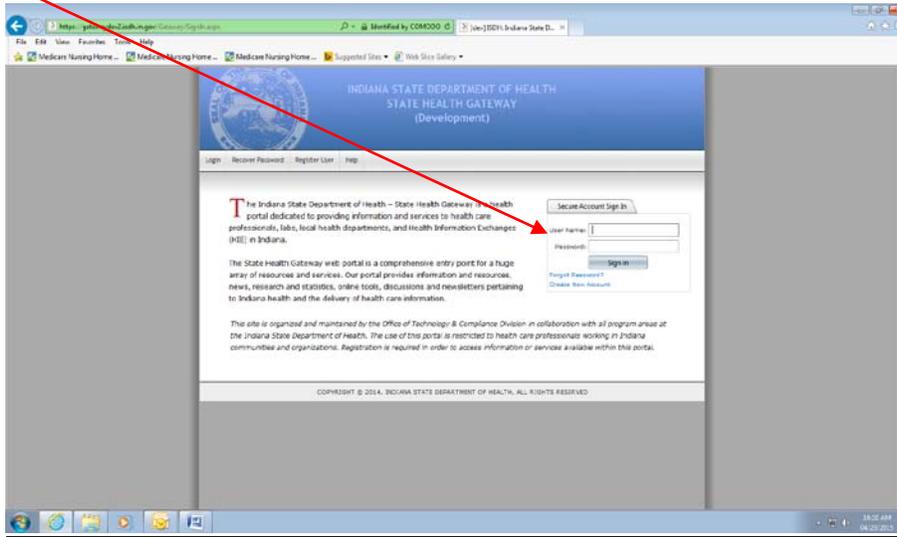


Quick Guide to the Incident Reporting System

Effective 05/01/2015

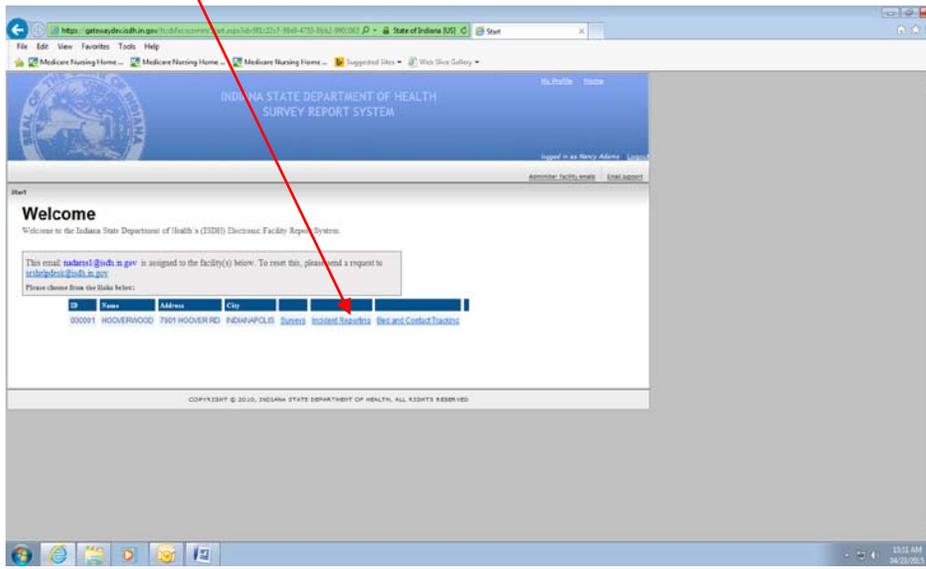
1. To enter an incident report log on the ISDH Gateway system: <https://gateway.isdh.in.gov/>
2. Enter User Name and Password.



3. Click "Survey Report System"



4. Click on “Incident Reporting”.



NOTE: If multiple facilities are listed make sure the correct facility is identified.

5. Main Screen is a list of all incident reports for that facility.

ID: Specific number assigned to this incident.

Date Submitted: Specific date & time incident was submitted to ISDH.

Initial Follow Up Date: Date first follow up information was entered.

Last Follow Up Date: Date information was last entered on follow up.

Remember: Once an incident is submitted information can only be added/updated in the follow up.

Incident Status:
- Processing OR
- Click here to Add/Update

Remember: Information cannot be added/updated until processing by ISDH is complete.

ISDH Status:
- Submitted OR
- Not Submitted

Remember: An incident can only be deleted if it has not been submitted.

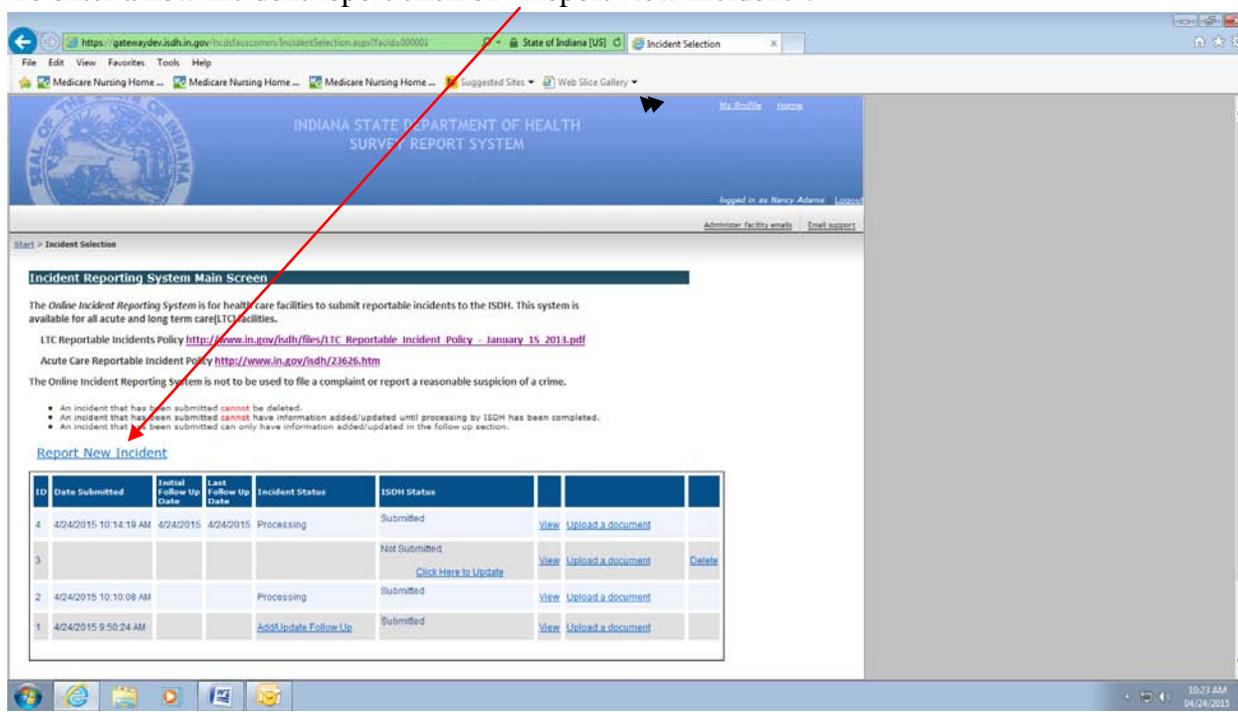
ID	Date Submitted	Initial Follow Up Date	Last Follow Up Date	Incident Status	ISDH Status		
5	4/24/2015 3:47:57 PM	4/24/2015	4/24/2015	Processing	Submitted	View	Upload a document
4	4/24/2015 10:14:19 AM	4/24/2015	4/24/2015	Processing	Submitted	View	Upload a document
3					Not Submitted	View	Upload a document
						Click Here to Update	Delete
2	4/24/2015 10:10:08 AM			Processing	Submitted	View	Upload a document
1	4/24/2015 9:50:24 AM	4/24/2015	4/28/2015	Add/Update Follow Up	Submitted	View	Upload a document

6. From the Main Screen (below) you can access all incident reports.

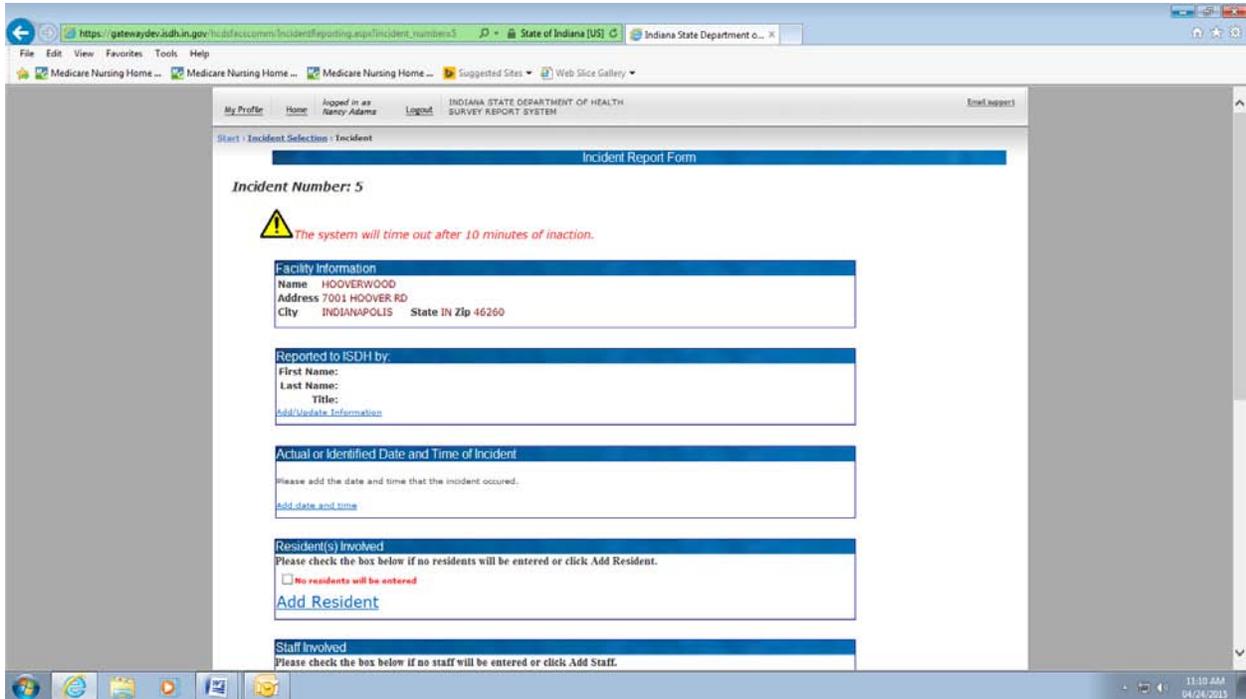
Points to Remember:

- During “Processing” an incident report can only be viewed.
- Processing should be completed by next working day.
- After processing information can be added/ updated, but only in the follow up section. (Click “Add/Update Follow Up” in Incident Status column.)
- You can delete an incident report that is “Not Submitted” in ISDH status.
- If an incident report that is “Submitted” needs to be deleted, an email request must be sent to; srshelpdesk@isdh.in.gov.

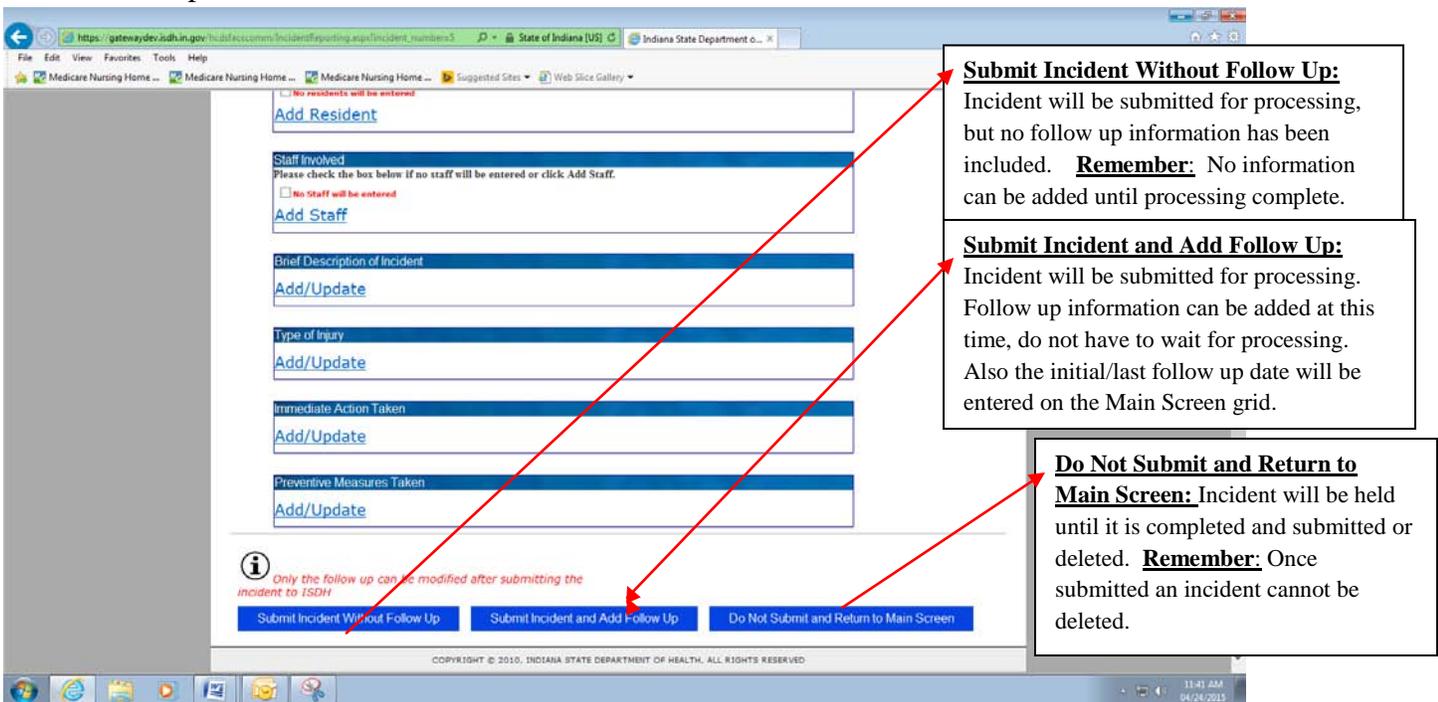
7. To enter a new incident report click on “Report New Incident”.



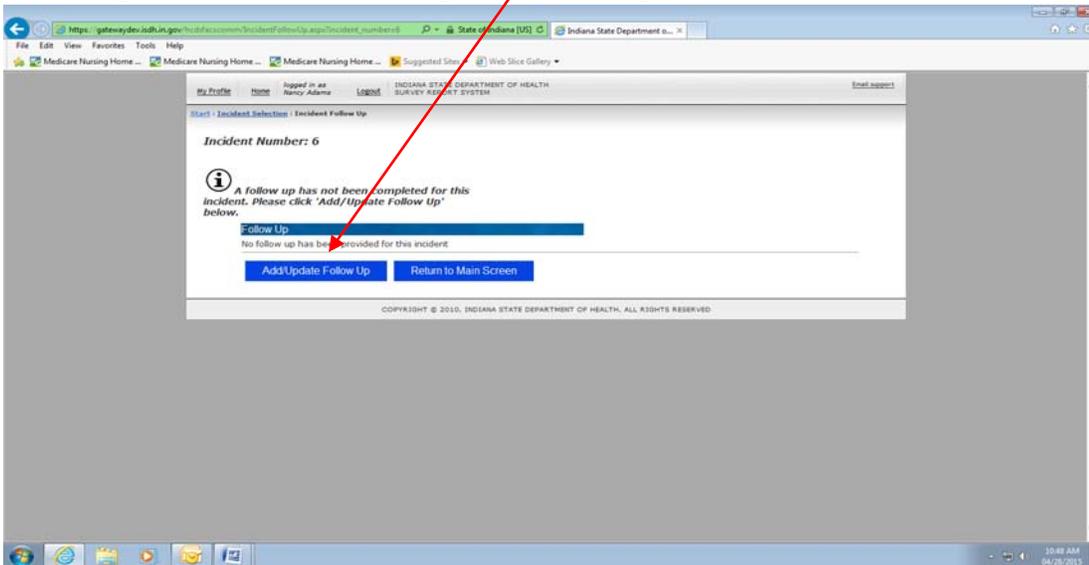
8. The Incident Report Form screen is divided into sections. Within each section click on “Add” to add or update information, then “Save” or “Cancel”. Information can be added/updated in any section at any time if the incident report has NOT been submitted. Once submitted additional information can only be added in the follow up section.



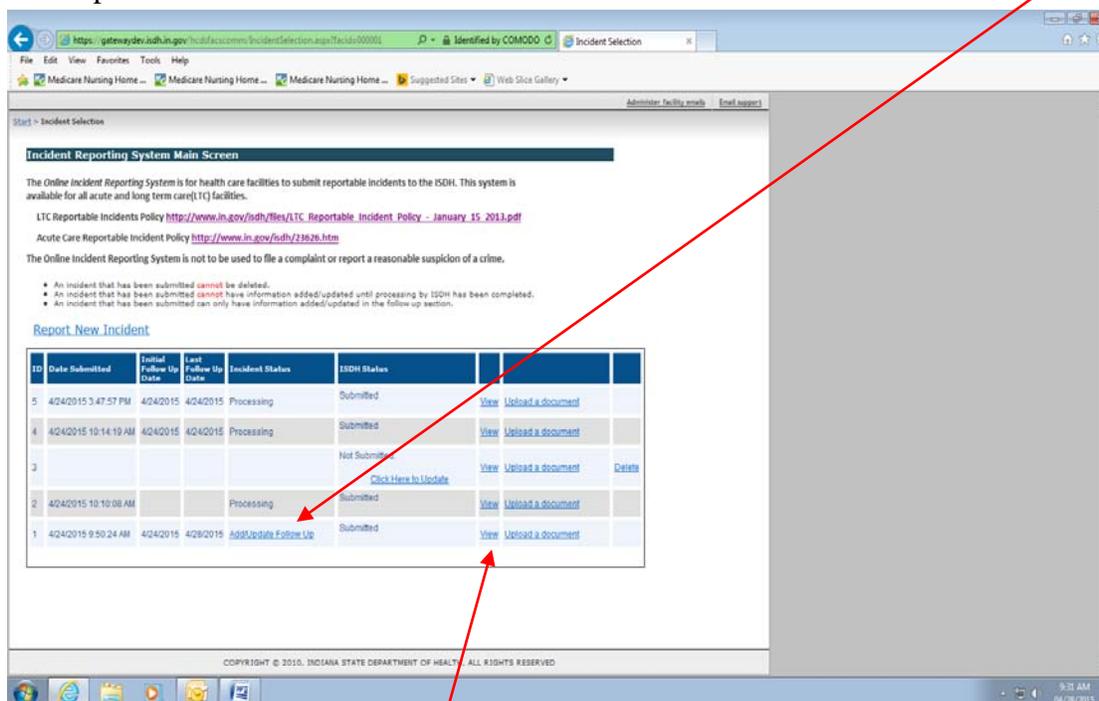
9. After completing all sections. Choose to “Submit Incident Without Follow Up”, “Submit Incident and Add Follow Up” or “Do Not Submit and Return to Main Screen”.



10. Follow up section. Click “Add/Update Follow Up” to add information.



11. To provide information after an incident report has been submitted and processed click “Add/Update Follow Up” from the Main Screen.



12. To print the incident report click “View” on the Main Screen, then click the “Print” button in the upper left corner of the incident form.

13. After submission of the incident report and follow up an email will be sent to confirm that ISDH has received the information.

14. An email will also be sent for incident report(s) that are “Not Submitted” after 3 days. This is just a reminder.