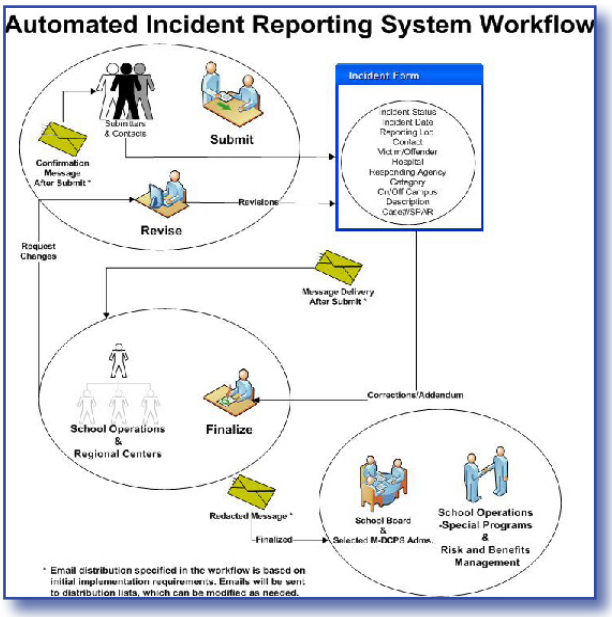
AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

INTRODUCTION

The **Automated Incident Reporting System (AIRS)** is a web-based system integrated into the Employee Portal to automate the Incident Reporting and distribution procedures. It allows schools, Region Offices, and work locations to enter information online and immediately transmit the information, via email to School Operations, School Operations-Special Programs, and Risk and Benefits Management. These departments will have full access to the detailed and redacted information entered online. Redacted information emails are ultimately sent to School Board members and senior staff via this automation as well.

School site administrators will assign **Quad A** access to designated staff members for WAIS - INCIDENT RPT SUBMT.

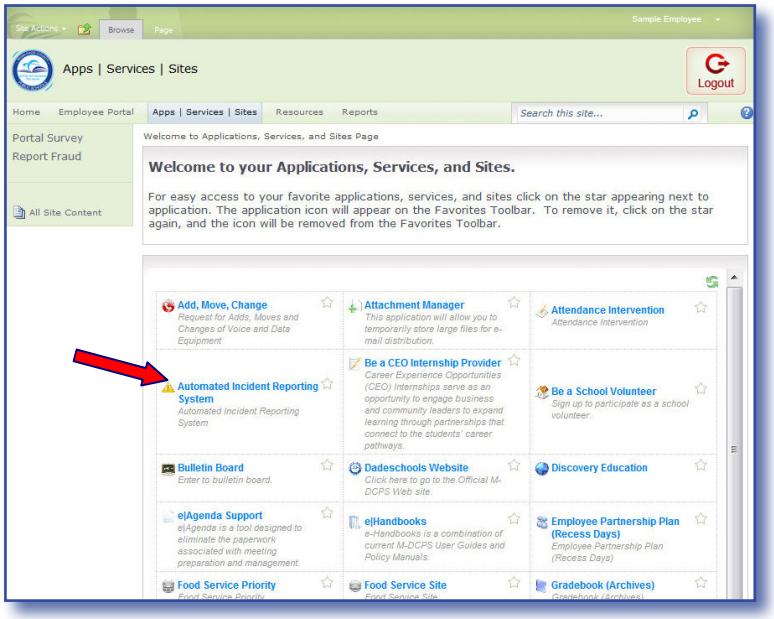


GETTING STARTED

To access the **Automated Incident Reporting System (AIRS)**, log in to the **Employee Portal,**

▼ Select Apps | Services | Sites

From the **Apps | Services | Sites** page,

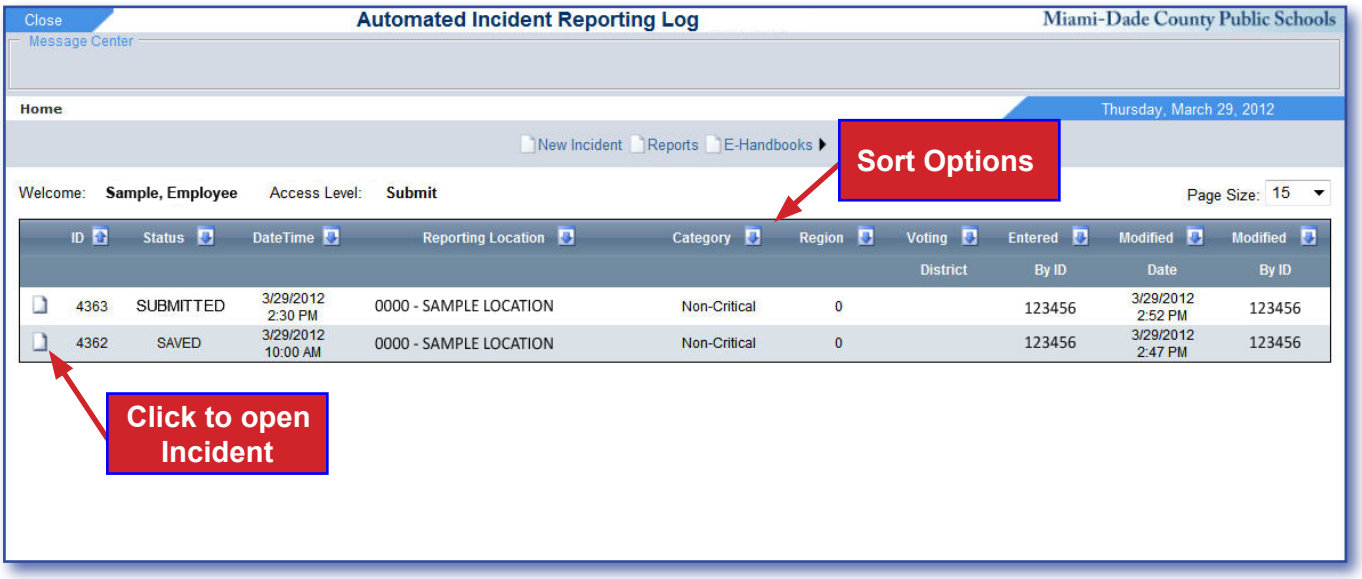


▼ Select Automated Incident Reporting System

The **Automated Incident Reporting Log, Home** page will display.

AUTOMATED INCIDENT REPORTING SYSTEM LOG (HOME PAGE)

The **Automated Incident Reporting System Log** page lists all the incidents in descending order and reporting details for the location. Each column has sorting options to view the incidents by ascending/descending order. To change the incidents sorting order, click on the arrow next to the column header that you wish to sort. The **Incident Status** for each entry will be displayed for tracking the Incident Notification Forms.



There are three (4) status categories: Save, Submitted, Revised and Finalized.

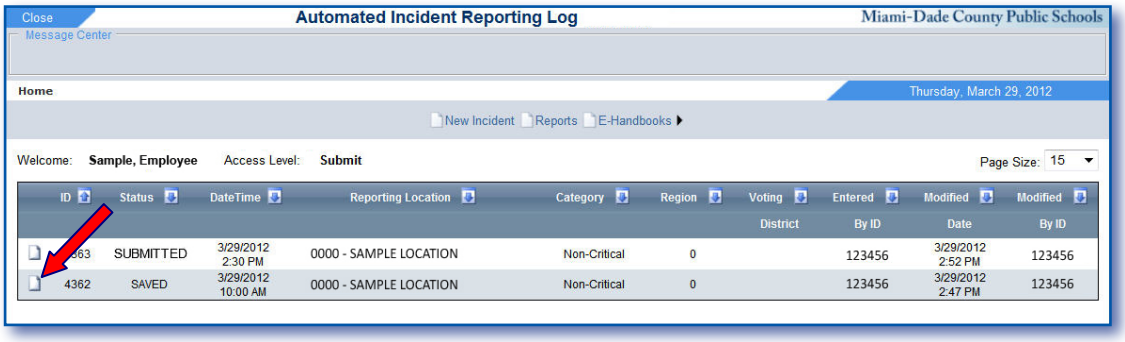
Save Originating staff member creates a New Incident and clicks on **Save**. The information is added to the database to be submitted at a later time. An incident ID number will be assigned to the Saved incident and it is visible in the Log page for the originating site only.

Submitted Originating staff member creates a New Incident and clicks on **Submit**. The information is added to the database. An Incident Notification ID number will be assigned to the **Incident Notification Form**. The form becomes visible in the Log page to the originating site, School Operations, School Operations-Special Programs, and Risk and Benefits Management.

Revised School Operations reviews the Incident Notification Form. Revisions can be made by School Operations or the originating site. Click **Revise** to submit the revised form. The form remains visible to the originating site, School Operations, School Operations-Special Programs, and Risk and Benefits Management.

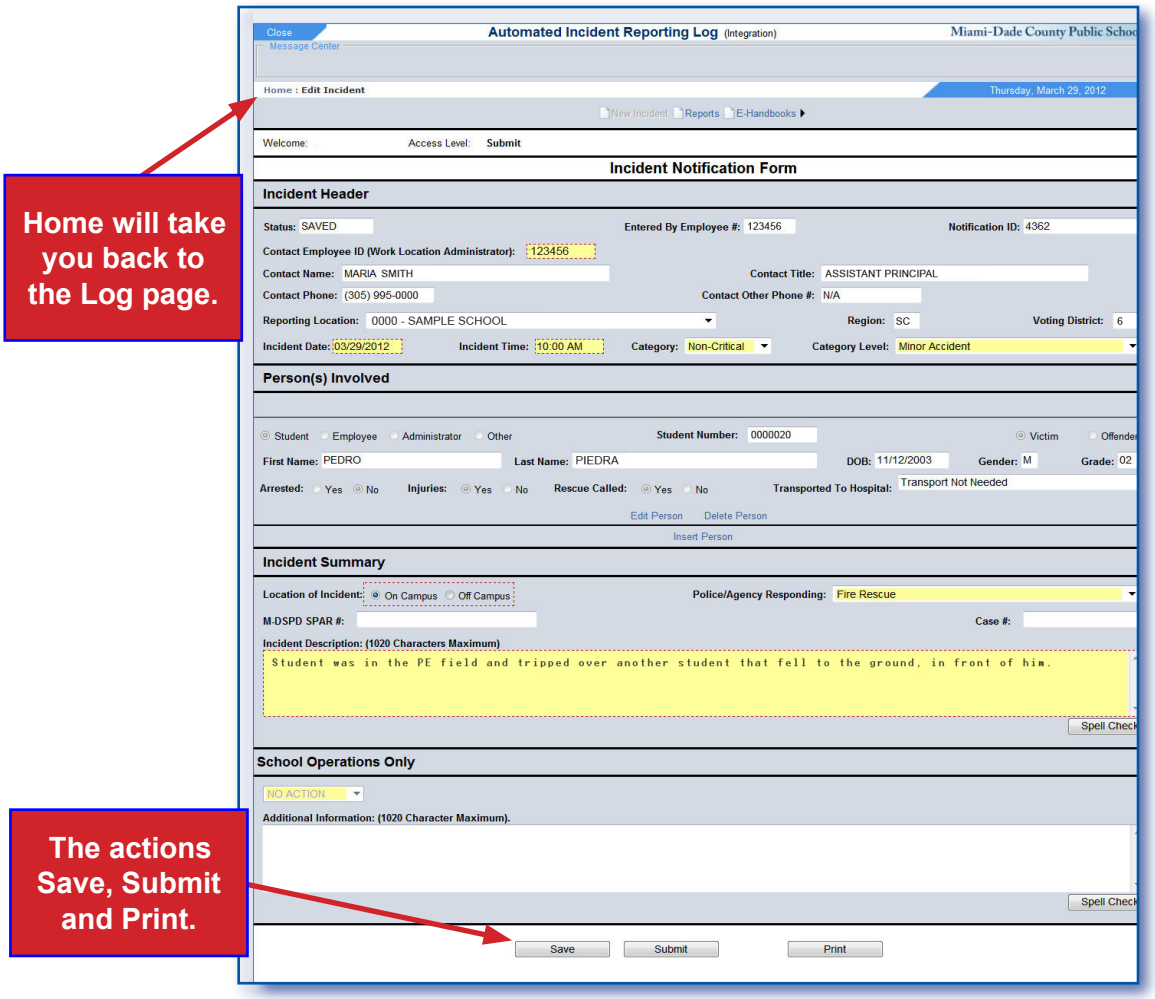
Finalized School Operations has reviewed and/or revised the Incident Notification Form. The form is saved to the database and generates a Redacted Data form when School Operations clicks on **Finalize**. An email to School Board and selected staff members from other M-DCPS locations will be sent. The form remains visible to the originating site, School Operations, School Operations-Special Programs, and Risk and Benefits Management.

To view an **Incident Notification Form**, from the Automated Incident Reporting Log page,



▼ **Click** on the document icon next to the Incident ID number

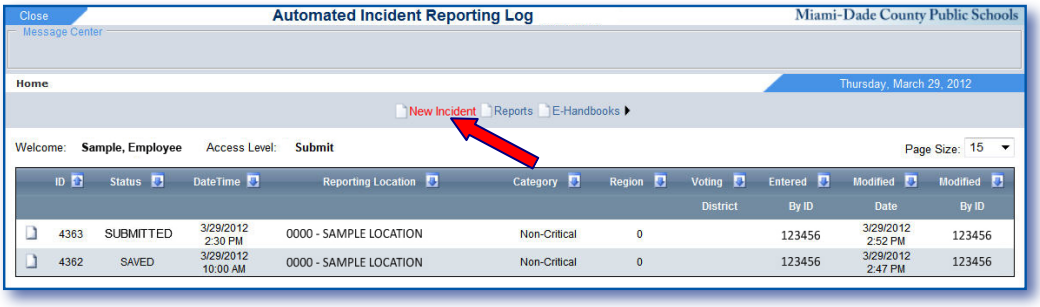
The **Incident Notification Form** will open. Forms with a status of submitted or revised can be edited. Once the incident is finalized, the form cannot be edited except by School Operations.



NOTE: Work locations view and revise only their own incidents. Regional Centers will view incidents from all schools assigned to them and can enter incidents for these schools. School Operations will view all incidents from all locations and can enter incidents for any location, if necessary. School Operations-Special Programs and Risk and Benefits Management can view only, but for all locations.

Creating a New Incident

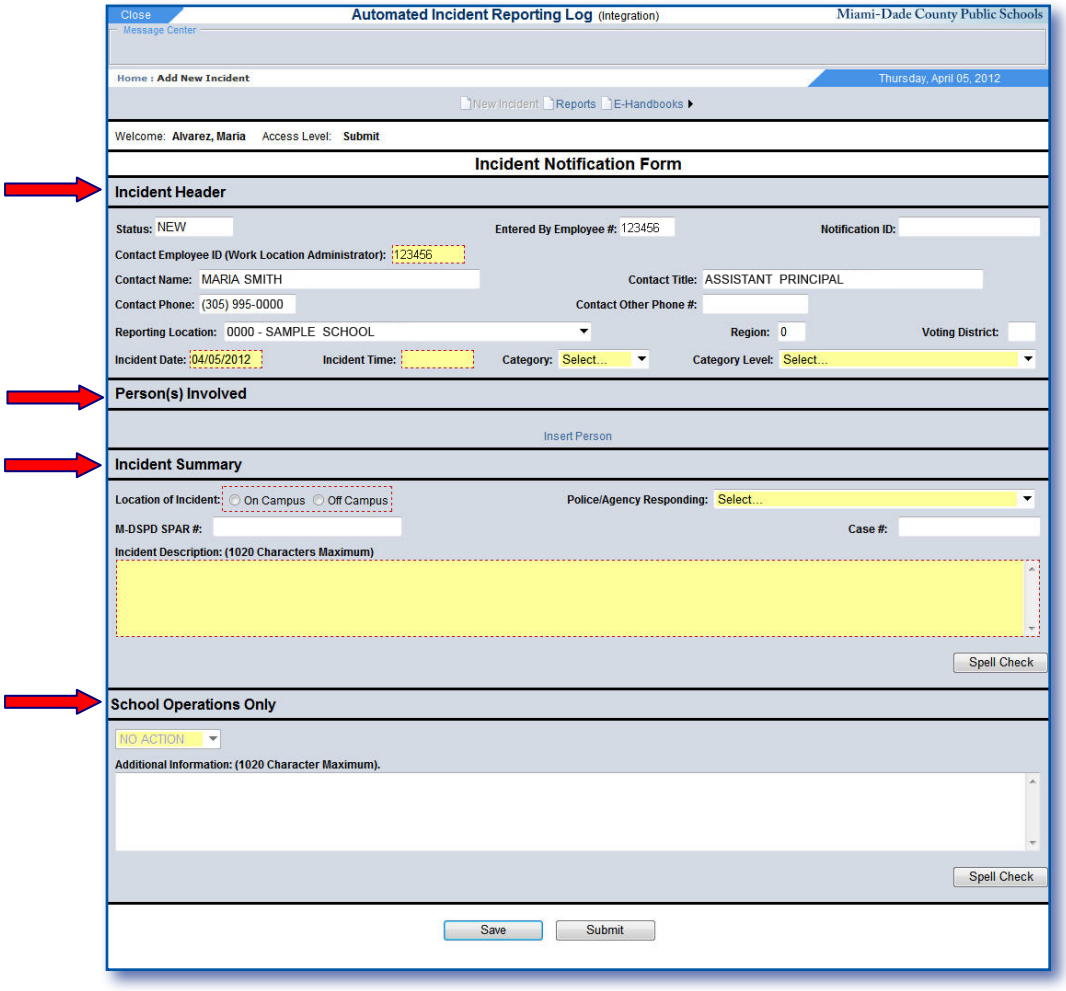
From the **Automated Incident Reporting Log** page,



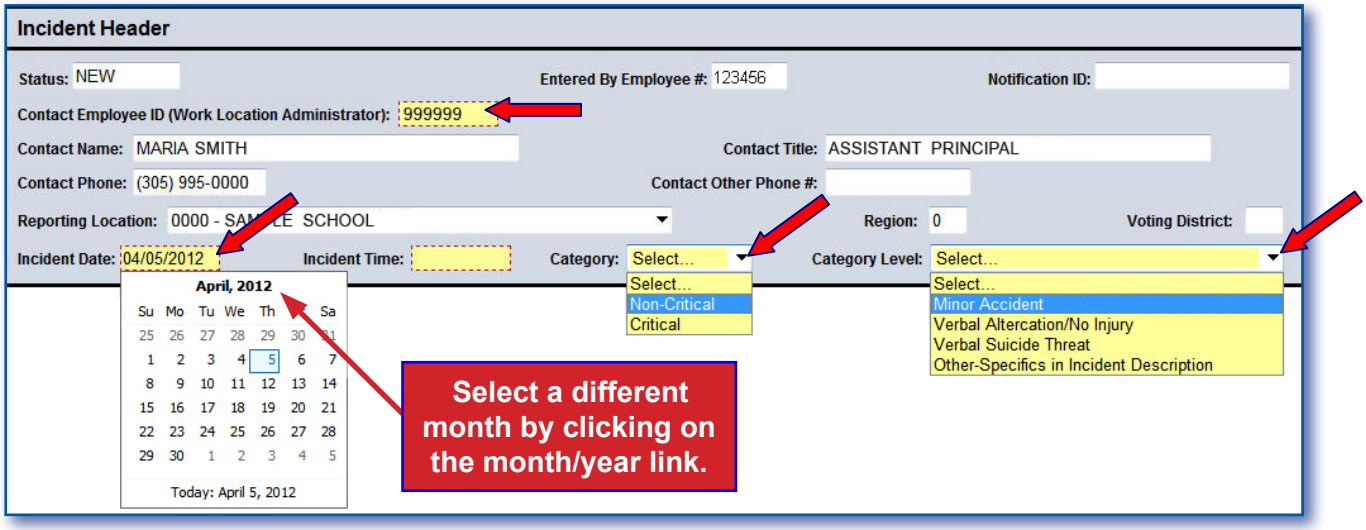
▼ Click New Incident

A new **Incident Notification Form** will open. The **Incident Notification Form** is divided into four (4) sections: **Incident Header, Person(s) Involved, Incident Summary** and **School Operations Only**. Each section will be explained separately.

The **Incident Header** section, will automatically display the information of the employee logged on to the AIRS and entering the information. This information cannot be changed.

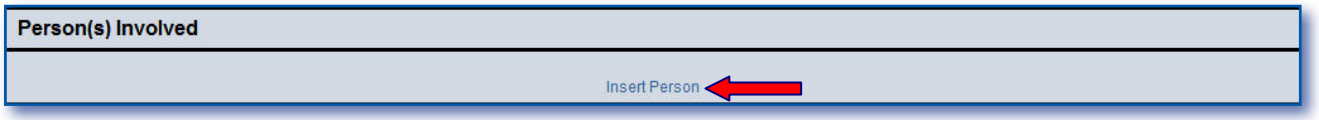


On the **Incident Heder** section,



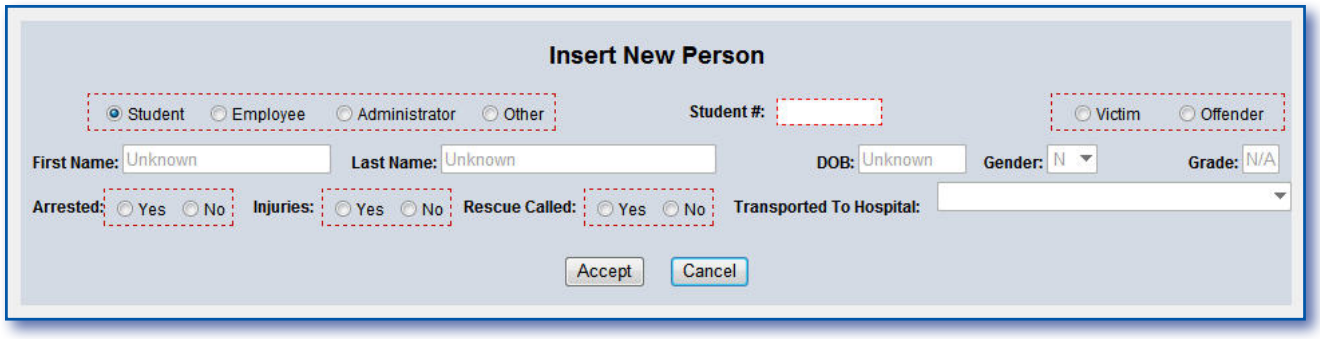
- ▼ **Type** **Contact Employee ID (Work Location Administrator)**
- ▼ **Verify** the contact name, contact title and contact phone number *(generated by the contact employee ID)*
- ▼ **Type** **Contact Other Phone #** *(not required)*
- ▼ **Verify** **Reporting Location, Region, Voting District** *(generated by the employee ID of the person entering the information)*
- ▼ **Click** **Incident Date** field to open calendar and select incident date
- ▼ **Type** **Incident Time**
- ▼ **Click** **Category** drop-down menu
- ▼ **Select** **Critical or Non-Critical**
- ▼ **Click** **Category Level** drop-down menu
- ▼ **Select** the type of incident

On the **Person(s) Involved** section, enter the information for each person involved (victim and/or offender),

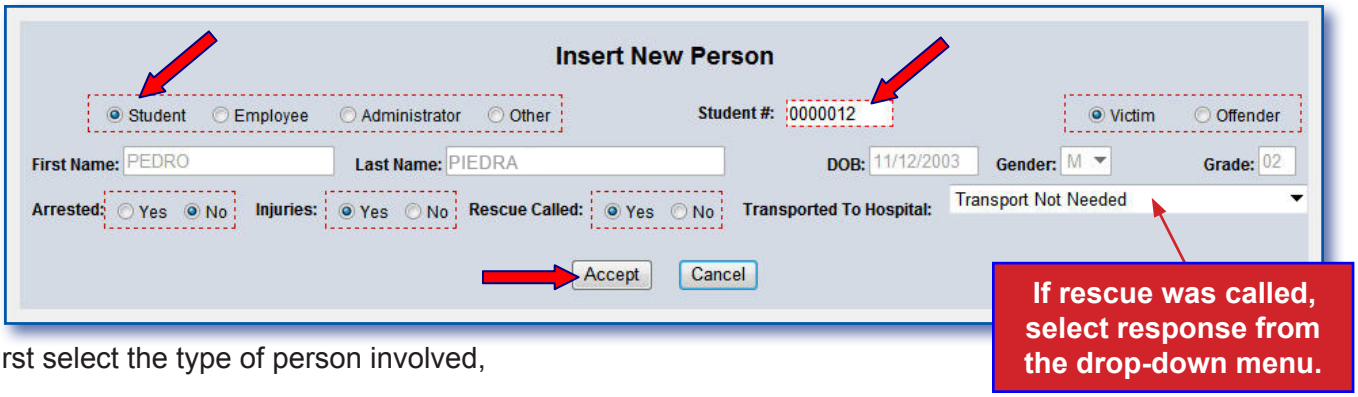


- ▼ **Click** **Insert Person**

The **Insert New Person** section will open.



On the **Insert New Person** section, as you select the type of person involved in the incident, **Student, Employee, Administrator, or Other,** it will display fields to enter information specific for that type of person. *[For example: Student requires a Student #, the other fields will be pre-populated by the student ID #.]*



First select the type of person involved,

▼ **Click** on **Student, Employee, Administrator** or **Other,** *(student was used for this sample)*
▼ **Type** **Student ID #** *(if applicable)*

The First name, Last Name, DOB, Gender and Grade will be displayed.

▼ **Click** **Victim** or **Offender**
▼ **Verify** **Name, DOB, Gender, Grade,** *(generated by the ID #, if applicable)*
▼ **Click** **Yes** or **No** for **Arrested, Injuries,** and **Rescue Called**

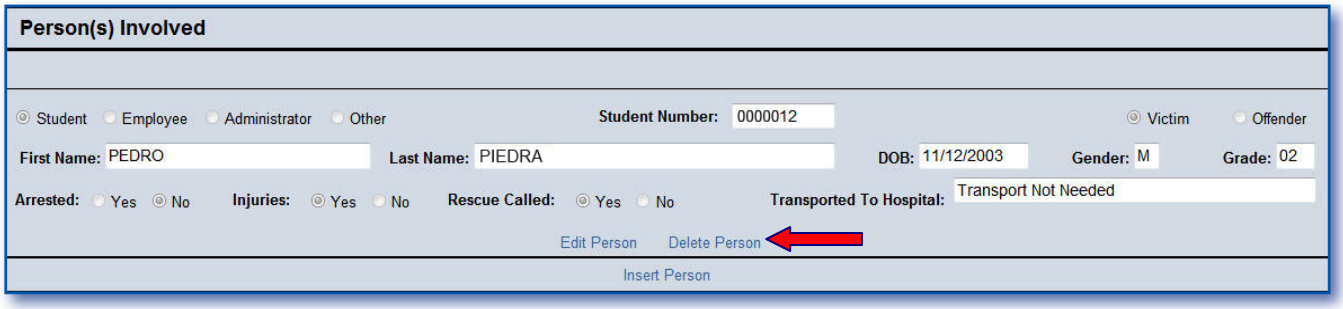
If the rescue was called,

▼ **Select** appropriate response from the **Transported To Hospital** drop-down menu

When finished,

▼ **Click** **Accept**

The information will be added to the **Person(s) Involved** section of the new incident. Repeat the process to add all the persons involved in the incident.

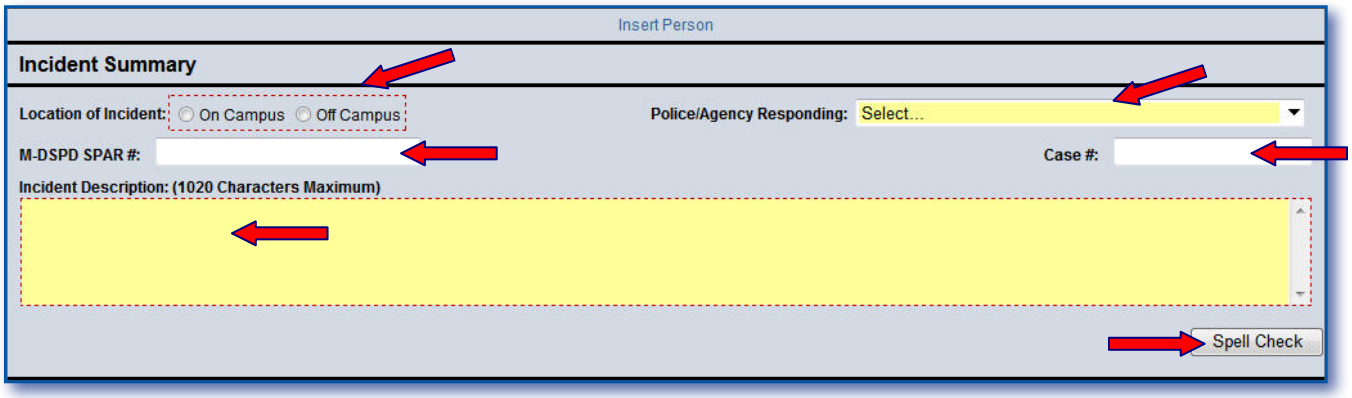


To delete a person from the section,

▼ **Click** **Delete Person**

The person will be deleted from the section.

In the **Incident Summary** section, select the location of incident,



▼ **Click** **On Campus** or **Off Campus**
▼ **Click** on the **Police/Agency Responding** drop-down menu
▼ **Select** appropriate agency
▼ **Type** the **M-DCPS SPAR #**
▼ **Type** the **Case #,** if applicable *(15 characters maximum)*
▼ **Type** the incident description (1020 characters maximum)

After you finished typing, use the **Spell Check** option to check the spelling of the text. *[The cursor must be inside the text box in order for the Spell Check to work.]*

▼ **Click** **Spell Check**

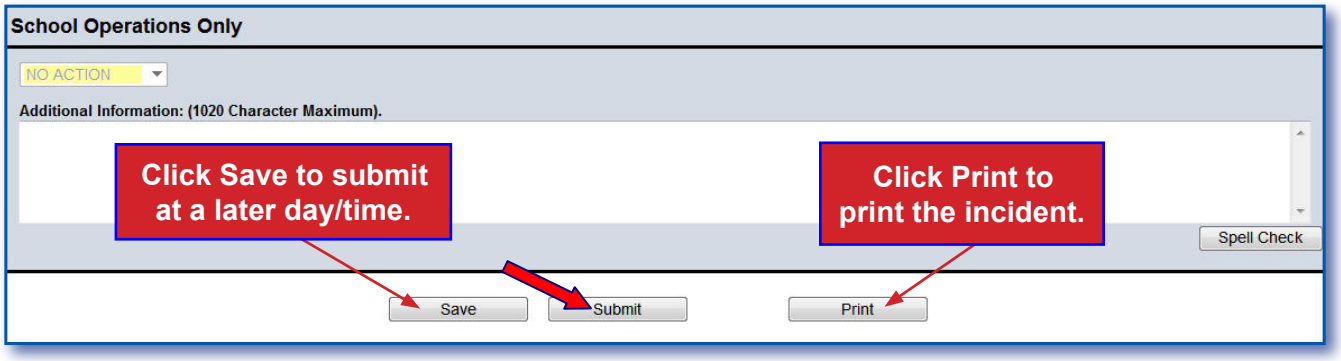
Make changes as necessary. The message **"The Spell Check is complete!"** will display.

▼ **Click** **OK**

Tips for Writing Incident Descriptions

- Refer to individuals as alleged victims and/or offender and refrain from using names.
- Indicate whether the injured person transported to the hospital was accompanied by a staff member or parent/guardian.
- Use correct grammar and spelling.
- Indicate other agencies contacted for this incident (if applicable).

The **School Operations Only** section is to be used by the School Operations only for corrections or addenda. School site staff cannot enter incident information into this section.



Use the **Save** button to save the information and submit it at a later time.

When all the form information has been entered and verified,

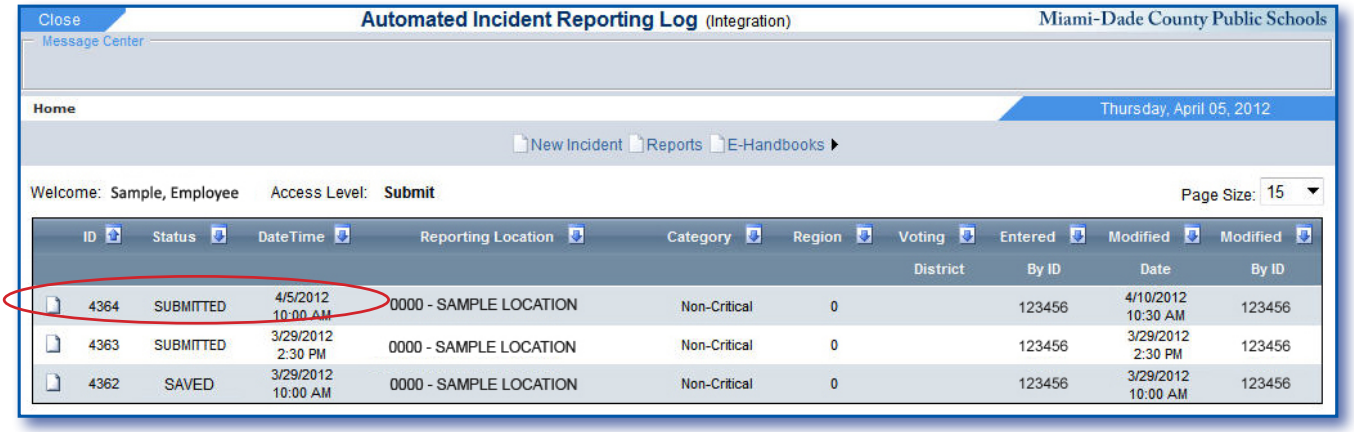
▼ **Click** **Submit**

If there are no errors on the page, the message **"Your Incident has been Processed"** will display.

▼ **Click** **OK**

Errors must be corrected before submitting the Incident Notification Form. If there are errors or missing information, a message box pointing to the field that needs to be corrected will be displayed.

A number will be assigned to the new **Incident Notification Form** and will be displayed on the **Automated Incident Reporting Log** page.

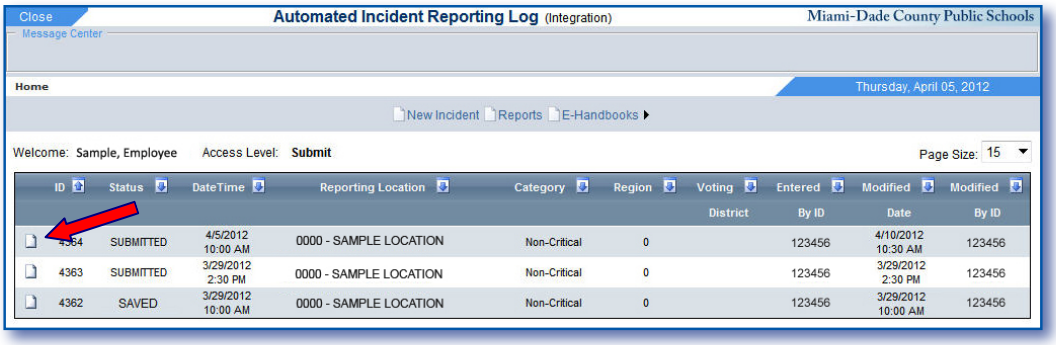


A confirmation email will be sent to the specified contact person, the incident originator and School Operations upon submitting the **Incident Notification Form.** School Operations will finalize the Incident Notification Form.

Revising an Incident Notification Form

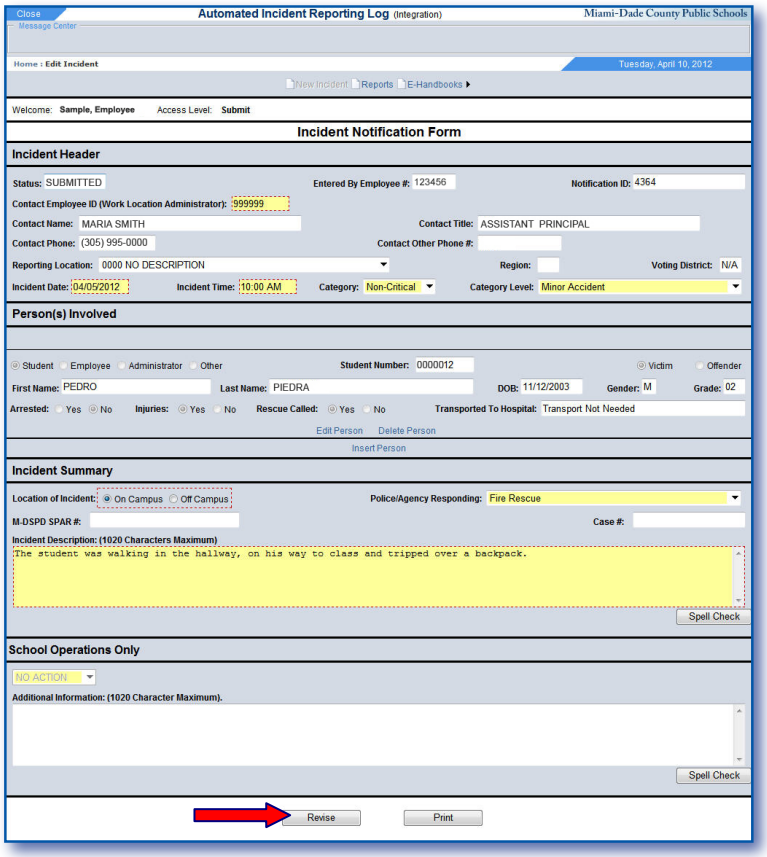
You can make changes to a submitted **Incident Notification Form.** These changes can be entered by the submitter or School Operations. Once an **Incident Notification Form** is FINALIZED, it can only be revised further by School Operations.

On the **Automated Incident Reporting System Log** page,



▼ **Click** on the document icon next to the Incident ID number

The **Incident Notification Form** will open.



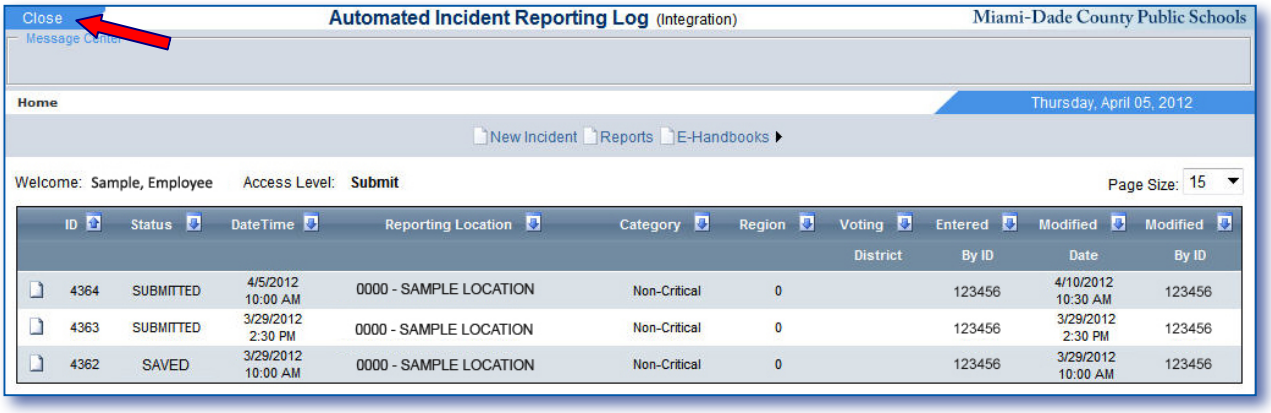
Make all the necessary changes, when finished,

▼ **Click** **Revise**

The **Incident Notification Form** will be updated, the status will changed from Submitted to Revised.

To Exit the Portal

It is important to close the application and exit the Portal to prevent access to your Portal by others.



	ID	Status	DateTime	Reporting Location	Category	Region	Voting District	Entered By ID	Modified Date	Modified By ID
	4364	SUBMITTED	4/5/2012 10:00 AM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	4/10/2012 10:30 AM	123456
	4363	SUBMITTED	3/29/2012 2:30 PM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 2:30 PM	123456
	4362	SAVED	3/29/2012 10:00 AM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 10:00 AM	123456

▼ **Click** **Close, in the upper left corner of the page**
▼ **Click** **Yes to close the web page**

From the Employee Portal page,

▼ **Click** **Logout**

The message **"You have successfully logged off of the system"** will display.

Whom to Contact for Assistance

For questions or comments, please contact School Operations at 305-995-4252.