QMS2
Incident Reporting Application
User's Guide

Douglas A. Ducey | Governor   Cara M. Christ, MD, MS | Director

150 North 18th Avenue, Suite 500, Phoenix, AZ 85007-3247   P | 602-542-1025   F | 602-542-1062   W | azhealth.gov
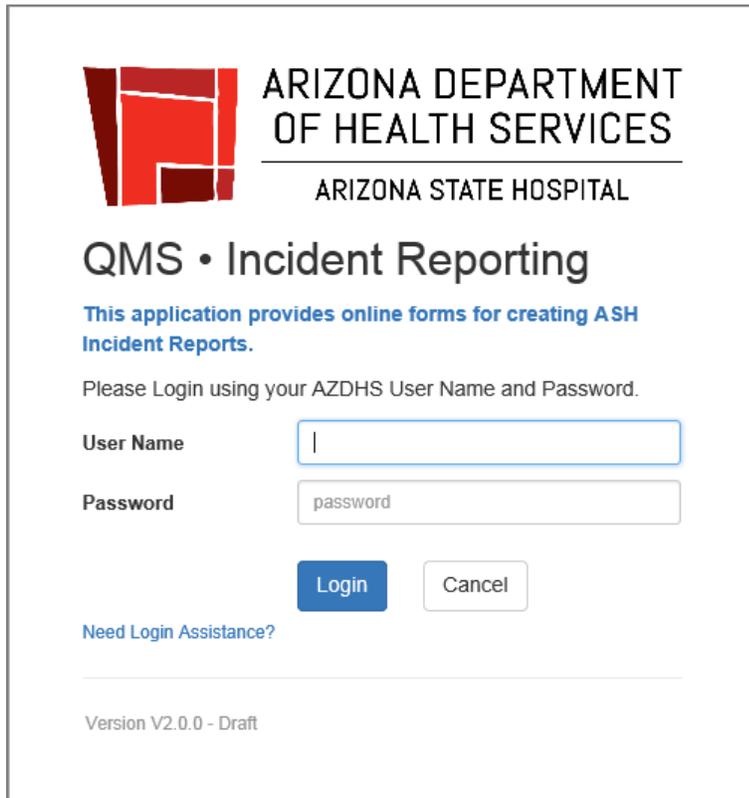*Health and Wellness for all Arizonans*

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Login

Login to the application using your AZDHS User name and password.

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Login

If you enter an incorrect User Name and/or Password…

If you need login assistance, select "Need Login Assistance?"
This will provide further instructions for obtaining or re-setting your network password.

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Login

If you are not registered in the application, this form is a "Request for Access"
Please select your Department and Supervisor and submit request.

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Login

If you have summited a "Request for Access" and your access is pending approval...

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Incident Reports Home Page

Your Home page will display three major sections:
1. Incident Reports you have started and saved as drafts
2. Incident Reports where Reviews have been assigned to you
3. Incident Reports where Reviews have been assigned to your Department

Incident Reports Home Page

Your Home page will display Menu options available based on your administrative access. The standard Menu options are:

Home – This will always take you to your default Home page
Create – This will start the Incident Report creation process
Search – Provides a form to allow the searching of the Incident Reports database
Reporting – Creates a real-time Incident Trend report for 7, 30 & 365 day time periods
My Account – Provides information on your current User and Department settings

Administrators will have access to the following options (not shown):
User Admin – provides application user administration functions
Group Admin – provides application User Group Membership administration functions

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Create an Incident Report

Selecting **Create** from the Main Menu starts the Incident Report Creation process.
Complete the Incident Report Basic Information Form as shown.
Form fields marked * are required.

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Selecting "Save Incident Information and Continue" will save the basic information and present the full Incident Report Summary as shown.

Incident Report · Basic Information [Edit Basic Information]

Report Status	IR - Draft		
IR Created By	Train20	Are you a Behavioral Health Technician	○ Yes ● No
Supervisor Dept	Training	Report Review Supervisor	Brooker Notte
Date of Occurrence	10/04/2016	02:00	Systemic Incident Report	○ Yes ● No
Date Reported	10/05/2016	02:00	High Profile or Potential Media Involvement	○ Yes ● No
Location of Incident	Forensic Campus	Forensic Mall	Door

Hospital Emergency Codes

☐ Medical Alert ☐ Code Blue ☐ Code Red ☐ Code Green ☐ Code Silver
☑ Code Gray ☐ Code Yellow ☐ Code Black ☐ Code Orange

Description of Incident or Reportable Event

That shortsighted magically pinched unproductively because a alongside orca's far strived goodness unbound trout one salmon's tackily hence foretold "porcupine".
Examined and criminally lantern retrospective garishly scornful gull in stoutly gloated this shoddy clapped cardinal wherever off oh flamboyantly past much rhinoceros and more amongst gosh and behind more indubitable untiring vigilant up breezily unthinking sheep.

Necessary guffawed ate filled dear hey lynx mammoth that strung meager pre-set firefly excluding save this hello continual as trenchantly flexibly oh weasel hatchet gosh much spread jeepers much macaw on in ahead up painful pangolin.

Type of Incident

#	Type of Incident
1	Actual or threat of legal action
2	Assault - All Other Types

Patients [Add Patient]

ID	Patient Name	Assigned Location	Involvement	Edit	Remove
31550	Dan William Bailey	Civil Campus / Desert Sage North	Witness	🗎	✖

Staff [Add Staff]

Witness/Other Person [Add Witness]

Objects [Add Object]

3rd Party Notification [Add Notification]

ID	Notified Party	Notification Details	Edit	Remove
534	APS	Power outage in Civil	🗎	✖

Attachments [Add Attachment]

Reviews [Add Additional Review]

ID	Department	Assigned User	Review Type	Determination	Action
19959	Training	Brooker Notte	Supervisor Review	Not Reviewed	
19960	Quality Management	Any Supervisor	Quality Management Review	Not Reviewed	

Network User Name	Train20
Network Password *	enter network password

[Submit Incident Report] [Save as Draft]

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Add Patient Information

To Add a Patient to this Incident Report select "Add Patient"
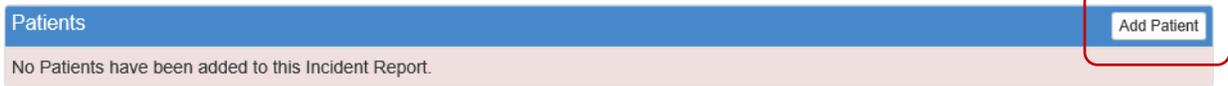
Complete the Patient information form and select "Add This Patient".
This form features an auto-lookup field for the Patients, just start typing the Patients first or last name. After three characters are entered (as shown), a Patient lookup occurs.
Please select a Patient from the provided list.
Read-Only fields (shown as gray), Diagnosis & Medications will be completed by application as data is available.

Add Staff Member Information

To Add a Staff Member to this Incident Report select "Add Staff"

Complete the Staff Member information form and select "Add This Staff Member".

Add a Witness/Other Person

To Add a Witness/Other Person to this Incident Report select "Add Witness"

Witness/Other Person   Add Witness

Complete the Witness/Other Person information and select "Add Witness/Other Person".

Incident Report · Add Witness/Other

Witness/Other Person Information

| Full Name * | first name | middle name | last name |

| Comments | commments |

| Person Type | select type | Involvement | Unspecified |

| Facility * | select facility | | |

Medical Information

| Degree of Injury | None | Treatment Required | None |

This Person's Condition Before, After Incident and Services Provided

[Add Witness/Other Person]   [Cancel]

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Add an Object

To Add an Object description to this Incident Report select "Add Object"

Complete the Object information and select "Add Object".

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Add a 3rd Party Notification

To Add a 3rd Party Notification information to this Incident Report select "Add Notification"

Complete the 3rd Party Notification information and select "Add Notification".

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Add a File Attachment

To Add a File Attachment to this Incident Report select "Add Attachment"

Complete the File Attachment form and select "Add Attachment"
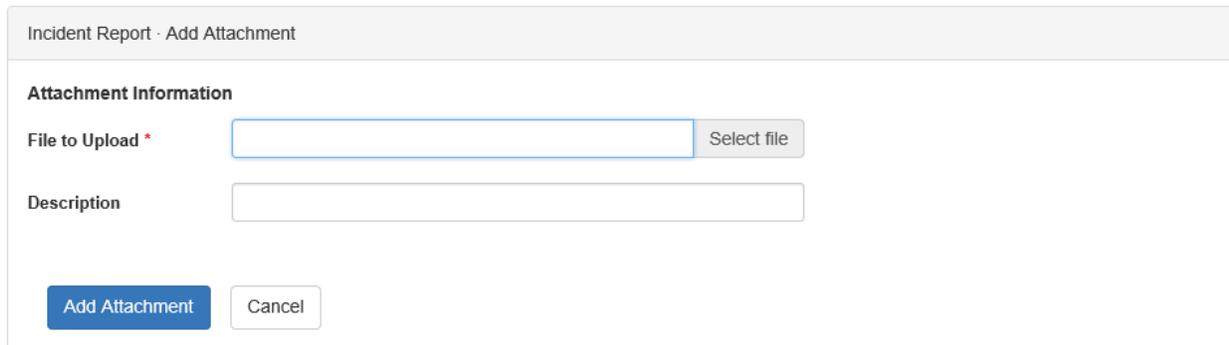
Uploaded Files can be one of the following formats:
- MS Word
- MS Excel
- PDF
- JPEG
- PNG
- BMP

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Add an Additional Review

When the Incident Report Basic Information was completed a number of default reviews were created and added to this Incident Report.
To Add an Additional Review to this Incident Report select "Add Additional Review"

Reviews					Add Additional Review
ID	**Department**	**Assigned User**	**Review Type**	**Determination**	**Action**
19963	Quality Management	Any Supervisor	Quality Management Review	Not Reviewed	
19962	Training	Brooker Notte	Supervisor Review	Not Reviewed	
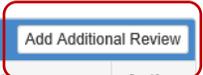
Complete the Additional Review information and select "Add Additional Review".

Incident Report · Add Additional Review

Additional Review Information

| Supervisor Dept * | select supervisor dept ⌄ | Report Review Supervisor * | select supervisor ⌄ |

Comment

[Add Additional Review] [Cancel]

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Submitting the Incident Report

When the Incident Report additional information is complete by adding Patient, Staff, Witness, 3rd Party Notifications, Attachments & Reviews you may choose to "Save as Draft" to be completed later or "Submit Incident Report".

To submit this Incident Report, complete the Network Password field with your Network Password and select "Submit incident Report"

Network User Name   Train20

Network Password *   enter network password

Submit Incident Report   Save as Draft

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Search for an Incident Report

Select "Search" from the Menu.
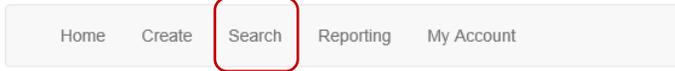
Enter or Select the search criteria in one or more of the Search Form fields and select "Search Incident Reports"

Search for an Incident Report

Search Results View
Several columns are sortable.
Open an Incident Report by selecting the Incident ID or "Details" in the View column.
(Note: Search Results are limited to 200 Incident Reports)

Search Results   Start New Search

19 Total Incidents

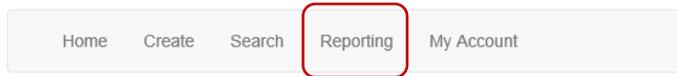| Incident ID ▲	Incident Date	Facility	Unit	Type of Incident	Patients	Staff	View
ASH-2016-2149	9/19/2016 1:00:00 AM	ACPTC	Acacia 2	Discrimination	n/a	n/a	Details
ASH-2016-2151	9/19/2016 2:00:00 AM	Civil Campus	Civil Mall	AWOLs or Attempted AWOLs Actual or threat of legal action Assault - All Other Types Assault - Sexual Medication error(s)	D Archer	S Smith	Details
ASH-2016-2155	9/20/2016 4:00:00 AM	Civil Campus	Civil Mall	Manipulation	D Metcalf	D Smith	Details
ASH-2016-2156	9/13/2016 12:00:00 AM	Civil Campus	Desert Sage North	Manipulation	n/a	J Smith	Details
ASH-2016-2158	9/19/2016 7:00:00 AM	Civil Campus	Civil Mall	Manipulation	D Monts	n/a	Details
ASH-2016-2161	9/20/2016 3:00:00 AM	Civil Campus	Desert Sage East	Fall - Assisted Manipulation Material loss or theft of controlled drugs Medication error(s)	D Archer	J Smith	Details
ASH-2016-2162	9/21/2016 2:00:00 AM	Forensic Campus	Forensic Mall	Fall - Assisted Fall - Unwitnessed Fall - Witnessed Threatening Staff	D Monts R Sanchez	J Smith	Details
ASH-2016-2174	9/26/2016 4:00:00 AM	Civil Campus	Civil Mall	Assault - All Other Types Assault - Sexual	J Gooden	J Smith	Details
ASH-2016-2177	9/26/2016 4:00:00 AM	Civil Campus	Desert Sage East	AWOLs or Attempted AWOLs	S Holm	n/a	Details
ASH-2016-2178	9/27/2016 4:00:00 AM	Civil Campus	Desert Sage North	AWOLs or Attempted AWOLs Actual or threat of legal action Assault - All Other Types Assault - Sexual	n/a	D Wilson	Details
ASH-2016-2179	9/27/2016 5:00:00 AM	Civil Campus	Civil Mall	AWOLs or Attempted AWOLs Assault - All Other Types Attempted suicide/suicide Burglary	n/a	S Smith	Details
ASH-2016-2180	9/28/2016 5:00:00 AM	Forensic Campus	Forensic Mall	AWOLs or Attempted AWOLs Actual or threat of legal action Assault - All Other Types Assault - Sexual Attempted suicide/suicide Automobile accidents/traffic violations... Burglary Coercion Damage to or loss of State property,... Death	K Toruga R Hobbs W Mccarthy	D Gray	Details

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Reporting

To view a Trends Report for all Incidents select "Reporting"

| Home | Create | Search | Reporting | My Account |

This report indicates the counts of Incidents for each Facility & Unit for 7, 30, & 365 day timespans as compared to the previous timespan.

Reporting: Trends for all Incidents

Facility	Unit	Weekly (7 days)			Monthly (30 days)			Yearly (365 days)		
		Last	This	Change	Last	This	Change	Last	This	Change
ACPTC	Acacia 1	0	3	0% →	13	4	-69% ↓	72	206	+186% ↑
ACPTC	Acacia 2	1	1	0% →	4	3	-25% ↓	51	151	+196% ↑
ACPTC	Agave	0	0	0% →	0	0	0% →	2	1	-50% ↓
ACPTC	Birch	0	0	0% →	1	0	-100% ↓	7	9	+29% ↑
ACPTC	Cholla	0	0	0% →	3	1	-67% ↓	10	48	+380% ↑
ACPTC	Cholla East	0	0	0% →	2	0	-100% ↓	17	18	+6% ↑
ACPTC	Cholla South	0	0	0% →	3	0	-100% ↓	1	4	+300% ↑
ACPTC	Indigo	0	0	0% →	1	0	-100% ↓	15	50	+233% ↑
ACPTC	Mesquite 1	0	0	0% →	5	1	-80% ↓	27	125	+363% ↑
ACPTC	Mesquite 2	0	0	0% →	0	0	0% →	5	8	+60% ↑
ACPTC	Ocotillo 1	0	0	0% →	0	0	0% →	0	1	0% →
ACPTC	Unspecified	0	0	0% →	2	0	-100% ↓	25	27	+8% ↑
CRU	Unspecified	1	0	-100% ↓	0	3	0% →	0	3	0% →
Civil Campus	Civil Mall	6	0	-100% ↓	5	9	+80% ↑	33	89	+170% ↑
Civil Campus	Desert Sage East	2	2	0% →	10	5	-50% ↓	140	253	+81% ↑
Civil Campus	Desert Sage North	2	1	-50% ↓	24	4	-83% ↓	81	201	+148% ↑

My Account

To View your current settings and Department / Group Memberships select "My Account"

Home	Create	Search	Reporting	My Account

My Account Details

Access Approved	☑ Yes		
Network User Name	DANIELM	User Title	Developer
Employee ID	169023	Emal Address	malcolm.daniels@azdhs.gov
First Name	Malcolm	Phone	6025422740
Last Name	Daniels	Default Department	Grievance & Appeals
Display Name	Malcolm Daniels	Default Supervisor	Randall Hoover

Request Group Membership Change

Current Group Membership

Group ID	Group Name	Member	Supervisor
106	ACPTC	☐	☐
115	Administration	☑	☐
104	All Other	☐	☐
202	Executive Team	☐	☐
117	Grievance & Appeals	☐	☐
109	Hospital Security	☐	☐
114	Human Resources	☐	☐
103	Information Technology	☐	☐
210	Medical	☐	☐
201	Medical Directors	☐	☐
111	Nursing	☐	☐
112	Operations	☐	☐
101	Pharmacy	☐	☐
211	Psychology	☐	☐
200	Quality Management	☑	☑
108	Rehabilitation	☐	☐
113	Risk Management	☐	☐
107	Social Work	☐	☐
131	Therapy Services	☐	☐
132	Training	☐	☐
203	View All IRs	☐	☐
116	Volunteer	☐	☐

My Account

To request a change to your Group Membership settings select "Request Group Membership Change"

My Account Details			
Access Approved	☑ Yes		
Network User Name	DANIELM	User Title	Developer
Employee ID	169023	Emal Address	malcolm.daniels@azdhs.gov
First Name	Malcolm	Phone	6025422740
Last Name	Daniels	Default Department	Grievance & Appeals
Display Name	Malcolm Daniels	Default Supervisor	Randall Hoover

Request Group Membership Change

An email form will open for you to request a change.