CIRS Basic Entry Instructions

Remember: There are **Six Screens** that need to be completed for each Critical Incident Report. If no other persons were involved in the incident, including witnesses, only 5 screens are required.

Step 1: Identify the client using **Search Client** function.

Step 2: Verify the client information.

Step 3: Select **Critical Incident Reports** from menu on left of screen.

Step 4: Select **Add New CIRS** from the menu on left or the main screen.

Step 5: Enter the info specific to the incident, including the Waiver Program, Person Reporting incident to SEP/CMA, Provider Agency, Incident Type, and all the incident specifics; time, location, narrative description, etc. Complete all sections and click SAVE. If items are not completed, you will get an error message.

Step 6: Select **Persons Involved** from menu on left of screen. Complete the sections for name, relationship to client, and role; click SAVE. If more than one person was involved in the incident, select **Add** to enter additional persons. If no other persons were involved in the incident, including witnesses, this screen can be skipped if “no other persons involved” was indicated on the initial screen.

Step 7: Select **Mandatory Reporting Steps** from menu on left of screen. Complete all the sections to describe mandatory report made, click SAVE. If more than one mandatory report was made, select **Add** to enter additional mandatory reports. If no mandatory reports were necessary or made, select “no mandatory reports made”.

Step 8: Select **Follow-Up Actions Taken** from menu on left of screen. This section describes the actions take to remedy the situation and/or secure the client’s health and welfare. These actions and communication are generally with the client, family members/ guardians, and providers, but can involve other persons. The narrative should clearly describe actions taken. After completing all sections, click SAVE. If additional follow-up actions were taken, select **Add** to enter additional info. If no follow-up actions were taken in response to the incident, please select “no follow-up actions taken”.

Step 9: Select **Referrals Made** from menu on left of screen. Complete all the sections to describe the referrals made and the relationship to the incident that occurred. Please be descriptive of actions taken to secure the client’s health and welfare. ***Referrals should include, but are not limited to, involvement of law enforcement, fire department, emergency room and ambulance/ paramedics.*** After completing all sections, click SAVE. If additional referrals made, select **Add** to enter additional referrals. If no referrals were made in response to the incident, please select “no referrals made”.

Step 10: Select **Persons Notified** from menu on left of screen. This screen captures the persons who are notified when an incident occurs. Complete all sections of the persons notified, click SAVE. If additional persons were notified, select **Add** to enter additional persons notified. If no other persons were notified in response to the incident, please select “no persons notified”.

Step 11: After completing all **6 Screens**, select **Error Check Critical Incident**. This will make certain you have completed all the information needed to enter a Critical Incident. If you have not completed the required screens, you will be informed which screens require completion.

Post Report Follow-up is used to add information after all CIR screens have been completed.

Select **Post Report Follow-up** from the menu on the left of your screen to document additional incident related information. Provide narrative description of the post-report follow-up information, click SAVE.