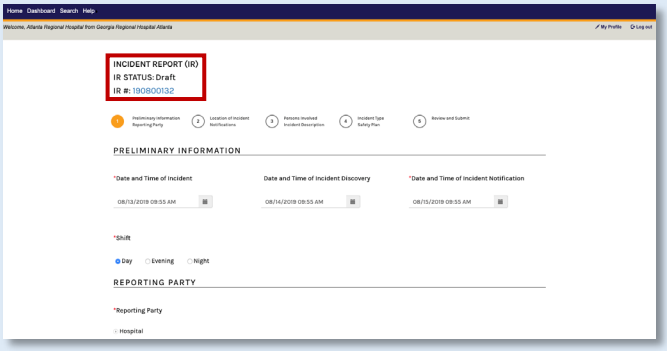
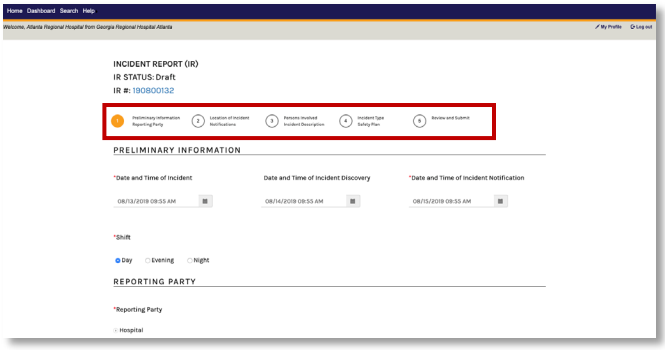
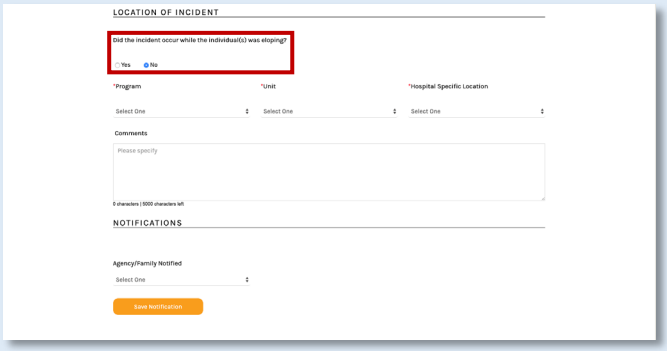
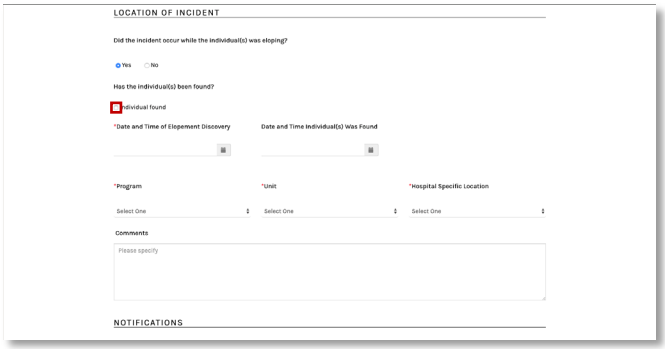
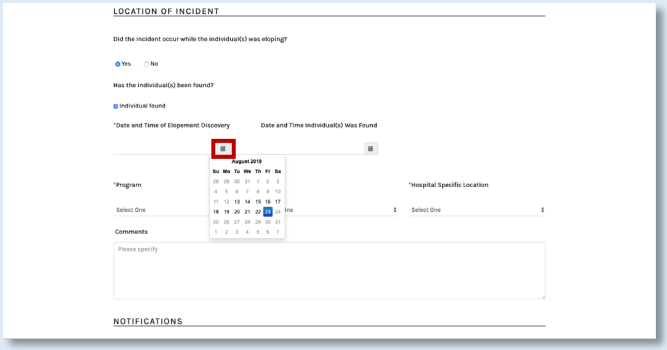
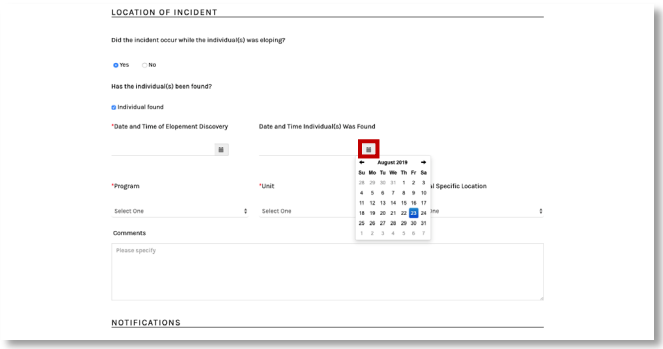
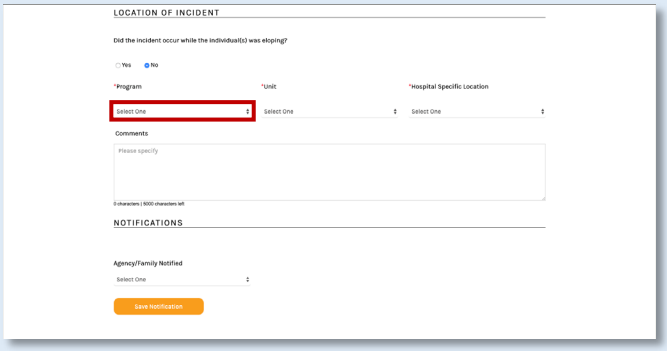
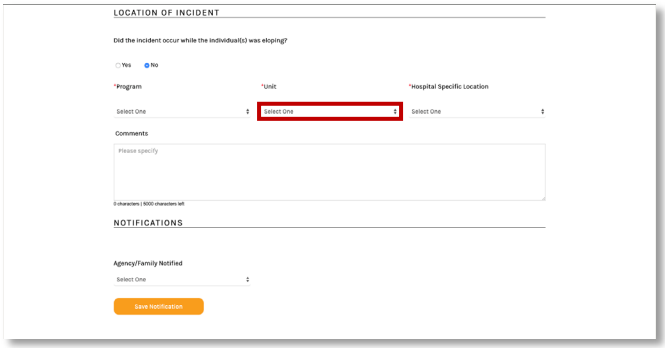
Stage 2: Location of Incident and Notifications

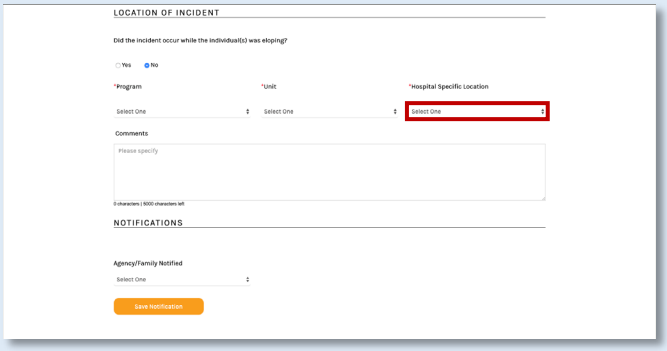
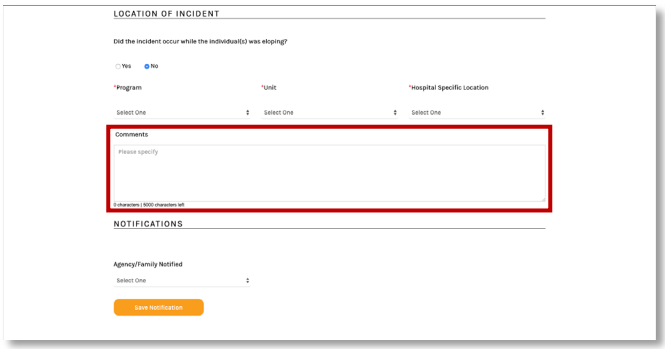
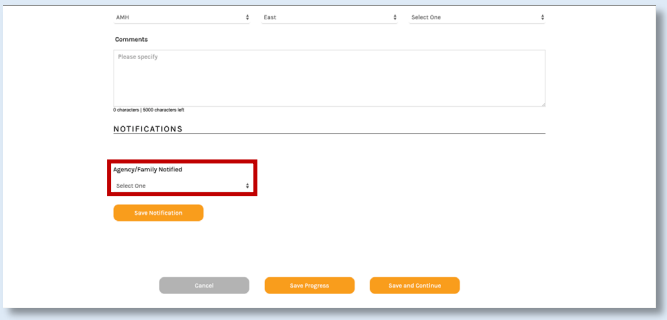
SUMMARY

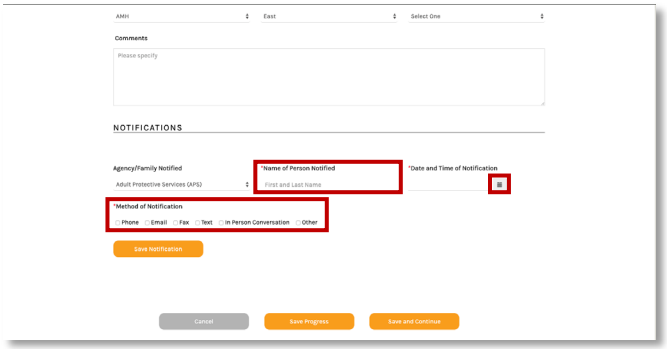
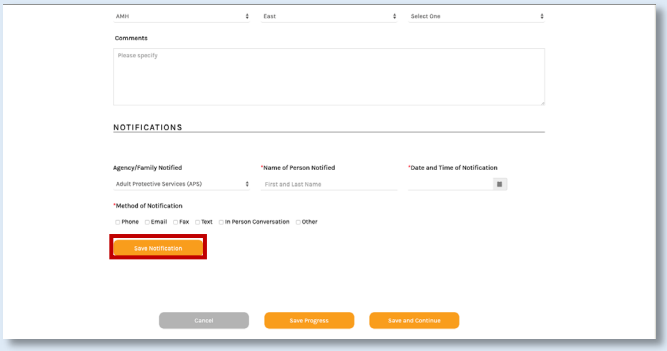
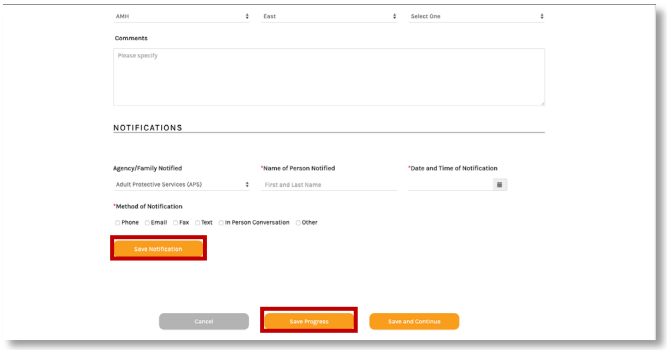
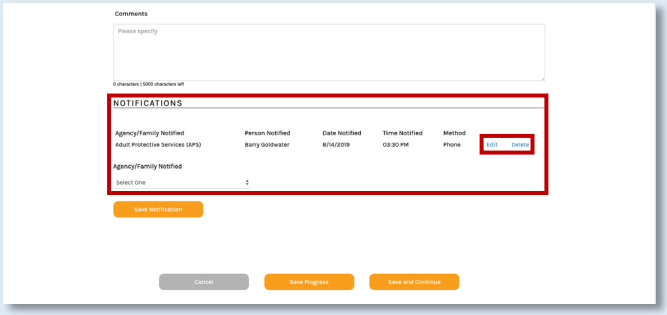
This job aid covers the second of five stages about how to Create an Incident Report in Image. The following steps will cover Stage 2, Location of Incident and Notifications.

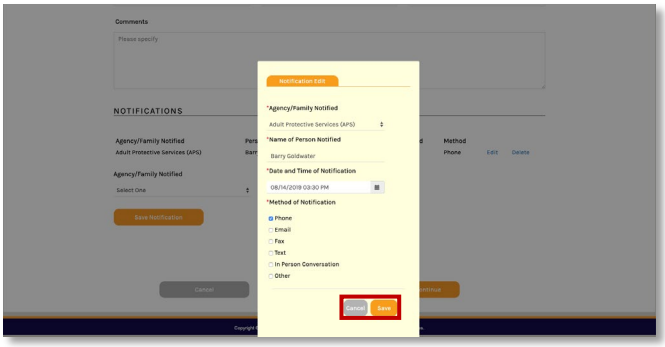
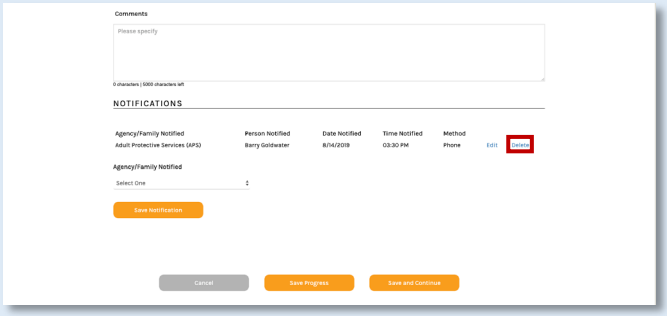
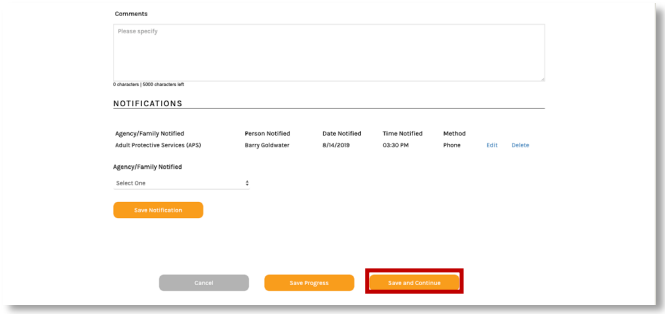
Step	Action	Visual
0	Create an Incident Report is broken down into five stages. In this module, you will learn about Stage 2, Location of Incident and Notifications. In the upper-left portion of the page, you will see that the **IR STATUS** is in **Draft** and an **IR #** has been assigned by the system.	
0	Now that Stage 1 is completed, you can navigate between stages by using the numbered buttons along the top of the page. For example, you could skip Stage 2 for now and move to Stage 3 to document the persons involved in the incident and a description of the incident. Additionally, you can click on the **IR #** to navigate to the Incident Overview page. You will have to complete Stage 2, though, to successfully submit the Incident Report. **NOTE:** Color-coding of stages: • Current stage: The unfilled circle is outlined in orange • Uncompleted stage: Unfilled, gray circle with the stage number in the center • Completed stage: The circle is now filled in gray	

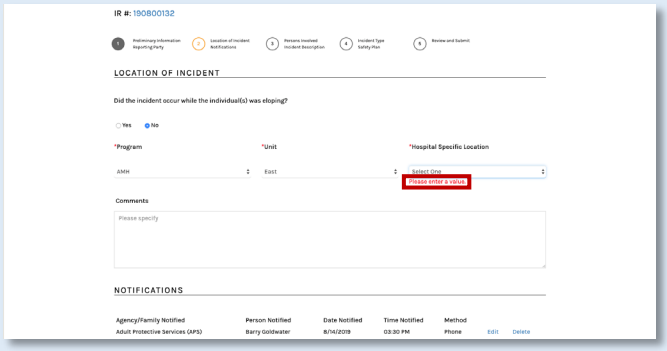
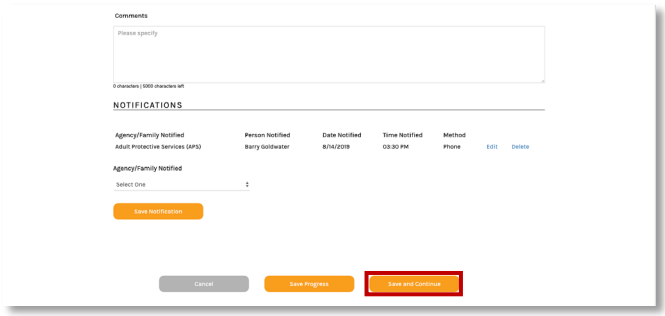
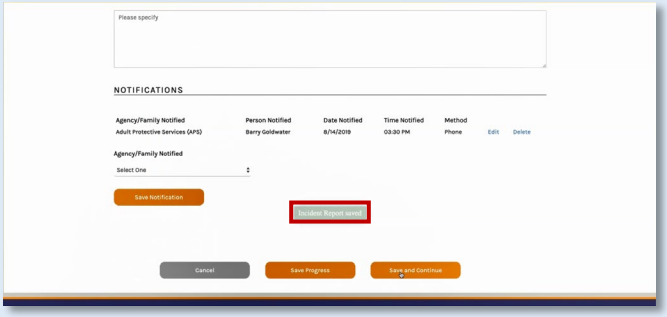
Step	Action	Visual
1	Indicate whether the incident occurred while the Individual was eloping by selecting either **Yes** or **No**. If you select **Yes**, additional fields will display.	
1a	If the Individual has been found, select the **Individual found** checkbox.	
1b	Select the **calendar** icon in the **Date and Time of Elopement Discovery** field to document when the elopement was discovered.	

Step	Action	Visual
1c	If the Individual has been found, select the **calendar** icon in the **Date and Time Individual(s) Was Found** field to document when the Individual was found. You will notice that the **Date and Time Individual(s) Was Found** is not a required field; however, you should document all of the information you have about the incident, even if the field is not required. **NOTE:** The **Date and Time Individual(s) Was Found** is not a required field.	
2	In the **LOCATION OF INCIDENT** section, select the **drop-down arrow** in the **Program** field and choose the program in which the incident occurred. If the SNF/ICF option is selected, the system will automatically create a Standard Investigative Report (SIR) form for the incident. You will learn more about SIRs in Unit 6.	
2a	Select the **drop-down arrow** in the **Unit** field to choose the unit in which the incident occurred. The choices in the Unit drop-down lists will depend on the Program option you select. For example, if you choose AMH as the Program, the choices in the Unit drop-down list are Central, East, and West. If you choose Forensics in the Program field, the options in the Unit drop-down list are Secure 1, Secure 2, and Secure 3.	

Step	Action	Visual
2b	Select the **drop-down arrow** in the **Hospital Specific Location** field to indicate specifically where the incident occurred. The options in the drop-down list are the same for all Programs and Units.	
3	Enter any comments regarding the location of the incident or the elopement in the **Comments** field. This field has a character limit of 5000 characters, including spaces. While you want to be thorough in documenting your comments, you will also need to be concise. Do not include any identifying information about the individuals in this field. For example, do not type "Bob was discovered outside his home." Instead, you could say "The individual was discovered outside the home." **NOTE:** This field has a character limit of 5000 characters, including spaces.	
4	In the **NOTIFICATIONS** section, select the **drop-down arrow** in the **Agency/Family Notified** field and choose the agency that was notified of the incident.	

Step	Action	Visual
4a	Enter the first and last name of the person who was notified of the incident in the **Name of Person Notified** field. Select the **calendar** icon to enter the **Date and Time of Notification** and select the appropriate checkbox(es) for the **Method of Notification**. **NOTE:** When selecting the **Method of Notification,** more than one method can be checked off.	
4b	Select the **Save Notification** button. If more than one person was notified of the incident, you will repeat the process of entering that information for each person who was notified. **NOTE:** If more than one person was notified of the incident, you will repeat the process of entering that information for each person who was notified.	
5	If you select the **Save Progress** button, it will not save the notification. **NOTE:** You must select the **Save Notification** button to save your input.	
5a	After you select the **Save Notification** button, the page will refresh and the information you just entered will display at the top of the **NOTIFICATIONS** section and the **Agency/Family Notified** drop-down field is now unfilled. Additionally, to the right of each notification you just entered, you will see two links: **Edit** and **Delete**.	

Step	Action	Visual
5b	If you select the **Edit** link, a popup box will display, where the fields are pre-filled with the information you entered. You can change the information about the notification in this popup box. Once you have corrected the notification information, select the **Save** button. Select the **Cancel** button if you do not have changes to make. Once the popup box closes, you will see the corrections displayed. **NOTE:** Generally speaking, the **Edit** functionality is only available when the **Incident Report (IR)** is in draft form (i.e., it has not yet been submitted).	
5c	If you select the **Delete** link, that notification entry will be deleted. **NOTE:** A popup box asking you to confirm that you want to delete the notification will not display. If you select **Delete** by accident, you will need to re-enter all of the notification information a second time.	
5d	Select the **Save and Continue** button to continue creating the Incident Report.	

Step	Action	Visual
5e	If there is missing required information, the page will refresh, and you will need to scroll up or down until you see the red text that indicates what required information you must enter. **NOTE:** If there is missing required information, you will see red text that indicates what required information you must enter.	
5f	Select the **Save and Continue** button to continue creating the Incident Report.	
5g	If all of the required information has been entered, you will see the system message "**Incident Report saved**" in the green box and then the Stage 3 page will display. **NOTE:** If all of the required information has been entered, you will see the system message "**Incident Report saved.**"