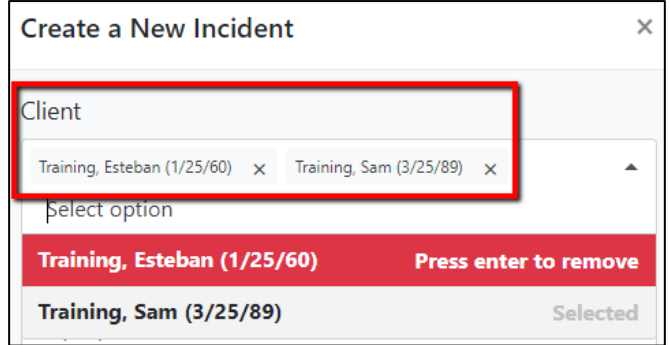# Brittco
Incidents

We will be using Brittco to enter Incident Reports electronically.

Entering an Incident

Create New Incident. A small window will open.

Create a New Incident

Client

- Enter the *Name* – for duplicate names, note the birthdate
- You can add more than one Client per incident

- Enter the *Date* and *Time* of the Incident, if known
- If unknown, check the box
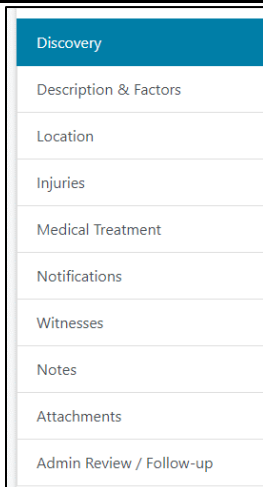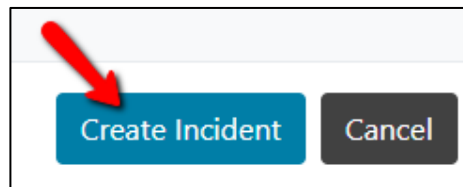
Date of Incident:
mm/dd/yyyy
☑ Date Unknown

Time of Incident:
--:-- --
☑ Time Unknown

Create incident.

Create Incident | **Cancel**

Discovery
Description & Factors
Location
Injuries
Medical Treatment
Notifications
Witnesses
Notes
Attachments
Admin Review / Follow-up

A new screen opens with a variety of tabs, where you can add additional information.

Date Discovered: 03/12/2020 **Time Discovered:** 03:12:45 PM

Discovery
Date Discovered and *Time Discovered* are REQUIRED.

They default to the day and time you enter the incident. Change as necessary.

Discovery
Ignore *End Time*

End Time:
--:-- --

Description & Factors
Description of Incident and *Immediate Action Taken* are REQUIRED.

Brittco spellchecks as you type.

Location

Location (Address/ Facility):
Revolving Happiness Day Hab, 123 Main St, USA

Location
The *Location* where the incident occurred is REQUIRED – include the name of the facilty, address, etc – try to be as specific as possible

Location
Location Area
Choose the most accurate selection from the dropdown.

Injuries
Injury Category is REQUIRED.

Choose *No Apparent Injury* if that's the case.

Injuries
If *Injury Category* indicates an injury occurred, *Type of Injury* and *Location of Injury* are REQUIRED.

Medical Treatment
If medical treatment is administered, enter the pertinent information if known.

Notifications
Document details of who was notified by adding a Notification.

Notifications
All fields are required. Type the name of the person who was notified in the *Name* field.

Notifications
Add as many notifications as necessary.

When notifying Law Enforcement, include the jurisdiction.

Witnesses

Add witnesses if necessary.

+ Add Witness

Witnesses

Include all pertinent information.

Add as many witnesses as necessary.

Witnesses

Name:

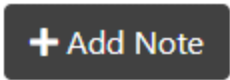James Hurley

Relationship:

boyfriend

Witness Note/ Statement:

States he was riding his motorcycle at the time.

Date Completed:

mm/dd/yyyy

Time Completed:

--:-- --

Notes

Add Notes as necessary.

+ Add Note

Attachments

Choose file   Browse

Attachments

Add attachments as necessary: PDF, image files, Word docs, Excel docs, voicemails, etc.

Preventative Measures:

Lorem ipsum dolor sit amet, consectetuer adipiscing. Maecenas porttitor congue.

Admin Review / Follow-up

Add *Preventative Measures*. You may be asked to include these at a later date if unknown at the time.

At any time you can *Save* while creating the incident. We recommend you save often.

Save Incident
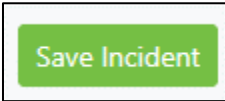
The *Actions* button provides two choices:
- Preview Report
- Notify Admin

ve Incident   Actions ▾

Notify Admin

Preview Report

Possible or Determined UI/MUI Report Form

Stark County Board   2950 W
County: Stark   Canton,

Legal Name of Individual	Date of Birth	Adult (Over 21)	Date of Incident	Time of Incident	Date Discovered
Esteban Training	1/25/1960	Yes	Unknown	Unknown	6/10/2020

Address	City	State	Zip	County	Phone
8845 Fillmore East	My Town	OH	44777	0	3301234556

Reported By	Date Reported	Time Reported	Level
Hannah Trainer	6/10/2020	10:42 AM	U

Location of Incident
Revolving Happiness Day Hab, 123 Main St, USA

Preview Report creates a printable or downloadable version of the incident.

When you are finished with the incident and ready to forward it for review, choose *Notify Admin*.

If you think this incident is a possible MUI, contact a supervisor immediately.

Save Incident   Actions ▾

Notify Admin

Preview Report

In the *Incidents* module you may be able to see previously written incidents if you have the permission.

Previous incidents are ordered with the latest at the top.

Change the sorting order by clicking on any of the headings.

The *Date Range* tool will limit your results to specific ranges, such as Current Month, Last Week, etc.

Incidents will have one of four possible *Status* labels.

You can filter incidents by Status.

In Progress
The incident has been started and saved, but not sent for review by a supervisor.

Ready for Review
The incident has been forwarded for review by the originator (Notify Admin). Reviewers may be waiting for more information or other actions.

Submitted
The incident has been reviewed and addressed, and possibly forwarded to Investigative Services as an MUI.
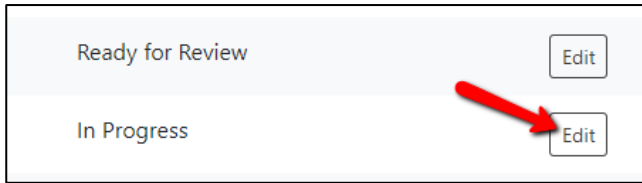
Closed
The incident has been addressed and closed.

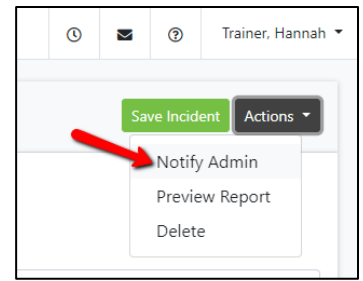Besides filtering incidents in the Incident module, you can run *Reports*.

Editing Existing Incidents

There may be times when your supervisor asks you to amend an incident. You can edit any incident which is *Ready for Review* or *In Progress*.
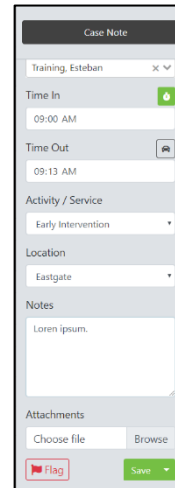
After editing, remember to *Notify Admin*.

Simultaneous Case Notes

While completing an incident it is possible to write a case note simultaneously. Click on the icon in the upper right that looks like a little clock.
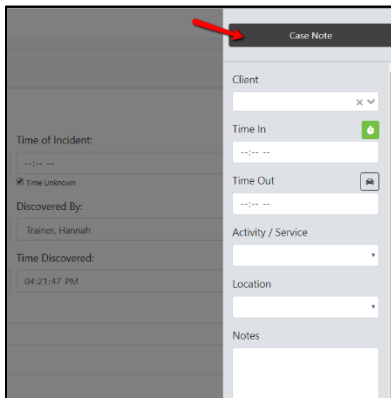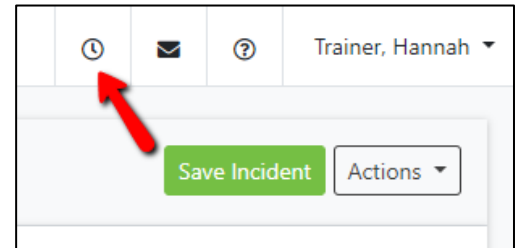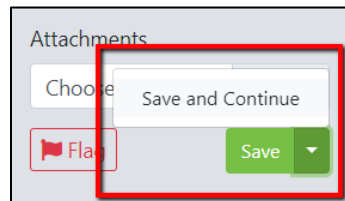

The *Incidents* interface will turn gray, and a Case Notes panel will open on the right.
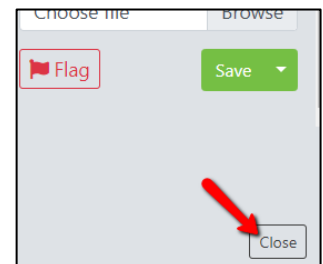
Complete your Case Note, then *Save*.

Save will open another blank Case Note, *Save and Continue* will save your current note without closing it.

When finished, *Close* to return to your incident.

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.