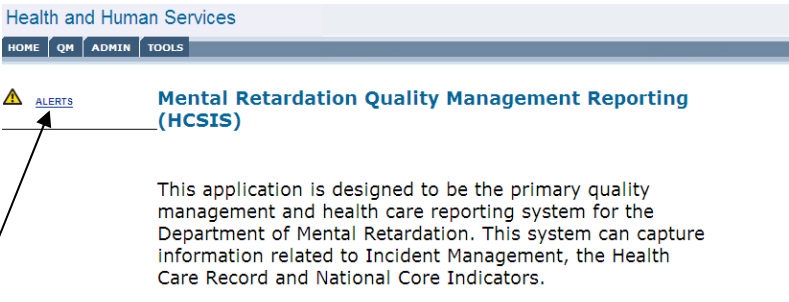
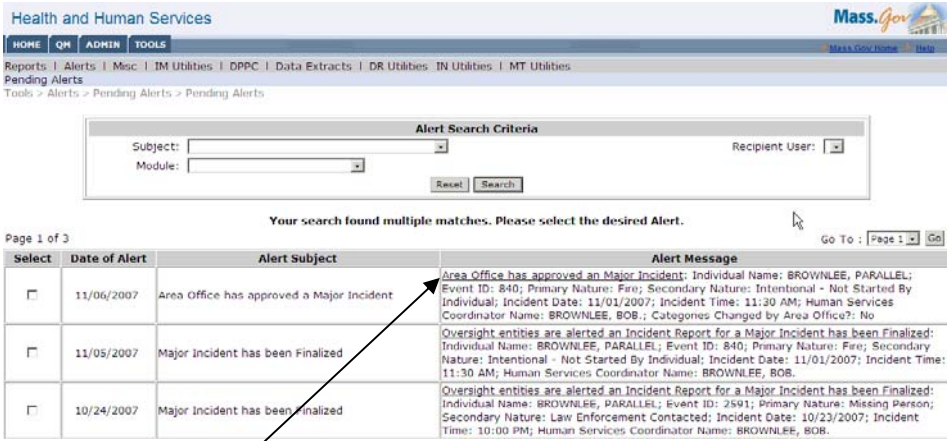


Incident Management Regional Office Management Review Quick Guide

<p>Alerts</p>	<p>The Area Office Management Review Is Completed.</p>																
<p>1. Regional Director / Designee logs into HCSIS and navigates to the Alerts screen by clicking on the Alerts link on the left side of the home page.</p>																	
<p>2. The user is redirected to the Pending Alerts screen where there is a Search form and then a list of alerts.</p> <p>3. From the list of pending Alerts, the user clicks on the underline Alert that indicates that the Area Office Review has been completed and finalized for a Major Incident.</p>	 <table border="1" data-bbox="402 1024 1344 1222"> <thead> <tr> <th>Select</th> <th>Date of Alert</th> <th>Alert Subject</th> <th>Alert Message</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>11/06/2007</td> <td>Area Office has approved a Major Incident</td> <td>Area Office has approved an Major Incident; Individual Name: BROWNLEE, PARALLEL; Event ID: 840; Primary Nature: Fire; Secondary Nature: Intentional - Not Started By Individual; Incident Date: 11/01/2007; Incident Time: 11:30 AM; Human Services Coordinator Name: BROWNLEE, BOB.; Categories Changed by Area Office?: No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11/05/2007</td> <td>Major Incident has been Finalized</td> <td>Oversight entities are alerted an Incident Report for a Major Incident has been Finalized; Individual Name: BROWNLEE, PARALLEL; Event ID: 840; Primary Nature: Fire; Secondary Nature: Intentional - Not Started By Individual; Incident Date: 11/01/2007; Incident Time: 11:30 AM; Human Services Coordinator Name: BROWNLEE, BOB.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10/24/2007</td> <td>Major Incident has been Finalized</td> <td>Oversight entities are alerted an Incident Report for a Major Incident has been Finalized; Individual Name: BROWNLEE, PARALLEL; Event ID: 2591; Primary Nature: Missing Person; Secondary Nature: Law Enforcement Contacted; Incident Date: 10/23/2007; Incident Time: 10:00 PM; Human Services Coordinator Name: BROWNLEE, BOB.</td> </tr> </tbody> </table>	Select	Date of Alert	Alert Subject	Alert Message	<input checked="" type="checkbox"/>	11/06/2007	Area Office has approved a Major Incident	Area Office has approved an Major Incident; Individual Name: BROWNLEE, PARALLEL; Event ID: 840; Primary Nature: Fire; Secondary Nature: Intentional - Not Started By Individual; Incident Date: 11/01/2007; Incident Time: 11:30 AM; Human Services Coordinator Name: BROWNLEE, BOB.; Categories Changed by Area Office?: No	<input type="checkbox"/>	11/05/2007	Major Incident has been Finalized	Oversight entities are alerted an Incident Report for a Major Incident has been Finalized; Individual Name: BROWNLEE, PARALLEL; Event ID: 840; Primary Nature: Fire; Secondary Nature: Intentional - Not Started By Individual; Incident Date: 11/01/2007; Incident Time: 11:30 AM; Human Services Coordinator Name: BROWNLEE, BOB.	<input type="checkbox"/>	10/24/2007	Major Incident has been Finalized	Oversight entities are alerted an Incident Report for a Major Incident has been Finalized; Individual Name: BROWNLEE, PARALLEL; Event ID: 2591; Primary Nature: Missing Person; Secondary Nature: Law Enforcement Contacted; Incident Date: 10/23/2007; Incident Time: 10:00 PM; Human Services Coordinator Name: BROWNLEE, BOB.
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Incident Management Regional Office Management Review Quick Guide

Switchboard

4. The Switchboard screen appears with the list of documents for the incident.

5. User clicks the **Create** link under the Regional Office Management Review Label.

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Search

[Incident Notification Printable Summary](#)
[Printable Incident Summary](#)
[Incident Report Download \(PDF\)](#)
[Incident Report Download \(RTF\)](#)

Individual Information	Name: BROWNLEE, PARALLEL	SSN: XXX-XX-6644	DOB: 5/5/1955	Gender: Female	Area Office: Springfield/Westfield
Incident Information	Incident ID: 840	Incident Date: 11/1/2007	Primary Incident Nature: Fire		

Incident Management Documents

Incident Report
 Created: 11/05/2007; Finalized: 11/05/2007; Area Approval: Approved

Area Office Management Review
 Created: 11/05/2007; Finalized: Approved: 11/06/2007

Regional Office Management Review
Create

Action Steps Follow-up

Note: Mandatory Fields are identified with a red asterisk.

6. User is redirected to the Regional Office Management Review Screen.

7. User completes all mandatory fields. User selects **Approved/** or **Not Approved** for the Review Status, writes comments as necessary, and clicks the **Finalize** button.

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[Event Data Entry](#) | [Restricted Access](#) | [Report Extension](#) | [Filing Process Mgt.](#) | [Review Process Mgt.](#)
[QM](#) > [IM](#) > [Event Data Entry](#) > [Management Review](#)

Search

Individual Information	Name: BROWNLEE, PARALLEL	SSN: XXX-XX-6644	DOB: 5/5/1955	Gender: Female	Area Office: Springfield/Westfield
Incident Information	Incident ID: 840	Incident Date: 11/1/2007	Primary Incident Nature: Fire		

Regional Office Management Review Details

Review Status:

Primary Reason for non-approval:

Followup Date: (MM/DD/YYYY)

Comments/Recommendations:

updated 11.16.2007
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Incident Management Regional Office Management Review Quick Guide

Not Approved due to Incorrect Categorization

8. Choose Not Approved from the Review Status dropdown.

9. Choose Incorrect Categorization for Primary Reason for non-approval.

10. Enter the remaining fields, as necessary.

11. Click Finalize.

The screenshot shows the 'Regional Office Management Review Details' form. The 'Review Status' dropdown is set to 'Not Approved' and the 'Primary Reason for non-approval' dropdown is set to 'Incorrect Categorization'. The 'Followup Date' is set to 11/23/2007. The 'Finalize' button is circled in red.

Switchboard Links Change Due to Not Approved

12. Switchboard displays the Not Approved version of the Regional Office Management Review with the Create link.

The process begins again with the incident report "returning" to the Provider level and the Area Office for modification.

The screenshot shows the 'Switch Board' view. The 'Regional Office Management Review' link is highlighted with a red box. The 'Create' link is also visible below it.

Alerts appear for the filing agency and the area office.

Date of Alert	Alert Subject	Alert Message
11/13/2007	The Region has not approved an Incident Report	The Region has not approved an Incident Report: Individual Name: BROWNLEE, PARALLEL; Event ID: 840; Primary Nature: Fire; Secondary Nature: Intentional - Not Started By Individual; Incident Date: 11/01/2007; Incident Time: 11:30 AM; Human Services Coordinator Name: BROWNLEE, BOB.; Primary Reason for Non-Approval: Incorrect Categorization