

BUS/CIRS Memorandum

TO: All BUS Users FROM: Michael Pasillas - Critical Incident Policy Specialist DATE: December 6, 2017 RE: Critical Incident Overdue Reports

What has changed?

On Monday, December 4, 2017, the SEP 1st quarter reports were sent out which included a field titled "Follow up requests from the State overdue" with an attached spreadsheet listing the overdue CIRS. An issue with the data in the overdue reports has been identified that has rendered the provided overdue reports invalid.

What will happen?

The overdue CIRS reports will be rerun, manually validated, and sent back out to all SEP's for review/remediation. This will be completed and sent out by next Friday, December 15th.

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

Single Entry Point (SEPs) -Michael Pasillas, CIRS Administrator <u>michael.pasillas@state.co.us</u>

BUS Administrator Terry Burnham, BUS Analyst <u>terry.burnham@state.co.us</u>