

Updating a Serious Incident Report



- To update an incident report you must first locate the incident report.
- You can do this by either searching for the record (Option A) or by accessing the individual's profile (Option B).

Option A

Select a Record by Clicking

By Name - You must enter the individual's first and last names
(This search will display all records that 'sound like' the name you entered.)

By Abuse Case - you must enter the abuse allegation case number

By Complaint Case - you must enter the complaint case number

Agency CD:016 , User Role: 24

by Name by Abuse Case by Complaint Case by Death/Incident Case

Case Number: 00012345

Name (First, Last):

1 (points to radio buttons) **2** (points to Case Number field)

Individual Death/Injury **Death/Injury LSA Report** **1**

CHRIS VERSION 5.1

* **REPORTABLE DEATH** – Death that occurs during the time an individual is receiving services in the program.

* **REPORTABLE INJURY** – any injury resulting in bodily damage, harm, or loss that requires medical attention by a licensed professional, or nurse practitioner while the individual is supervised by or involved in services.

* **ATTENTION:** If this is a case of suspected abuse or neglect the report should first be made to Human Rights and the CHRIS complete your Serious Incident Report to the Office of Licensing.

* denotes a required field

Option B

Jane Doe

Select an existing **Death/Injury** case below or [here](#) to add a new record.

Count	DeathIncidentDate	Known Facts
66501		
11192		

DeathSeriousInjury ID: 00000 DeathSeriousInjury Counter: 2019xxxx

2 (points to Count column)

Updating a Serious Incident Report



- Next edit **any** sections to reflect any additional details you have regarding the incident report.
- *****Important***** Updates should be done to both checkbox fields (for data collection) and narrative fields for the licensing/investigations team.

Updating a Serious Incident Report



- Prior to saving your incident report, select the option **“An update to the serious incident report has been provided.”**
- This step is critical and will send an email notification out to the licensing/investigations team to review the updates. **In the narrative box, indicate which fields have been updated.**

* Required. Please select one from the following:

Serious incident report is complete and no further updates will be provided.

Updates to serious incident report will be provided.

An update to the serious incident report has been provided.

Please Indicate which Fields have been updated.

Email notification sent to OL: Chesterfield Community Services Board - Alexandria Serious Incident test Case #:2019XXXX An update to the death/serious incident report has been provided.