

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 'Self Reporting Incident Process' and has tabs for I. Facility, II. Incident, and III. Resident. The 'III. Resident' tab is active, showing 'Involved Residents (Add Resident)'. A table lists one resident with First Name 'test', Last Name 'test', and DOB '11/01/2022'. Below the table are 'Edit' and 'Remove' links. At the bottom are 'Cancel', '<< Back', and 'Submit' buttons. The status '(Step 3 of 6)' is displayed.

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 'IV. Summary of Incident (Incident Tracking #229170)' tab. It includes fields for 'Date of Occurrence' (with a calendar icon), 'Time of Occurrence' (with a dropdown), and 'Location of Occurrence' (text input). A large text area is labeled 'Narrative Summary of Incident and Investigation: (no more than 4,000 characters accepted)'. Below this is the 'Supporting documentation' section, which includes a dropdown menu currently set to '(None)'. Red arrows point to the date field and the dropdown menu with the text 'Input Date of Occurrence' and 'Select Upload' respectively. At the bottom are 'Cancel', 'Save', '<< Back', and 'Next >>' buttons. The status '(Step 4 of 6)' is displayed.

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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
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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.

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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