

Self-Reported Incident (SRI) Uploads for Providers

11/15/22

1. Submit the Initial SRI.

The screenshot shows the 'Self Reporting Incident Process' interface. The left sidebar contains navigation links: Home, Update Information, License Renewal/Program Re-approval, Nurse Aide Information, Self Reported Incident, 2567 / Plan of Correction, Communications, Administration, Reports, FAQs, Applications/Forms, and Notifications/Alerts & Bulletin Board. The main content area is titled 'HOME FOR RETIRED PROGRAMMERS' and 'Self Reporting Incident Process'. It features three tabs: 'I. Facility', 'II. Incident', and 'III. Resident'. The 'III. Resident' tab is active, displaying a table of 'Involved Residents'. The table has columns for 'First Name', 'Last Name', and 'DOB'. One resident is listed with 'test' for both names and '11/01/2022' for the date of birth. Below the table are 'Edit' and 'Remove' buttons. At the bottom of the form are 'Cancel', '<< Back', and 'Submit' buttons. The text '(Step 3 of 6)' is centered at the bottom.

2. After the Initial SRI is submitted, a new tab **IV. Summary** will appear. This will allow you to add an attachment using the **Supporting Documentation** box. Input the date of occurrence, then select **Upload** from the drop-down menu in the Supporting Documentation box to add the SRI Form Initial with all the additional required information.

The screenshot shows the 'Self Reporting Incident Process' interface at 'Step 4 of 6'. The left sidebar is the same as in the previous screenshot. The main content area is titled 'HOME FOR RETIRED PROGRAMMERS' and 'Self Reporting Incident Process'. It features four tabs: 'I. Facility', 'II. Incident', 'III. Resident', and 'IV. Summary'. The 'IV. Summary' tab is active, displaying the 'IV. Summary of Incident (Incident Tracking #229170)'. The form includes fields for 'Date of Occurrence' (with a calendar icon and a red arrow pointing to it with the text 'Input Date of Occurrence'), 'Time of Occurrence' (with a dropdown menu and the text '(hour: min am/pm)'), and 'Location of Occurrence'. Below these fields is a large text area for 'Narrative Summary of Incident and Investigation: (no more than 4,000 characters accepted)'. At the bottom, there is a 'Supporting documentation' section with the text '(if needed, use the dropdown list below to attach documentation)' and a dropdown menu currently set to '(None)'. A red arrow points to this dropdown with the text 'Select Upload'. At the bottom of the form are 'Cancel', 'Save', '<< Back', and 'Next >>' buttons. The text '(Step 4 of 6)' is centered at the bottom.

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- After you select **Upload**, click **Choose File** and navigate to the file you want to attach. Once the file is selected, click **Upload Documentation**.

Office of Health Assurance and Licensing
Enhanced Information Dissemination & Collection

HOME FOR RETIRED PROGRAMMERS

Self Reporting Incident Process

I. Facility II. Incident III. Resident IV. Summary

IV. Summary of Incident (Incident Tracking #229170)

Date of Occurrence: (mm/dd/yyyy)
Time of Occurrence: (hour: min am/pm)
Location of Occurrence:

Narrative Summary of Incident and Investigation: (no more than 4,000 characters accepted)

Supporting documentation
(if needed, use the dropdown list below to attach documentation)
Upload

(Either type the File Path in or click on the Browse button and find file to be uploaded)

Select Document to Add: Choose File | No file chosen
(Accepted file types are PDF, DOC, DOCX, TXT, RTF and Common image files)

Upload Documentation

(Tracking Number #229170 must be included on all communications)

Cancel Save << Back Next >>

(Step 4 of 6)

- The file will appear beneath the **Upload Documentation** button. **Be sure to include date of occurrence or the file will not save.** Select **Save**. Additional information can be added to the final SRI at a later time.

HOME FOR RETIRED PROGRAMMERS

Self Reporting Incident Process

I. Facility II. Incident III. Resident IV. Summary

IV. Summary of Incident (Incident Tracking #229170)

Date of Occurrence: (mm/dd/yyyy)
Time of Occurrence: (hour: min am/pm)
Location of Occurrence:

Narrative Summary of Incident and Investigation: (no more than 4,000 characters accepted)

Supporting documentation
(if needed, use the dropdown list below to attach documentation)
Upload

(Either type the File Path in or click on the Browse button and find file to be uploaded)

Select Document to Add: Choose File | No file chosen
(Accepted file types are PDF, DOC, DOCX, TXT, RTF and Common image files)

Upload Documentation

View Document	Submitted Date	Submitted By	Document Type	Delete
	11/14/2022	JILL.SHONK	PDF	

(Tracking Number #229170 must be included on all communications)

Cancel Save << Back Next >>

Uploaded Document