



## BUS Update Memorandum

TO: All BUS Users  
FROM: Michael Pasillas - Critical Incident Policy Specialist  
DATE: November 27, 2017  
RE: Critical Incident Reporting (CIR) Change

### What has changed?

On Monday, November 27, 2017, Community Centered Boards (CCBs) will start entering their Critical Incident Reports (CIRs) into the BUS. Additionally, changes were made to the CIRS reporting section that affect all case management agencies.

### CIRS Add Screen - Changes to existing questions

After the changes were implemented, a few issues have surfaced:

#### Issue #1

The Print CIR function is currently not working, specifically the print PDF/HTML options. Until the issue is corrected, you can still use the "print screen" option to print out a CIR record.

#### Issue #2

When "yes" is selected for the question "Was anyone other than the client involved in the incident?", the BUS is supposed to take you to the "Persons Involved" screen after the CIR is saved in order to enter the other people involved in the incident. This is currently not functioning.

#### Issue #3

It is now possible to enter future dates in the incident date and notification date fields. Until this is corrected please be careful when enter data in these date fields.

#### Issue #4

The Elderly Abuse Law mandatory reporting popup reminder is not currently functioning. Until this is corrected please continue to make all mandatory reports for clients over 70 years of age.

An update will be sent out when the issues have been corrected.

The CIRS Technical guide was recently released. The CIRS Technical guide has instructions for entering critical incidents in the BUS with the new changes. The CIRS Technical guide can be found on the CIRS website as well as the BUS Stop website. A new training is being developed to go along with the current CIRS changes and will be released soon. A notice will go out once the training is complete and the new training will also be added to the CIRS website.

#### CIRS resources for training and updates:

##### [CIRS Technical guide](#)

<https://www.colorado.gov/hcpf/hcbs-waiver-critical-incident-reporting>

<https://www.colorado.gov/hcpf/benefits-utilization-system-bus-updates>

<https://www.colorado.gov/hcpf/long-term-services-and-supports-programs>

If you have any questions about this change to the CIRS reporting in the BUS, please contact:

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