

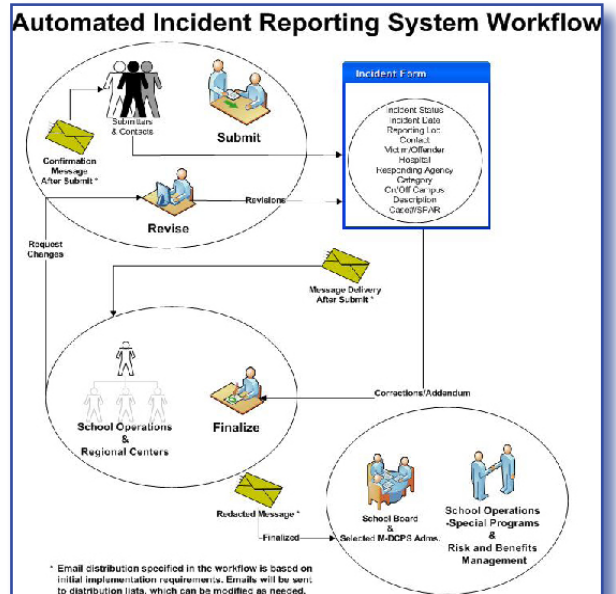


AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

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.

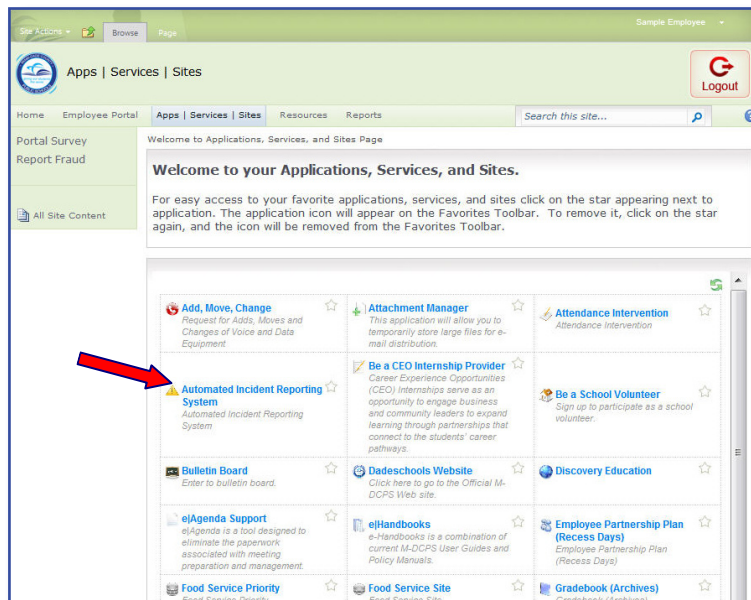


GETTING STARTED

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 (AIRS)

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.

Close Automated Incident Reporting Log Miami-Dade County Public Schools

Message Center

Home Thursday, March 29, 2012

New Incident Reports E-Handbooks

Welcome: Sample, Employee Access Level: Submit Page Size: 15

ID	Status	DateTime	Reporting Location	Category	Region	Voting	Entered	Modified	Modified
						District	By ID	Date	By ID
4363	SUBMITTED	3/29/2012 2:30 PM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 2:52 PM	123456
4362	SAVED	3/29/2012 10:00 AM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 2:47 PM	123456

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.



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

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

ID	Status	Date/Time	Reporting Location	Category	Region	Voting District	Entered By ID	Modified Date	Modified By ID
4363	SUBMITTED	3/29/2012 2:30 PM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 2:52 PM	123456
4362	SAVED	3/29/2012 10:00 AM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 2:47 PM	123456

▼ 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.

Home will take you back to the Log page.

Incident Notification Form

Status: SAVED Entered By Employee #: 123456 Notification ID: 4362

Contact Employee ID (Work Location Administrator): 123456

Contact Name: MARIA SMITH Contact Title: ASSISTANT PRINCIPAL

Contact Phone: (305) 995-0000 Contact Other Phone #: N/A

Reporting Location: 0000 - SAMPLE SCHOOL Region: SC Voting District: 6

Incident Date: 03/29/2012 Incident Time: 10:00 AM Category: Non-Critical Category Level: Minor Accident

Person(s) Involved

Student Employee Administrator Other Student Number: 0000020 Victim Offender

First Name: PEDRO Last Name: PIEDRA DOB: 11/12/2003 Gender: M Grade: 02

Arrested: Yes No Injuries: Yes No Rescue Called: Yes No Transported To Hospital: Yes Transport Not Needed

Incident Summary

Location of Incident: On Campus Off Campus Police/Agency Responding: Fire Rescue

M.DSPD SPAR #: Case #:

Incident Description: (1020 Characters Maximum)

Student was in the PE field and tripped over another student that fell to the ground, in front of him.

School Operations Only

NO ACTION

Additional Information: (1020 Character Maximum)

Save Submit Print

The actions Save, Submit and Print.

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.



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

Creating a New Incident

From the Automated Incident Reporting Log page,

ID	Status	DateTime	Reporting Location	Category	Region	Voting District	Entered By ID	Modified Date	Modified By ID
4363	SUBMITTED	3/29/2012 2:30 PM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 2:52 PM	123456
4362	SAVED	3/29/2012 10:00 AM	0000 - SAMPLE LOCATION	Non-Critical	0		123456	3/29/2012 2:47 PM	123456

▼ 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.

Incident Notification Form

Incident Header

Status: NEW Entered By Employee #: 123456 Notification ID:

Contact Employee ID (Work Location Administrator): 123456

Contact Name: MARIA SMITH Contact Title: ASSISTANT PRINCIPAL

Contact Phone: (305) 995-0000 Contact Other Phone #:

Reporting Location: 0000 - SAMPLE SCHOOL Region: 0 Voting District:

Incident Date: 04/05/2012 Incident Time: Category: Select... Category Level: Select...

Person(s) Involved

Incident Summary

Location of Incident: On Campus Off Campus Police/Agency Responding: Select...

M-DSPD SPAR #: Case #:

Incident Description: (1020 Characters Maximum)

School Operations Only

Additional Information: (1020 Character Maximum)



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

On the **Incident Header** section,

Incident Header

Status: NEW Entered By Employee #: 123456 Notification ID:

Contact Employee ID (Work Location Administrator): 999999

Contact Name: MARIA SMITH Contact Title: ASSISTANT PRINCIPAL

Contact Phone: (305) 995-0000 Contact Other Phone #:

Reporting Location: 0000 - SAMPLE SCHOOL Region: 0 Voting District:

Incident Date: 04/05/2012 Incident Time: Category: Select... Category Level: Select...

April, 2012

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: April 5, 2012

Select a different month by clicking on the month/year link.

- ▼ **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),

Person(s) Involved

Insert Person

- ▼ **Click** Insert Person

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

Insert New Person

Student Employee Administrator Other Student #:

Victim Offender

First Name: Unknown Last Name: Unknown DOB: Unknown Gender: N Grade: N/A

Arrested: Yes No Injuries: Yes No Rescue Called: Yes No Transported To Hospital:

Accept Cancel



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

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 #.]

Insert New Person

Student Employee Administrator Other

Student #: 0000012

Victim Offender

First Name: PEDRO Last Name: PIEDRA DOB: 11/12/2003 Gender: M Grade: 02

Arrested: Yes No Injuries: Yes No Rescue Called: Yes No Transported To Hospital: Transport Not Needed

Accept Cancel

If rescue was called, select response from the drop-down menu.

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.

Person(s) Involved

Student Employee Administrator Other

Student Number: 0000012

Victim Offender

First Name: PEDRO Last Name: PIEDRA DOB: 11/12/2003 Gender: M Grade: 02

Arrested: Yes No Injuries: Yes No Rescue Called: Yes No Transported To Hospital: Transport Not Needed

Edit Person Delete Person

Insert Person

To delete a person from the section,

- ▼ Click **Delete Person**

The person will be deleted from the section.



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

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

The screenshot shows the 'Incident Summary' form. At the top, there is a tab labeled 'Insert Person'. Below it, the 'Incident Summary' section contains several fields: 'Location of Incident' with radio buttons for 'On Campus' and 'Off Campus'; 'Police/Agency Responding' with a yellow drop-down menu showing 'Select...'; 'M-DSPD SPAR #' with a text input field; 'Case #' with a text input field; and 'Incident Description: (1020 Characters Maximum)' with a large yellow text area. A 'Spell Check' button is located at the bottom right of the form. Red arrows point to each of these elements.

- ▼ 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).



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

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.

School Operations Only

NO ACTION

Additional Information: (1020 Character Maximum).

Click Save to submit at a later day/time.

Click Print to print the incident.

Save Submit Print

Spell Check

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.

Close Automated Incident Reporting Log (Integration) Miami-Dade County Public Schools

Message Center

Home Thursday, April 05, 2012

New Incident Reports E-Handbooks

Welcome: Sample, Employee Access Level: Submit Page Size: 15

ID	Status	Date Time	Reporting Location	Category	Region	Voting	Entered	Modified	Modified
						District	By ID	Date	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

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.



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

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,

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 on the document icon next to the Incident ID number

The **Incident Notification Form** will open.

Incident Header

Status: SUBMITTED Entered By Employee #: 123456 Notification ID: 4364

Contact Employee ID (Work Location Administrator): 999999

Contact Name: MARIA SMITH Contact Title: ASSISTANT PRINCIPAL

Contact Phone: (305) 995-0000 Contact Other Phone #:

Reporting Location: 0000 NO DESCRIPTION Region: Voting District: N/A

Incident Date: 04/05/2012 Incident Time: 10:00 AM Category: Non-Critical Category Level: Minor Accident

Person(s) Involved

Student Number: 0000012

First Name: PEDRO Last Name: PIEDRA DOB: 11/12/2003 Gender: M Grade: 02

Arrested: Yes No Injuries: Yes No Rescue Called: Yes No Transported To Hospital: Transport Not Needed

Incident Summary

Location of Incident: On Campus Off Campus Police/Agency Responding: Fire Rescue

M-DSPD SPAR #: Case #:

Incident Description: (1020 Characters Maximum)
The student was walking in the hallway, on his way to class and tripped over a backpack.

School Operations Only

NO ACTION

Additional Information: (1020 Character Maximum)

Revise Print

Make all the necessary changes, when finished,

▼ Click **Revise**

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



AUTOMATED INCIDENT REPORTING SYSTEM (AIRS)

To Exit the Portal

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

The screenshot shows the 'Automated Incident Reporting Log (Integration)' page for Miami-Dade County Public Schools. The page header includes a 'Close' button (indicated by a red arrow), a 'Message Center' link, and the date 'Thursday, April 05, 2012'. Below the header, there are navigation links for 'New Incident', 'Reports', and 'E-Handbooks'. The user is identified as 'Sample, Employee' with an 'Access Level' of 'Submit'. The page size is set to 15. The main content is a table with the following data:

ID	Status	DateTime	Reporting Location	Category	Region	Voting	Entered	Modified	Modified
						District	By ID	Date	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.