF Web Systems Portal Acceptance Home

Home Incident Profiles Reports User Guide | Help | Sign Out

Incident Detail

Incident #: [2011-PDMH-00382](#) Opened: 11/29/2011 Status: Pending Completed:   

[Face Sheet](#) | [Notifications](#) | [People Involved](#) | [Current/Prior](#) | [Comments](#)

Name	Role	Level	Email	Phone
DAVIS, JOAN	Administrator	Headquarters	joan_davis@dcf.state.fl.us	8505551212
DIETZ, CHRIS	Administrator	Headquarters	chris_dietz@dcf.state.fl.us	8509223744
FAIRBANKS, DAVID	Leadership	Headquarters	david_elsbernd@dcf.state.fl.us	8501111111
HOEPPNER, CARRIE	Incident Coordinator	Region	carrie_hoepner@dcf.state.fl.us	4073177056
TESTER, TIMME	Administrator	Headquarters	chris_dietz@dcf.state.fl.us	8505551212
TESTUSER, SECURITYSCAN	Administrator	Headquarters	test@dcf.state.fl.us	8888888888
ZHANG, XIAOBING	Administrator	Headquarters	xiaobing_zhang@dcf.state.fl.us	8507174513

The Notification Tab will display a grid at the bottom of the page that will show the notifications that have been made.

The screenshot shows the 'DCF Web Systems Portal' interface. At the top, there is a navigation bar with 'Home', 'Incident', 'Profiles', and 'Reports' tabs. To the right, it says 'Acceptance' and 'Home'. Below the navigation bar, the main content area is titled 'Incident Detail'. It displays 'Incident #: 2011-PDMH-00382', 'Opened: 11/29/2011', and 'Status: Pending'. There are icons for 'Completed' (a green checkmark, a red X, and a blue document). Below this, there are tabs for 'Face Sheet', 'Notifications', 'People Involved', 'Current/Prior', and 'Comments'. The 'Notifications' tab is selected. Below the tabs is a table with the following data:

Notification	Date Sent	Sent By	Recipients
Updated Initial Incident Report	11/29/2011 2:48:00 PM	ROGERS, REAGAN	7
Initial Incident Report	11/29/2011 2:31:42 PM	ROGERS, REAGAN	7

Sending Incident Reports

NOTE: Only DCF Users with the Role of Incident Coordinator, Communications' Designee, Criminal Justice Coordinator, Death Review Coordinator, Child Fatality Prevention Specialist, or Administrator can send an Incident Report.

Sending subsequent Incident Reports, after an incident has been added, is intended to make leadership aware of any significant incident that has occurred.

To send an Incident Report, click on the envelope icon located in the upper right-hand corner of the screen. You will then see a checkbox for Facility, Circuit, Region, Headquarters Other, Headquarters Leadership - All. Select the group who should receive this report. Once selected, the group will open to show individual names. You may choose to send to all persons in a particular group or individually choose names of individuals to send the incident to.

If it is determined that someone not on the distribution list should receive this notification, forward the Incident Report to the person or persons who should be notified.

To avoid unnecessary notifications being sent, you will be prompted to review the list of people chosen to receive the incident report before the report is actually sent.

Select Recipients to receive Incident Report:

- Facility
- Circuit
- Region
- Headquarters Other
 - Check All
 - REAGAN ROGERS - ACCESS - Administrator
 - ROY CARR - Adult Protective Services - Viewer
 - LESLIE CHYTKA - All Programs - Administrator
 - JOAN DAVIS - All Programs - Administrator
 - CHRIS DIETZ - All Programs - Administrator
 - KEITH PERLMAN - All Programs - Child Fatality Prevention Specialist
 - REAGAN ROGERS - All Programs - Administrator
 - TIMME TESTER - All Programs - Administrator
 - SECURITYSCAN TESTUSER - All Programs - Administrator
 - XIAOBING ZHANG - All Programs - Administrator
 - GERRI GOLDMAN - Substance Abuse - Communications Designee
- Headquarters Leadership - All




Notifications Tab

A listing of all notifications sent for a specific incident is displayed on the **Notifications** tab. You will see the notification sent, the date it was sent, who sent it, and the number of recipients for the notification. To view details of the recipients, click the number in the “**Recipients**” column. This will show the name, role, level, email and phone number for each recipient in the event you need to contact them.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Incident Detail

Incident #: [2011-PDMH-00382](#) Opened: [11/29/2011](#) Status: [Pending](#) Completed:   




[Face Sheet](#) [Notifications](#) [People Involved](#) [Current/Prior](#) [Comments](#)

Notification	Date Sent	Sent By	Recipients
Updated Incident Report	11/29/2011 3:08:42 PM	ROGERS, REAGAN	1
Incident Report	11/29/2011 3:08:00 PM	ROGERS, REAGAN	1
Updated Initial Incident Report	11/29/2011 2:48:00 PM	ROGERS, REAGAN	7
Initial Incident Report	11/29/2011 2:31:42 PM	ROGERS, REAGAN	7

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Incident Detail

Incident #: [2011-PDMH-00382](#) Opened: [11/29/2011](#) Status: [Pending](#) Completed:   

[Face Sheet](#) [Notifications](#) [People Involved](#) [Current/Prior](#) [Comments](#)

[Send Update](#)

Name	Role	Level	Email	Phone
DAVIS, JOAN	Administrator	Headquarters	joan_davis@dcf.state.fl.us	8505551212
DIETZ, CHRIS	Administrator	Headquarters	chris_dietz@dcf.state.fl.us	8509223744
FAIRBANKS, DAVID	Leadership	Headquarters	david_elsbernd@dcf.state.fl.us	8501111111
HOEPPNER, CARRIE	Incident Coordinator	Region	carrie_hoeppner@dcf.state.fl.us	4073177056
TESTER, TIMME	Administrator	Headquarters	chris_dietz@dcf.state.fl.us	8505551212
TESTUSER, SECURITYSCAN	Administrator	Headquarters	test@dcf.state.fl.us	8888888888
ZHANG, XIAOBING	Administrator	Headquarters	xiaobing_zhang@dcf.state.fl.us	8507174513

[Return to Notifications List](#)

Incident Status

An incident has two statuses: *Pending* and *Completed*. The status is automatically set at pending when the incident is added.

To change an incident status from “Pending” to “Completed,” click on the Clipboard icon. It is suggested you view all details for the incident by clicking on the Print Summary Icon before you change the incident status. You will be prompted with the question “Are you sure you want to change the status of this Incident to Completed?” Choosing “Yes” will change the incident status and auto-fill the “Completed” date. Choosing “No” cancels the status change and returns you to the previous screen.

Print Summary

Clicking on the **Print Summary** icon will open a .pdf document with details of the incident in a “printable” format.

Search Incident

If you know specific information about an incident, you can quickly find and open the associated Incident Report. To search for a particular incident, hover over the “Incident” tab in the upper left navigation menu and click on “Search Incident.”

Search by Incident Number – You may search for a particular incident by entering the incident number (if known). Enter the exact incident number and click “Go.”

Summary (Keyword) – This search feature will return results based on a keyword search from information entered in the Brief Description field when the incident was added.

Search by General Parameter – You may also search by:

- Incident Status (Pending, Completed and All Incidents)
- Last Name
- First Name
- Program Office
- Provider Type
- Provider/Contractor (ME) -

- Sub-Provider/Sub-Contractor
- Incident Type
- Incident Date Range
- Region
- Circuit

When results are returned, they will display in a grid format listing the Incident Number, Incident Date and Time, Incident Type and Provider/Sub-Provider. Click on the incident number to view the details of the incident.

Please note: These are two different search functions. If you enter an incident number at the top of the page, you must click “go” to receive accurate results. Do not click “search” at the bottom of the page unless you are entering additional search information on the bottom half of the page.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Incident Search

Incident Number	Incident Date	Incident Type	Provider/Contractor (ME)
2011-PDFS-00355	4/8/2011 1:01:00 PM	Death	Child Protective Investigation
2011-PDFS-00354	4/6/2011 10:10:00 PM	Death	Child Protective Investigation
2011-PDFS-00335	3/14/2011 6:00:00 PM	Death	ChildNet Inc., (Family Safety)
2011-PDFS-00336	3/14/2011 6:00:00 PM	Death	ChildNet Inc., (Family Safety)
2011-PDFS-00337	3/14/2011 6:00:00 PM	Death	ChildNet Inc., (Family Safety)
2011-PDFS-00338	3/14/2011 6:00:00 PM	Death	ChildNet Inc., (Family Safety)
2011-PDFS-00328	2/7/2011 12:45:00 PM	Death	Child Protective Investigation
2011-PDFS-00324	1/25/2011 12:00:00 PM	Death	Child Protective Investigation
2011-PDFS-00310	1/13/2011 9:00:00 AM	Death	Child Protective Investigation
2010-PDFS-00268	11/29/2010 1:30:00 AM	Death	Community Partnership for Children Inc
2010-PDFS-00193	7/21/2010 8:00:00 AM	Death	Child Protective Investigation
2010-PDFS-00195	7/21/2010 8:00:00 AM	Death	Child Protective Investigation
2010-PDFS-00172	5/30/2010 2:45:00 PM	Death	Child Protective Investigation
2010-PDFS-00168	5/27/2010 2:10:00 AM	Death	Child Protective Investigation
2010-PDFS-00159	5/25/2010 12:00:00 PM	Death	Kids First of Florida Inc (Family Safety)

[Return to Incident Search Screen](#)

User Profiles

Adding a Profile (ONLY DCF staff with the Role of User Administrator or Administrator can add profiles)

If your user role is User Administrator or Administrator at the Facility, Circuit, Region or Headquarters Level you will see "Profiles" in the upper left navigation menu. To add a profile, hover over the "Profiles" and click on "Add Profile."

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

DCF Incident Reporting & Analysis System

Welcome to the DCF Incident Reporting and Analyst System. This system allows users to send timely notifications of significant incidents to DCF leadership. The system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system.

My Incident Reports

[My Notifications](#)

[My Profile](#)

System Enhancements

- Provider User Level and Provider field name changed to read Provider/Contractor (ME) throughout application.
- Added new User Level for Sub-Provider/Sub-Contractor users. This user level can be assigned to the Viewer, Initiator and Incident Coordinator roles.
- Provider Site / Sub-Provider field renamed to Sub-Provider/Sub-Contractor.
- County will be appended to the end of each Sub-Provider/Sub-Contractor name (SAMH providers only) to help users distinguish between sites.
- Combination of the selected Provider/Contractor (ME) and Sub-Provider/Sub-Contractor site should properly route incident notifications to appropriate recipients.
- Enhancements added to tighten security around viewing incident details.
- Updated Help Files and User Guide.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Add Profile

Enter Primary Profile Information

User Name	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Title (optional)	<input type="text"/>
Email	<input type="text"/>
Office Phone	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Cell Phone	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Region	< Select > ▼
Circuit	<input type="text"/> ▼
User Role	< Select > ▼
User Level	< Select > ▼
Initial Incident Report	<input type="checkbox"/>
Incident Report	<input type="checkbox"/>

The User Name is the LDAP ID that is used to log into the DCF Web Systems Portal. Enter the user's First Name, Last Name, Title, Email, Office Phone and Cell Phone. Title is the only field that is not required.

Select the Region and Circuit from the dropdown options.

User Role - Select the appropriate User Role from the dropdown options. Below are descriptions for each User Role:

- **Viewer:** Read only access to incident details. Viewer can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Viewer can be at any User Level.
- **Initiator:** Can add an incident and update the incident details. Initiator can send Initial Incident Reports and Updated Initial Incident Reports. An Initiator can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Initiator can be at any User Level.
- **Incident Coordinator:** Can add an incident and update the incident when further information is obtained. Incident Coordinator can send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. An Incident Coordinator can be at any User Level, however, only a DCF Incident Coordinator can change the status of an incident and send Incidents to DCF upper management and leadership. Incident Coordinator can receive notifications; update their own user profile as well as search and view incidents and user profiles.
- **Criminal Justice Coordinator:** Read only access to incident details. This role can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Criminal Justice Coordinator can be at any User Level.
- **Death Review Coordinator:** Can add an incident and update the incident when further information is obtained. Can also send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. Death Review Coordinator can be at any User Level. Only those at Department level can send incidents to DCF upper management and leadership and change the status of an incident. This role can receive notifications; update their own user profile as well as search and view incidents and user profiles.
- **Child Fatality Prevention Specialist:** Can add an incident and update the incident when further information is obtained. Can also send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. Child Fatality Prevention Specialist can be at any User Level. Only those at Department level can send incidents to DCF upper management and leadership and change the status of an incident. This role can receive notifications; update their own user profile as well as search and view incidents and user profiles.
- **Communications' Designee:** Read only access to incident details. This role can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Communications' Designees can be at any User Level.
- **Leadership:** Can perform all functions within IRAS EXCEPT add incidents, send notifications and add/edit user profiles. Leadership can be at any User Level.
- **User Administrator:** Can perform all functions and administer users within IRAS at the region level. A User Administrator can only be at the Region level.
- **Administrator:** Can perform all functions and administer users within IRAS. An Administrator can only be at the Department level.

User Level - Select the appropriate User Level from the dropdown options. Below are the User Levels in which a User Role can be established:

- Provider/Contractor (ME)
- Sub-Provider/Sub-Contractor
- Facility (State Mental Health Treatment Facility)
- Circuit
- Region
- Headquarters

If the User Level selected is Provider/Contractor (ME), Sub-Provider/Sub-Contractor or Facility, you will be prompted to select the appropriate Provider/Contractor (ME), Sub-Provider/Sub-Contractor or Facility the user is associated with.

If the User Level selected is Circuit, Region or Headquarters, you will be prompted to select a program area. The options are "Mental Health," "Substance Abuse," "Family Safety," "Adult Services," "ACCESS," "Administration" and "All." "All" should be selected if the user is associated with all program areas.

Initial Incident Report – Check the checkbox if the user should receive the Initial Incident Report when an incident is added. Initial Incident Reports should be sent to the Incident Coordinators who will review prior to sending out the Incident Report.

Incident Report - Check the checkbox if the user should receive Incident Reports that are sent for a specific area.

To Deactivate a Primary Profile, uncheck the checkbox marked "Active Profile." The profile will still be in the system, but the user will not receive notifications.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

Profile Detail

Profile Information

<input checked="" type="checkbox"/> Primary Profile	<input type="checkbox"/> Active Profile	<input checked="" type="checkbox"/> Notifications On
User Name	TEST01	
First Name	TIMME	
Last Name	TESTER	
Title (optional)		
Email	timme_tester@dcf.state.fl.us	
Office Phone	(850) 555 - 1212	
Cell Phone	(850) 555 - 1212	
Region	Northwest ▾	
Circuit	02 ▾	
User Role	Administrator ▾	
User Level	Headquarters ▾	
Program	All Programs ▾	
Initial Incident Report	<input checked="" type="checkbox"/>	
Incident Report	<input checked="" type="checkbox"/>	

Primary	Active	View/Edit	User Level	Program	Provider/Sub-Provider	Region	Circuit	Initial IR	IR
Yes	No	Select	Headquarters	All Programs		NW	02	Yes	Yes

Once a Profile has been added, Secondary Profiles can be entered for users who need access to more than one but not all Regions, Circuits and/or Program areas.

To Add a Secondary Profile, click “Add Profile” on the Profile Information Page. The Region, Circuit, User Level and Program can be modified for the Secondary Profile.

More than one Secondary Profile can be added to a Primary Profile.

To deactivate a Secondary Profile uncheck the Active Profile checkbox on the Secondary Profile Page. This will delete the Secondary Profile.

Profile Detail

Profile Information	
<input type="checkbox"/> Primary Profile	<input checked="" type="checkbox"/> Active Profile <input checked="" type="checkbox"/> Notifications On
User Name	DS13652
First Name	REAGAN
Last Name	ROGERS
Title (optional)	
Email	reagan_rogers@dcf.state.fl.us
Office Phone	(850) 922 - 4863
Cell Phone	() -
Region	Northwest
Circuit	14
User Role	Administrator
User Level	Circuit
Program	Substance Abuse
Initial Incident Report	<input type="checkbox"/>
Incident Report	<input type="checkbox"/>

Save Cancel Add Profile

Primary	Active	View/Edit	User Level	Program	Provider/Sub-Provider	Region	Circuit	Initial IR	IR
Yes	Yes	Select	Headquarters	All Programs		NW	02	No	Yes
No	Yes	Select	Circuit	Substance Abuse		NW	14	No	No
No	Yes	Select	Region	All Programs		SC	13	No	No
No	Yes	Select	Circuit	Family Safety		SN	11	No	Yes
No	Yes	Select	Headquarters	ACCESS		CN	10	No	Yes

Search Profiles

Search Profile allows system administrators to search for and update user information.

The screenshot displays the DCF Web Systems Portal interface. At the top, the logo "DCF Web Systems Portal" is on the left, "Acceptance" is in the center, and "Home" is on the right. Below the logo is a navigation menu with "Home", "Incident", "Profiles", and "Reports". The "Profiles" menu is expanded, showing "Add Profile" and "Search Profile" options. The main content area features the title "DCF Incident Reporting & Analysis System" and a welcome message: "Welcome to the DCF Incident Reporting and Analyst System. This system allows users to send timely notifications of significant incidents to DCF leadership. The system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system." On the left, there is a "My Incident Reports" sidebar with links for "My Notifications" and "My Profile". On the right, under the heading "System Enhancements", a bulleted list details recent updates: Provider User Level and Provider field name changes, a new User Level for Sub-Provider/Sub-Contractor users, a renamed Provider Site / Sub-Provider field, the addition of County to Sub-Provider/Sub-Contractor names, improved routing of incident notifications, enhanced security, and updated help files.

DCF Web Systems Portal Acceptance [Home](#)

Home Incident Profiles Reports [User Guide](#) | [Help](#) | [Sign Out](#)

[Add Profile](#)
[Search Profile](#) **DCF Incident Reporting & Analysis System**

Welcome to the DCF Incident Reporting and Analyst System. This system allows users to send timely notifications of significant incidents to DCF leadership. The system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system.

My Incident Reports

[My Notifications](#)
[My Profile](#)

System Enhancements

- Provider User Level and Provider field name changed to read Provider/Contractor (ME) throughout application.
- Added new User Level for Sub-Provider/Sub-Contractor users. This user level can be assigned to the Viewer, Initiator and Incident Coordinator roles.
- Provider Site / Sub-Provider field renamed to Sub-Provider/Sub-Contractor.
- County will be appended to the end of each Sub-Provider/Sub-Contractor name (SAMH providers only) to help users distinguish between sites.
- Combination of the selected Provider/Contractor (ME) and Sub-Provider/Sub-Contractor site should properly route incident notifications to appropriate recipients.
- Enhancements added to tighten security around viewing incident details.
- Updated Help Files and User Guide.

Profile Search

Enter Search Criteria

Last Name

First Name

User Name

Program Office

User Role

User Level

Provider/Contractor (ME)

Sub-Provider/Sub-Contractor

Region

Circuit

You can search by Last Name, First Name or User Name. The name searches can be performed on the full or partial name.

You may also search by Program Office, User Role, User Level, Provider/Contractor (ME), Sub-Provider/Sub-Contractor, Region or Circuit.

Profile Search

Primary	Active	Name	User Name	User Role	User Level	Program	Provider/Sub-Provider	Region	Circuit
Yes	No	TESTER, MARY	TESTERID	Initiator	Circuit	Adult Protective Services		NE	04
Yes	No	TESTER, MARY	TESTID	Initiator	Circuit	Family Safety		NE	04
Yes	No	TESTER, ONE	ICSUT01	Incident Coordinator	Sub-Provider/Sub-Contractor	All Programs	King David Foundation, Inc.	SN	11
Yes	No	TESTER, SHERRITESTER	TTTTTTT	Criminal Justice Coordinator	Provider/Contractor (ME)	All Programs	ASPIRA of Florida - 59-2105537	SN	11
Yes	No	TESTER, TANYA	7725623	User Administrator	Region	All Programs		CN	05
Yes	No	TESTER, TIMME	TEST01	Administrator	Headquarters	All Programs		NW	02
Yes	No	TESTER, TIMMY	TESTER001	User Administrator	Region	All Programs		NE	03
Yes	No	TESTER, TOM	3344444	Initiator	Provider/Contractor (ME)	All Programs	Ctr.for Relationship & Family Therapy - 65-0101421	SE	15

Total - 8

When results are returned, click on the Name to view or edit the user's information.

Reports

The Reports Tab is accessible to all users except for those listed as User Administrators. For security purposes, Provider level users can view report summary roll-ups and incident details only for their provider and/or sub-provider(s).

The screenshot shows the DCF Web Systems Portal interface. At the top, there is a navigation bar with the following elements: the logo "DCF Web Systems Portal" on the left, the word "Acceptance" in the center, and "Home" on the right. Below the logo, there are tabs for "Home", "Incident", "Profiles", and "Reports". The "Reports" tab is currently selected, and a sub-menu item "View Reports" is visible. To the right of the "Reports" tab, there are links for "User Guide", "Help", and "Sign Out".

The main content area features a heading: "Welcome to the DCF Incident Reporting & Analysis System". Below this heading is a paragraph of introductory text: "Welcome to the DCF Incident Reporting and Analyst System. This system allows users to send timely notifications of significant incidents to DCF leadership. The system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system."

On the left side of the main content area, there is a box titled "My Incident Reports" containing two links: "My Notifications" and "My Profile".

On the right side, there is a section titled "System Enhancements" with a bulleted list of updates:

- Provider User Level and Provider field name changed to read Provider/Contractor (ME) throughout application.
- Added new User Level for Sub-Provider/Sub-Contractor users. This user level can be assigned to the Viewer, Initiator and Incident Coordinator roles.
- Provider Site / Sub-Provider field renamed to Sub-Provider/Sub-Contractor.
- County will be appended to the end of each Sub-Provider/Sub-Contractor name (SAMH providers only) to help users distinguish between sites.
- Combination of the selected Provider/Contractor (ME) and Sub-Provider/Sub-Contractor site should properly route incident notifications to appropriate recipients.
- Enhancements added to tighten security around viewing incident details.
- Updated Help Files and User Guide.

To access the Reports section of IRAS, hover over "Reports" and click on "View Reports."

The Reports section allows the user to select a report type and then select criteria for the report based on Program Office, location or time frame.

Step 1 – Select a Report

Select what type of Report to run. Reports can be run by the following types:

- Incident
- Provider/Contractor (ME)
- Provider Summary
- Location
- Death
- Missing Child

Step 2 – Select Report Criteria

Step 2 allows Reports to be run by Program Office, location or time frame.

Program Office: Select the appropriate Department program office area from the dropdown options.

Report Level: Select the Report Level from the dropdown options.

Region: Select the Region from the dropdown options.

Circuit: Select the Circuit from the dropdown options.

County: Select the County from the dropdown options.

Incident Date From: Enter the date from which you want to begin your search (Incident Date From/To intended to allow users to enter a date range in their search).

Incident Date to: Enter the date which you want to stop (end) your search.

Click “Run Report” to get the Report on the information that was entered.

Click “Reset” to delete any selections made on the page.

Incident Type Report

Report Date: 11/29/2011

Program: All Programs - Level: State - Region: - Circuit: - County:

Level	Type	Count
State	Caregiver Arrest	17
State	Child Arrest	11
State	Client Information Compromised	11
State	Death	46
State	Elopement	10
State	Employee Arrest	18
State	Employee Misconduct	8
State	Escape	8
State	Facility Closure	4
State	Missing Adult	3
State	Missing Child	23
State	Natural Disaster	2
State	Other	39
State	Parent/Guardian Arrest	2
State	Possible Responsible Person Arrest	1
State	Public Health Hazard	2
State	Security Incident – Unintentional	1
State	Significant Injury	17
State	Significant Injury to Clients	3
State	Suicide Attempt	4
State	Suspected Sexual Battery	2
State	-- Total --	232

[Back to Report Selection](#)