

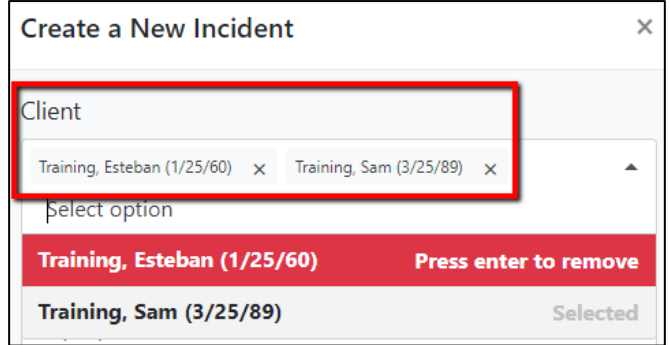


# Brittco Incidents

We will be using Brittco to enter Incident Reports electronically.

## Entering an Incident

Create New Incident. A small window will open.



- 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

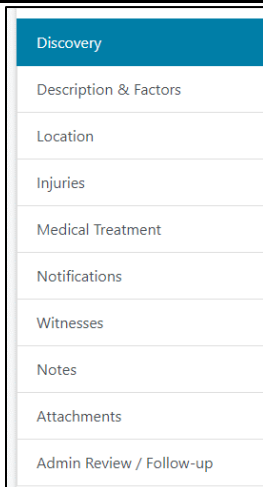
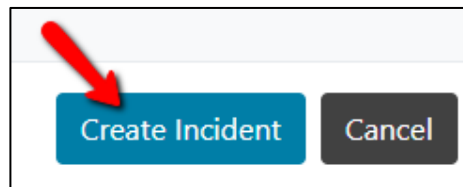
Date Unknown

Time of Incident:

--:-- --

Time Unknown

Create incident.



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.

<p><b>Discovery</b> Ignore <i>End Time</i></p> <div data-bbox="464 111 805 226"> <p>End Time:</p> <input type="text" value="---:--:--"/> </div>	<p><b>Description &amp; Factors</b> <i>Description of Incident and Immediate Action Taken</i> are REQUIRED.</p> <p>Brittco spellchecks as you type.</p> <div data-bbox="1208 92 1528 380"> <p>Description and Factors</p> <p>Description of Incident:</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing...</p> <p>Immediate Action Taken to Ensure Health &amp; We</p> <p>Fusce posuere <u>habitant</u>, magna sed pulvinar ultrici amet commodo magna eros quis urna.</p> </div>
<div data-bbox="167 415 782 573"> <p>Location (Address/ Facility):</p> <input type="text" value="Revolving Happiness Day Hab, 123 Main St, USA"/> </div> <p><b>Location</b> The <i>Location</i> where the incident occurred is REQUIRED – include the name of the facility, address, etc – try to be as specific as possible</p>	<p><b>Location</b> <i>Location Area</i> Choose the most accurate selection from the dropdown.</p> <div data-bbox="1279 411 1508 726"> <p>Location Area:</p> <ul style="list-style-type: none"> <li>Day Program</li> <li>Adult Day Care</li> <li>Community</li> <li>Community Employment Site</li> <li style="background-color: #007bff; color: white;">Day Program</li> <li>Other</li> <li>Remote Monitoring</li> <li>Residence</li> <li>School</li> <li>Senior Program</li> <li>Special Olympics</li> <li>Transportation</li> <li>Workshop</li> </ul> </div>
<p><b>Injuries</b> <i>Injury Category</i> is REQUIRED.</p> <p>Choose <i>No Apparent Injury</i> if that's the case.</p> <div data-bbox="402 800 823 1035"> <p>Injury Category:</p> <ul style="list-style-type: none"> <li>No Apparent Injury</li> <li style="background-color: #007bff; color: white;">No Apparent Injury</li> <li>Slight Injury, No Treatment Required</li> <li>Slight Injury, First Aid Provided</li> <li>Received Professional Medical Attention</li> </ul> </div>	<p><b>Injuries</b> If <i>Injury Category</i> indicates an injury occurred, <i>Type of Injury</i> and <i>Location of Injury</i> are REQUIRED.</p> <div data-bbox="1229 793 1531 1031"> <p>Type of Injury:</p> <input type="text" value="Abrasion"/> <p>Location of Injury:</p> <input type="text" value="Fingers/Hand/Arm"/> </div>
<p><b>Medical Treatment</b> If medical treatment is administered, enter the pertinent information if known.</p> <div data-bbox="602 1140 823 1388"> <p>Date of Treatment:</p> <input type="text" value="mm/dd/yyyy"/> <p>Treatment Facility:</p> <input type="text"/> <p>Physician(s):</p> <input type="text"/> <p>Description of Medical Treatment:</p> <input type="text"/> </div>	<p><b>Notifications</b> Document details of who was notified by adding a Notification.</p> <div data-bbox="1182 1171 1503 1251" style="background-color: #34495e; color: white; padding: 5px; text-align: center; border-radius: 5px;"> <span style="font-size: 24px; font-weight: bold;">+</span> Add Notification     </div>
<p><b>Notifications</b> All fields are required. Type the name of the person who was notified in the <i>Name</i> field.</p> <div data-bbox="521 1413 829 1787"> <p>New Notification</p> <p>Who Was Notified:</p> <p>Guardian</p> <p>Name:</p> <p>Laura Palmer</p> <p>Method:</p> <p>Email</p> <p>Date:</p> <p>03/12/2020</p> <p>Time:</p> <p>11:00 AM</p> <p style="text-align: right;"> <input type="button" value="Save Notification"/> <input type="button" value="Cancel"/> </p> </div>	<p><b>Notifications</b> Add as many notifications as necessary.</p> <p>When notifying Law Enforcement, include the jurisdiction.</p> <div data-bbox="1157 1413 1539 1797"> <p>Notifications</p> <p>Laura Palmer - Guardian Mar. 12, 2020 @ 11:00 am <b>Notified by:</b> Email <a href="#">Edit</a> <a href="#">Delete</a></p> <p>Twin Peaks Sheriff, Harry Truman - Law Enforcement Mar. 12, 2020 @ 11:13 am <b>Notified by:</b> Call <a href="#">Edit</a> <a href="#">Delete</a></p> <p>Audrey Horne - Licensed/ Certified Provider Mar. 12, 2020 @ 11:21 am <b>Notified by:</b> Call <a href="#">Edit</a> <a href="#">Delete</a></p> </div>

### Witnesses

Add witnesses if necessary.



### Witnesses

Include all pertinent information.

Add as many witnesses as necessary.

Witnesses

Name:  
James Hurley

Relationship:  
boyfriend

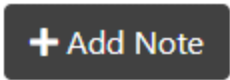
Witness Note/ Statement:  
States he was riding his motorcycle at the time.

Date Completed:  
mm/dd/yyyy

Time Completed:  
--:-- --

### Notes

Add Notes as necessary.



### Attachments

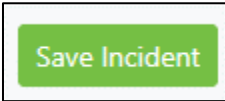
### Attachments

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

### 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.



The *Actions* button provides two choices:

- Preview Report
- Notify Admin

Possible or Determined UI/MUI Report Form

Stark County Board  
County: Stark

2950 W  
Canton, OH

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			
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.

## Reviewing Incidents

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.

The screenshot shows the 'Incidents' module interface. At the top, there are two date range filters: 'Start Date' and 'End Date', both with input fields and a calendar icon. Below the filters, it says '# of Incidents 20618'. At the bottom, there is a table with columns: UIR #, Name, Date, and Provider. The table contains one row of data: 5000080, Training, Esteban, Unknown, Stark County Board - Early Intervention.

A close-up screenshot of the table headers from the previous image. The headers are: UIR #, Name, Date, Provider, and Type. Each header has a small downward arrow icon next to it, indicating that the columns are sortable. A red box highlights the header row.

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

The screenshot shows the 'Date Range' tool interface. It has two input fields for 'Start Date' and 'End Date', both with a date format placeholder 'mm/dd/yyyy'. To the right of the 'End Date' field is a calendar icon with a red arrow pointing to it.

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*.

The screenshot shows a 'Status' dropdown menu. The menu is open, showing four options: 'In Progress' (highlighted in blue), 'Ready for Review', 'Submitted', and 'Closed'. The label 'Sta' is partially visible on the left side of the dropdown.

### 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.

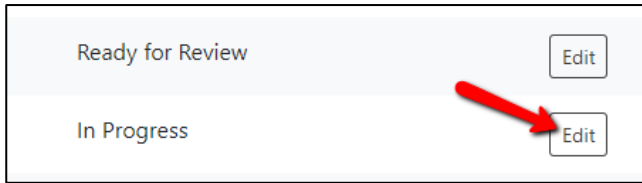
### Closed

The incident has been addressed and closed.

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

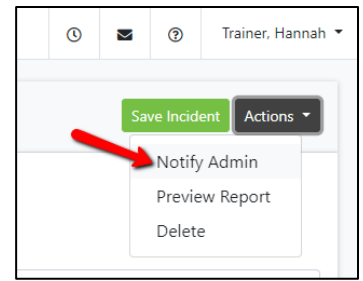
The screenshot shows the 'Reports' module interface. At the top, there are three tabs: 'Calendar', 'Clients', and 'Incidents'. A red arrow points to the 'Incidents' tab. Below the tabs, there are two report options: 'Incident By Location' (with a star icon) and 'Incident Log' (with a star icon). Each option has a brief description below it.

## Editing Existing Incidents



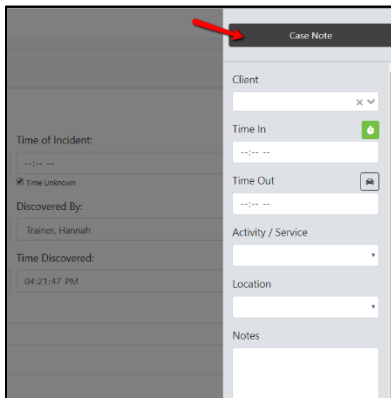
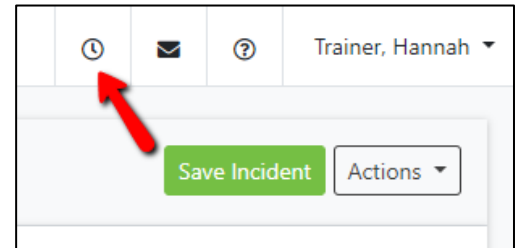
There may be times when your supervisor asks you to amend an incident. You can edit any incident which is *Ready for Review* or *In Progress*.

After editing, remember to *Notify Admin*.

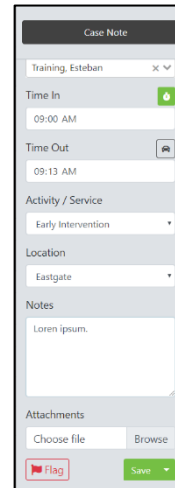


## Simultaneous Case Notes

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.

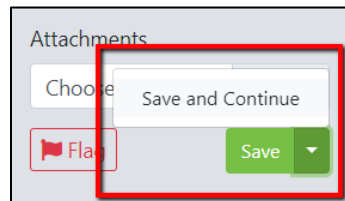


The *Incidents* interface will turn gray, and a Case Notes panel will open on the right.

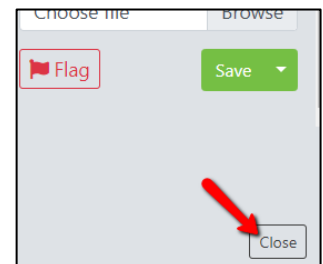


Complete your Case Note, then *Save*.

*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.