



Healthcare Licensing and Surveys

New Incident Tracking System

HLS has created an updated incident tracking system for the submission of required provider self-reported incidents. Existing active users will receive an email from the system asking them to register/authenticate themselves as a user and to create a new password. For any new user to be added, an access form must be submitted and the user **must have an individual valid email** to create an account. This new system will not work unless the user has their own email address. Also remember to delete users after they leave your employment so that they cannot still access the system. The form can be found at:

<https://health.wyo.gov/aging/hls/healthcare-facility-incident-reporting/>

If you have questions regarding federal or state reporting requirements, technical issues, etc. please contact our office at wdh-ohls@wyo.gov or call 307-777-7123. Never send PHI via email unless you use a secure email service.

Access the application at: <https://ohlsincidents.health.wyo.gov>

New User Registration Process

AFTER we received your access request form, there is a two-step process to complete your registration.

- 1) You will receive a registration email (sample below). Please check your spam. You must complete your registration. Password must be 13 characters long, contact an upper case, lower case, number and symbol.

SAMPLE REGISTRATION EMAIL

From: <noreply@wyo.gov>
Date: Wed, May 1, 2024 at 12:39 PM
Subject: New Account Creation
To: <YOUR EMAIL IS LISTED HERE>

*You have been authorized to complete your registration using the email address 'YOUR EMAIL IS LISTED HERE' and begin use of the Wyoming Department of Health Healthcare Facility Incident Reporting System.
If you already have an account with the Wyoming Identity System you can log in now.
Otherwise, click [HERE](#) to complete your registration!*

- 2) After you register you will get a confirmation email (sample below). Again, check your spam. You must complete the confirmation. Please read the message carefully and click the proper link, otherwise you disable your account.

SAMPLE CONFIRMATION EMAIL

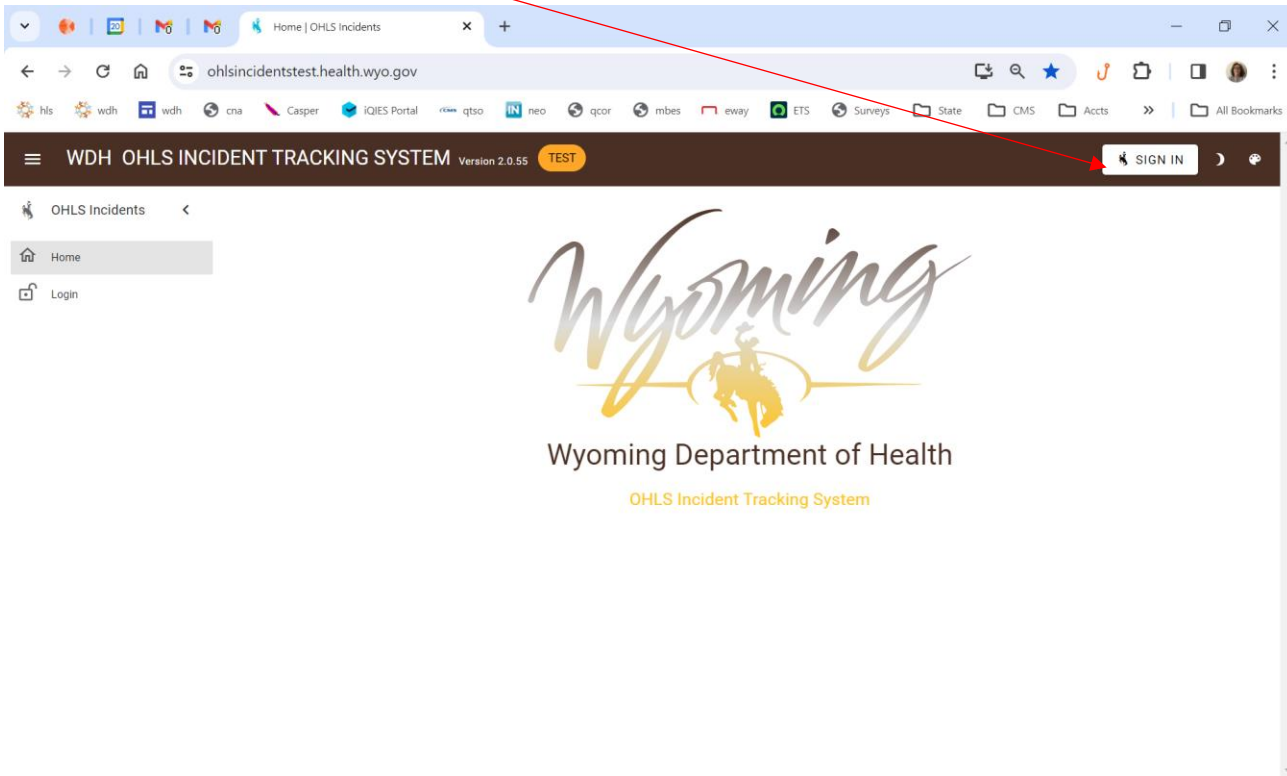
From: WDH OHLS Incidents <ets-shell-project@wyo.gov>
Date: Wed, May 15, 2024 at 9:18 AM
Subject: Confirm Your Email
To: <YOUR EMAIL IS LISTED HERE>

*A user account in WDH OHLS Incidents has been created with this email, **confirm your email by clicking this: link**
If you have received this message in error, please click [here](#)
Please be aware this link will not remain active for a long period of time.*

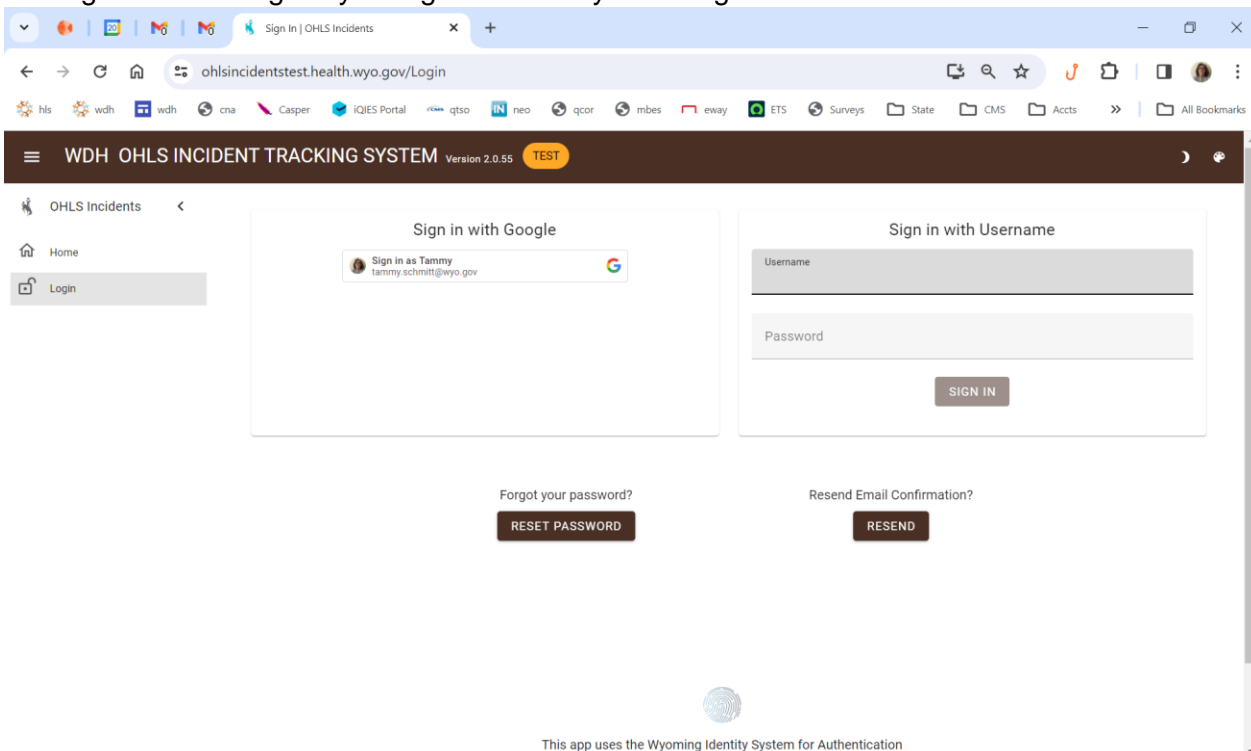
Healthcare Licensing and Surveys New Incident Tracking System User Guide

04/01/2024

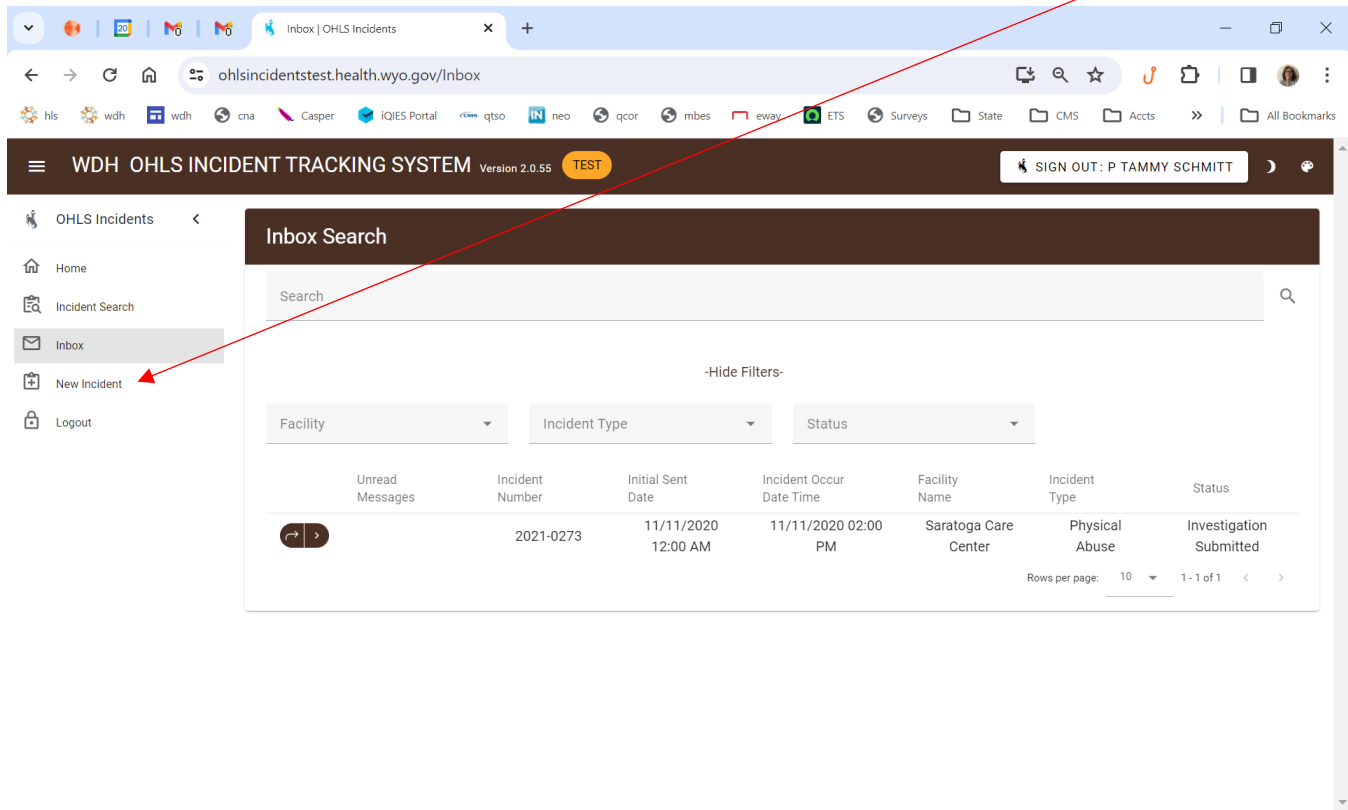
This is what the new incident reporting home page for login will look like.
(Except it won't say TEST at the top.)
Click Sign In in the top right.



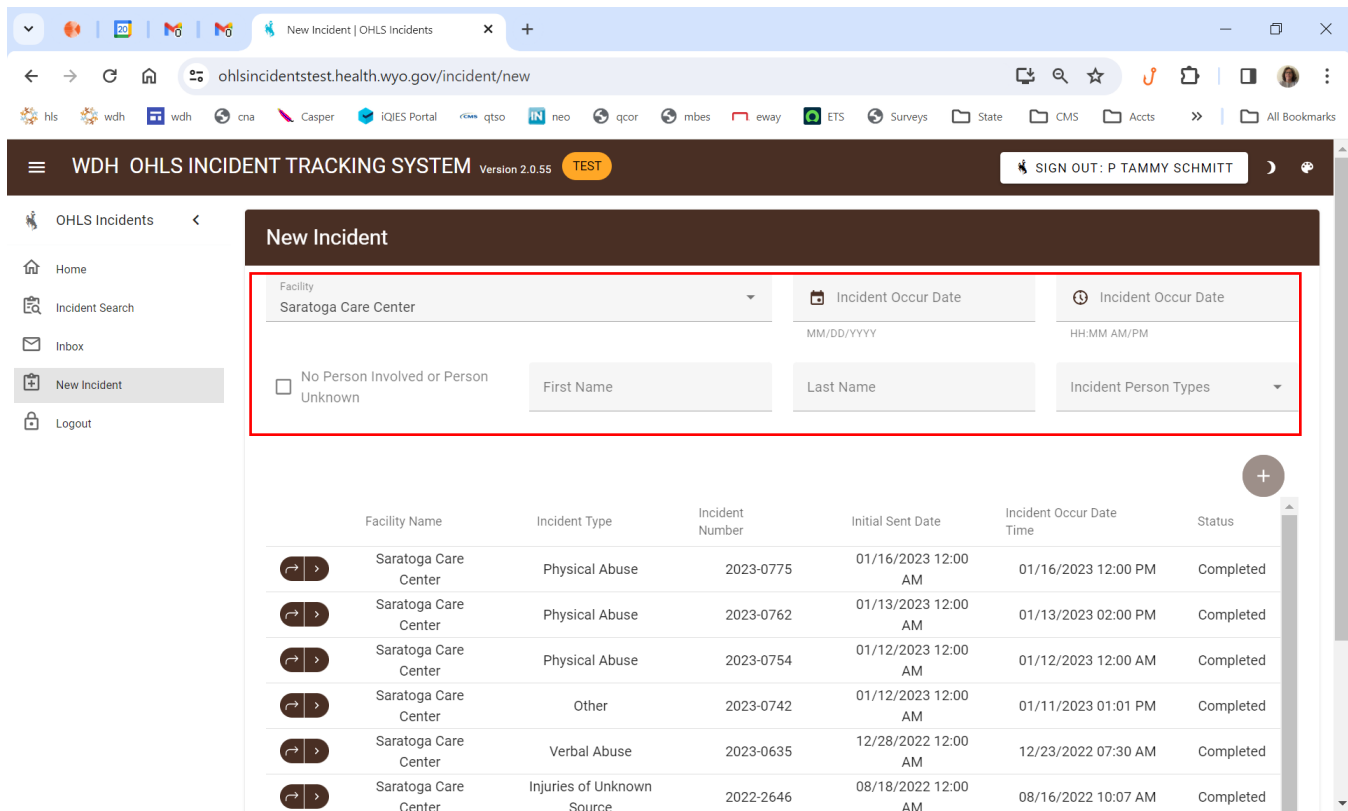
Once you click Sign In this login screen appears. Enter you Username and Password and click Sign In, or you can sign in with Google if you registered with your Google account.



By default, it takes you to your Inbox. You can go to any link on the left. Let's go to New Incident.



Once you click new incident, the basic info screen populates. If you have access for only one facility it will appear in the facility line automatically. If you have more than one, you select your specific provider from the dropdown button. You then must populate the remaining fields at the top.



Fill in all the information at the top. The system will automatically look to see if there is another incident already in the database that is a match to the information you have entered. This is just in case someone else has entered the incident without your knowledge and we don't have duplicate reports. If there was a match it will appear in the list below. You can use the small carrot (>) to the right to get a quick review of any one and determine if you wish to move forward and save the one you created or not.

WDH OHLS INCIDENT TRACKING SYSTEM Version 2.0.55 TEST SIGN OUT: P TAMMY SCHMITT

New Incident

Facility: Saratoga Care Center

Incident Occur Date: 12/05/2023

Incident Occur Date: 09:15 AM

No Person Involved or Person Unknown

john doe

Incident Person Types: Patient

Facility Name	Incident Type	Incident Number	Initial Sent Date	Incident Occur Date Time	Status
No matching records found					

Rows per page: 10 0 - 0 of 0

WDH OHLS INCIDENT TRACKING SYSTEM Version 2.0.55 TEST SIGN OUT: P TAMMY SCHMITT

New Incident

Facility: Saratoga Care Center

Incident Occur Date: 12/05/2023

Incident Occur Date: 03:00 PM

No Person Involved or Person Unknown

john doe

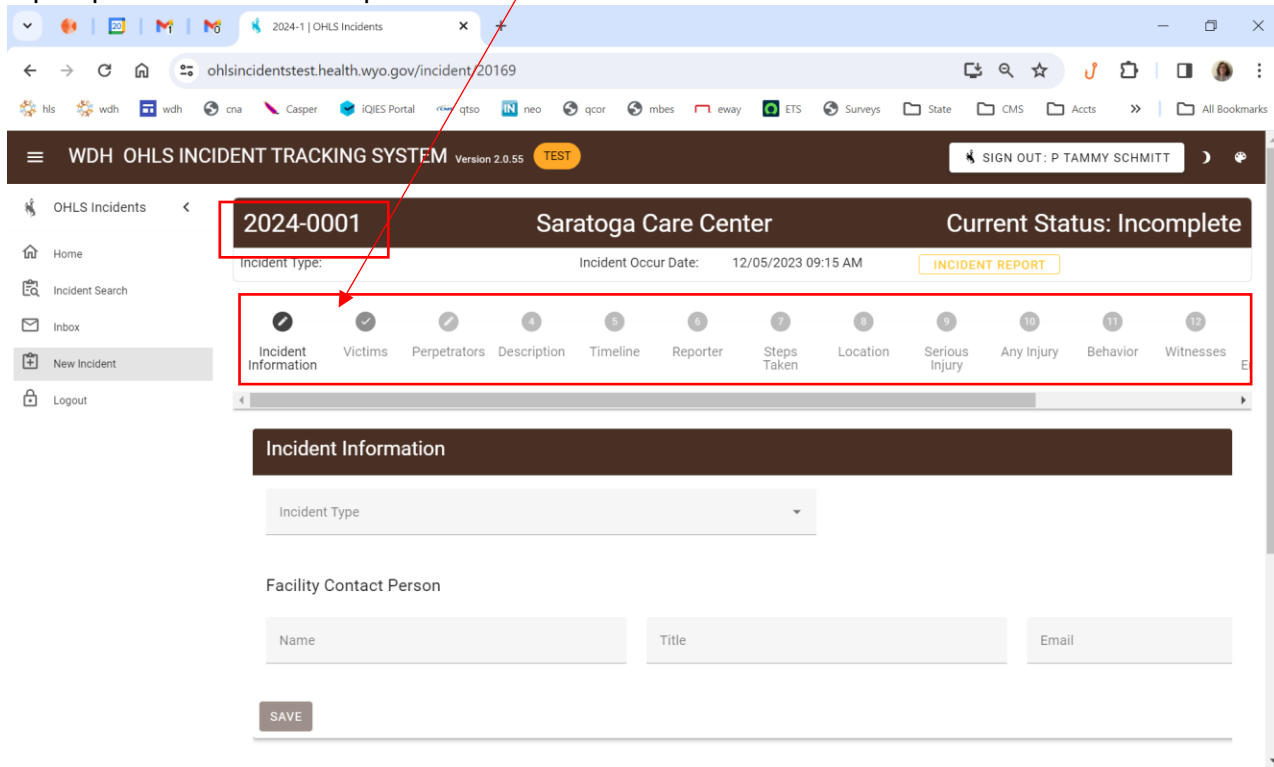
Incident Person Types: Patient

Facility Name	Incident Type	Incident Number	Initial Sent Date	Incident Occur Date Time	Status
Saratoga Care Center	Verbal Abuse	2024-0001	12/20/2023 07:47 AM	12/05/2023 09:15 AM	Initial Report

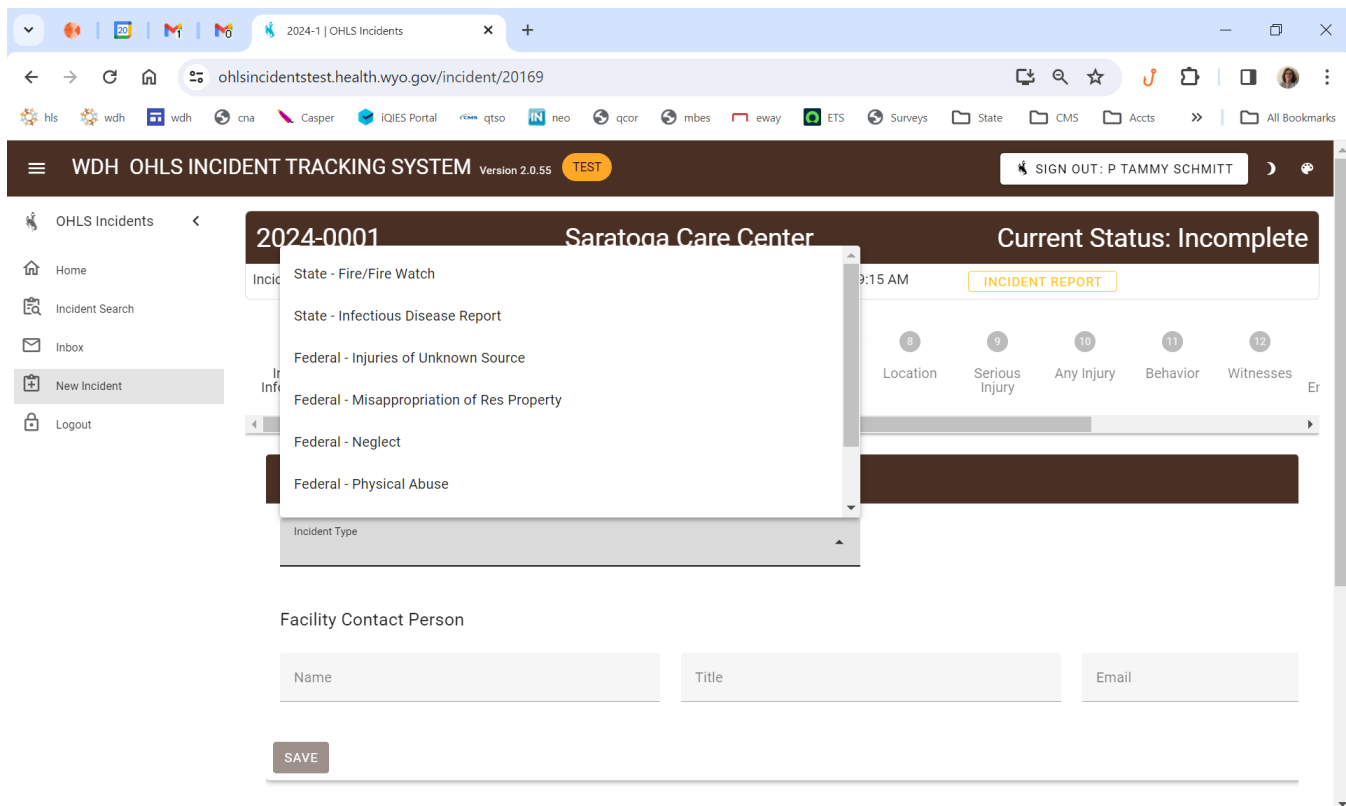
Victims: john doe
Perpetrators: Fred Flintstone

Rows per page: 10 1 - 1 of 1

Once the incident is created, the incident number will be in the right of the intake box (2024-0001) you will see a list across the top that, referred to the stepper. The stepper walks you through all the steps in the initial report process. The first step is Incident Information.



Incident Information – The first thing is to select the incident type. The drop down gives you a selection of the types of incidents required to be reported based on your facility type.



After you select incident type, then you fill in who will be the facility contact person that our office would reach out to if we had additional questions. You can click SAVE and it will take you to the next step OR just click the next item in the stepper.

2024-0001 Saratoga Care Center Current Status: Incomplete

Incident Type: Verbal Abuse Incident Occur Date: 12/05/2023 09:15 AM

Incident Information

Incident Type: Federal - Verbal Abuse

Facility Contact Person

Name: Barbie Don	Title: DON	Email: barbiedoll@facility.com
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SAVE

PREVIOUS NEXT

Victims – Select the “+” on the right side to add any victims. The person initial entered when the incident was created will automatically populate in the system as the victim, but more can be added if need be. (The “+” is a common theme through out the form.)

2024-0001 Saratoga Care Center Current Status: Incomplete

Incident Type: Verbal Abuse Incident Occur Date: 12/05/2023 09:15 AM

Victims

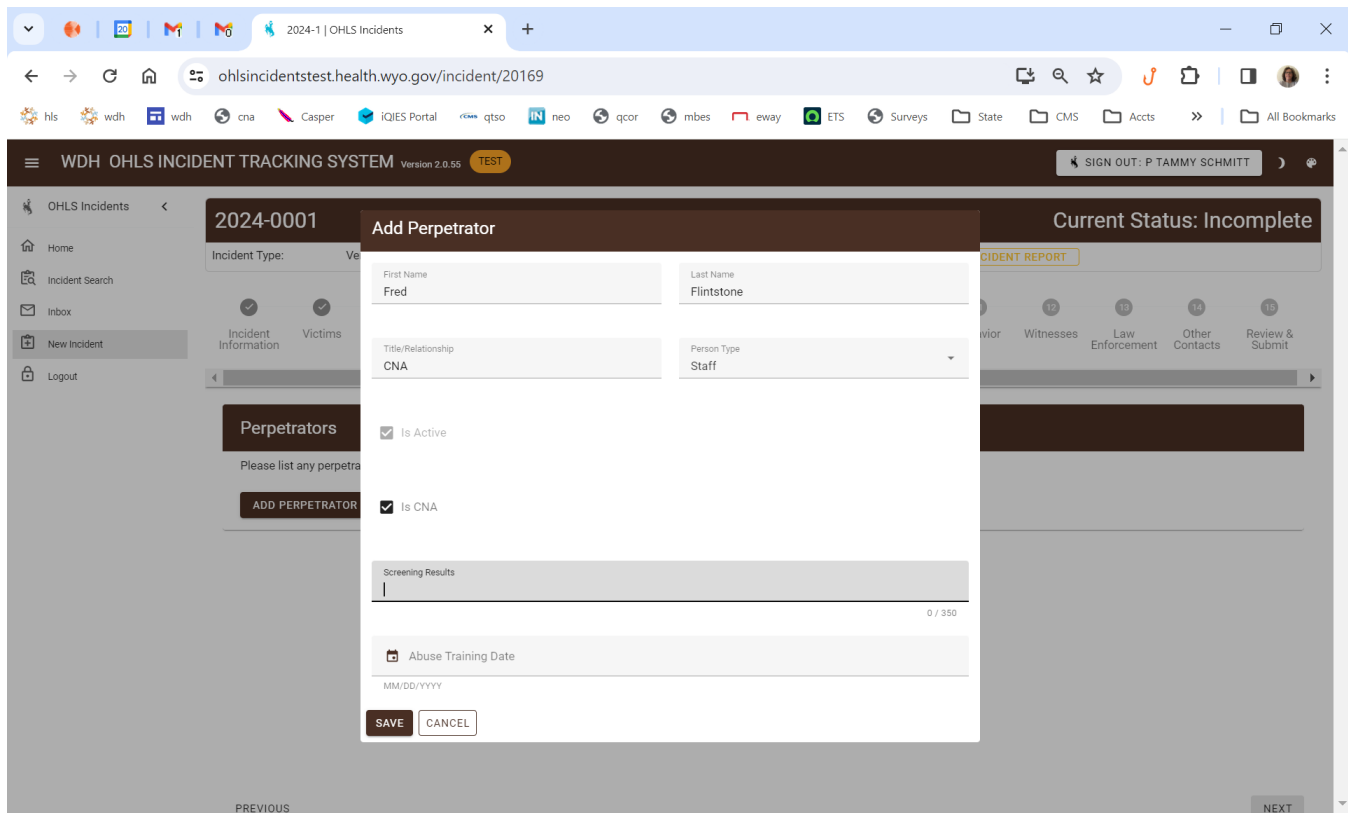
Victim Involvement (Resident, Client, Patient, Staff)

Type	Status	First Name	Last Name
Patient	Victim	john	doe

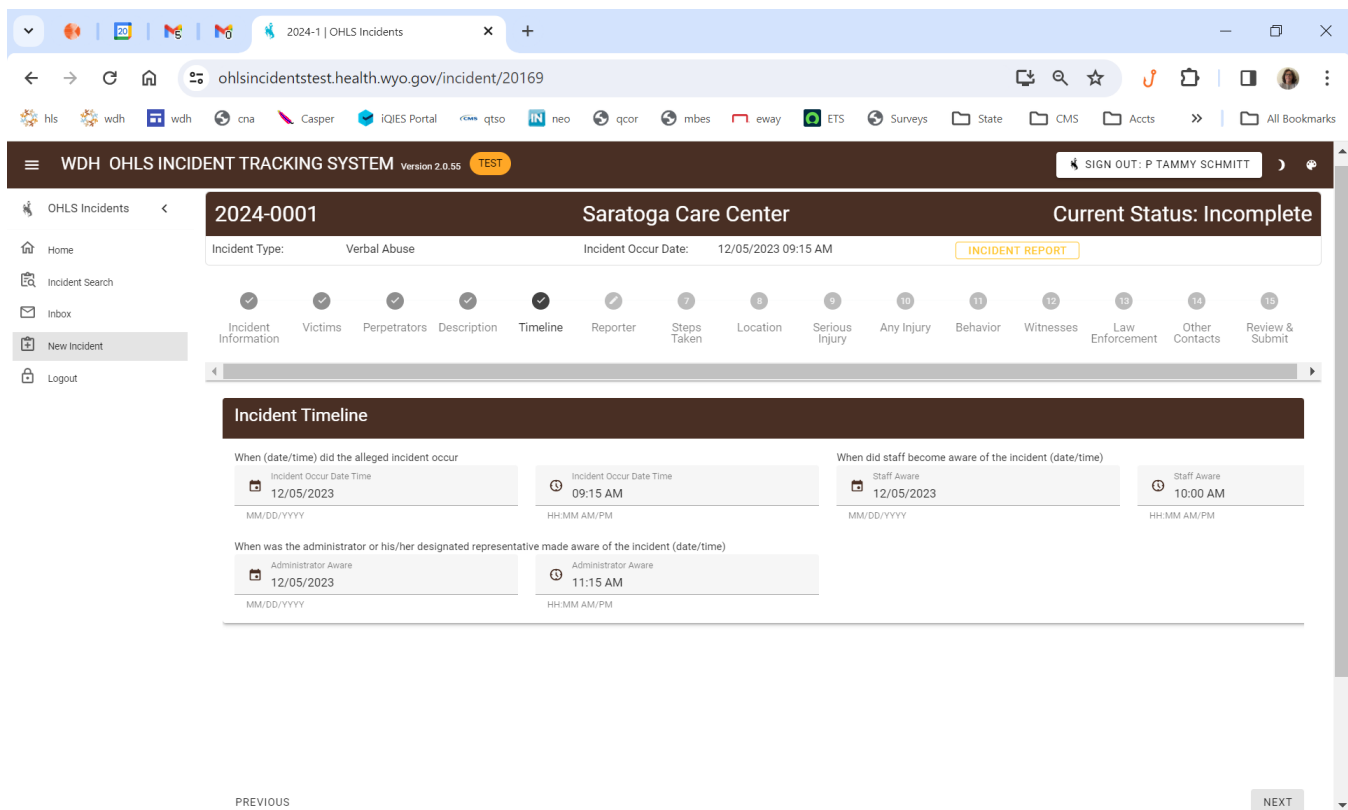
Rows per page: 10 1 - 1 of 1

PREVIOUS NEXT

Perpetrator – Again select the “+” to add a perpetrator (OR NA). Enter the required information. If the perpetrator is a CNA, you must check the Is CNA box. This will populate two additional sets of information needed and will be required to be entered.



Timeline – Enter the information as required.



Reporter/Reportee – Enter the Reporter (who made the report) and the Reportee (who it was reported to).

The screenshot shows the 'Reporter/Reportee' section for incident 2024-0002 at Saratoga Care Center. The incident type is 'Neglect' and it occurred on 12/05/2023 at 03:00 PM. The current status is 'Incomplete'. A progress bar at the top indicates that the 'Reporter/Reportee' step is the current active step, with other steps like 'Incident Information', 'Victims', 'Perpetrators', 'Description', 'Timeline', 'Steps Taken', 'Location', 'Serious Injury', 'Any Injury', 'Behavior', 'Witnesses', 'Law Enforcement', 'Other Contacts', and 'Review & Submit' marked as complete.

Reporter

Who made the report, and when (date/time)? Resident/Client/Patient? Staff member? Healthcare provider? Family Member? Etc.

Type	Status	First Name	Last Name
Staff	Reporter	sally	jones

Rows per page: 10 1 - 1 of 1

Reportee

Who received the report, and when (date/time)? Resident/Client/Patient? Staff member? Healthcare provider? Family Member? Etc.

Type	Status	First Name	Last Name
No matching records found			

Rows per page: 10 0 - 0 of 0

Steps Taken – Enter the information as required. There will be Question Helper buttons on various steps. If you click the ? in on the right, it will open the box with additional information or guidance. We haven't entered any of this information yet.

The screenshot shows the 'Steps Taken' section for incident 2024-0001 at Saratoga Care Center. The incident type is 'Verbal Abuse' and it occurred on 12/05/2023 at 09:15 AM. The current status is 'Incomplete'. A progress bar at the top indicates that the 'Steps Taken' step is the current active step, with other steps like 'Incident Information', 'Victims', 'Perpetrators', 'Description', 'Timeline', 'Reporter', 'Location', 'Serious Injury', 'Any Injury', 'Behavior', 'Witnesses', 'Law Enforcement', 'Other Contacts', and 'Review & Submit' marked as complete.

Steps Taken

Describe all steps taken immediately to ensure all residents/clients/patients are protected. (See instructions for more information about what this may include).

Question Helper

What did the facility do to protect residents.

SAVE

PREVIOUS NEXT

Serious Injury – Indicate the information as appropriate or select No or NA as appropriate.

The screenshot shows the 'Serious Injury' section of the incident report. At the top, the incident number is 2024-0001 and the location is Saratoga Care Center. The current status is 'Incomplete'. The incident type is 'Verbal Abuse' and the incident occurred on 12/05/2023 at 09:15 AM. A progress bar shows various sections completed, with 'Serious Injury' marked as incomplete. Below the progress bar is a 'Question Helper' section with the heading 'Serious Injury'. The question asks: 'Was there serious bodily injury (an injury involving extreme physical pain; involving substantial risk of death; involving protracted loss or impairment of the function of a bodily member, organ, or mental faculty; requiring medical intervention such as surgery, hospitalization, or physical rehabilitation; or an injury resulting from criminal sexual abuse)?'. There is a checkbox for 'No or Not Applicable' which is currently unchecked. Below the question is a rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, list, and other formatting tools. A 'SAVE' button is located at the bottom of the section.

Any Injury - Indicate the information as appropriate or select No or NA as appropriate.

The screenshot shows the 'Any Injury' section of the incident report. The incident details are the same as in the previous screenshot. The progress bar shows 'Any Injury' as incomplete. The 'Question Helper' section is titled 'Any Injury' and asks: 'Any injury (such as bruising, scratches, laceration, puncture wound, fracture, bleeding, redness on the skin, etc.)'. There is a checkbox for 'No or Not Applicable' which is currently unchecked. Below the question is a rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, list, and other formatting tools. A 'SAVE' button is located at the bottom of the section. A notification banner at the bottom left of the page says 'saved'.

Behaviour Changes - Indicate the information as appropriate or select No or NA as appropriate.

2024-0001 Saratoga Care Center Current Status: Incomplete

Incident Type: Verbal Abuse Incident Occur Date: 12/05/2023 09:15 AM INCIDENT REPORT

Incident Information Victims Perpetrators Description Timeline Reporter Steps Taken Location Serious Injury Any Injury Behavior Witnesses Law Enforcement Other Contacts Review & Submit

Question Helper

Behaviour Changes

Have their been changes to resident/client/patient behaviour to indicate something different from their normal baseline such as crying, expressions or displays of fear, covering, anger, withdrawal, difficulty sleeping, vomiting/diarrhea, somnolence, etc.

No or Not Applicable

Heading 2

B I U L Text P H1 H2 H3 H4 H5 H6

saved SAVE

Witnesses - Indicate the information as appropriate or select No Witness.

2024-0001 Saratoga Care Center Current Status: Incomplete

Incident Type: Verbal Abuse Incident Occur Date: 12/05/2023 09:15 AM INCIDENT REPORT

Incident Information Victims Perpetrators Description Timeline Reporter Steps Taken Location Serious Injury Any Injury Behavior Witnesses Law Enforcement Other Contacts Review & Submit

Witnesses

Please List all witnesses, their title/relationship to the victim, and a contact phone number

ADD WITNESS NO WITNESS

saved

PREVIOUS NEXT

Law Enforcement – Please enter information as needed.

The screenshot shows the 'OHLS INCIDENT TRACKING SYSTEM' interface for incident 2024-0001 at Saratoga Care Center. The incident type is 'Verbal Abuse' and it occurred on 12/05/2023 at 09:15 AM. A progress bar at the top indicates that 'Law Enforcement' is the current step, marked with a red circle and a plus sign. Below the progress bar is the 'Law Enforcement Reports' form, which includes fields for Agency Name, Agency Contact, Reported By Name, Reported By Title, Reported Date Time, and Report Number. A 'SAVE' button is located at the bottom of the form.

Other Contacts – You must click the “+” and enter information as required. If it is none, you must still click the “+” to select the none option.

The screenshot shows the 'OHLS INCIDENT TRACKING SYSTEM' interface for incident 2024-0002 at Saratoga Care Center. The incident type is 'Neglect' and it occurred on 12/05/2023 at 03:00 PM. The 'Other Contacts' step is highlighted in the progress bar. A dropdown menu titled 'Add External Contact' is open, showing a list of options: Board of Medicine, Board of Nursing, Board of Pharmacy, Department of Family Services, Medicaid Fraud / Abuse Unit, and None. A red circle with a plus sign is visible next to the 'Other Contacts' step in the progress bar.

Once the last step is entered, Other Contacts, it will take to to Review & Submit. Any required step that was missed or not completed will appear red. You can not proceed until that step is completed. You can directly click on that step in the stepper that is incomplete to get to it.

2024-0001 Saratoga Care Center Current Status: Incomplete

Incident Type: Verbal Abuse Incident Occur Date: 12/05/2023 09:15 AM [INCIDENT REPORT](#)

Progress Bar: Incident Information, Victims, Perpetrators, Description, Timeline, Reporter, Steps Taken, **Location**, Serious Injury, Any Injury, Behavior, Witnesses, Law Enforcement, Other Contacts, Review & Submit

Please review the information below before submitting the incident

Incident Information	✓
Victims	✓
Perpetrators	✓
Description	✓
Timeline	✓
Reporter	✓
Steps Taken	✓
Location	✗
Serious Injury	✓
Any Injury	✓
Behavior	✓

Location – So this was a step that was missed in this case. Enter the information and then advance through the stepper (click each step at the top) until you get to the Review & Submit step.

2024-0001 Saratoga Care Center Current Status: Incomplete

Incident Type: Verbal Abuse Incident Occur Date: 12/05/2023 09:15 AM [INCIDENT REPORT](#)

Progress Bar: Incident Information, Victims, Perpetrators, Description, Timeline, Reporter, Steps Taken, **Location**, Serious Injury, Any Injury, Behavior, Witnesses, Law Enforcement, Other Contacts, Review & Submit

Question Helper

Location

Where did the alleged incident occur?

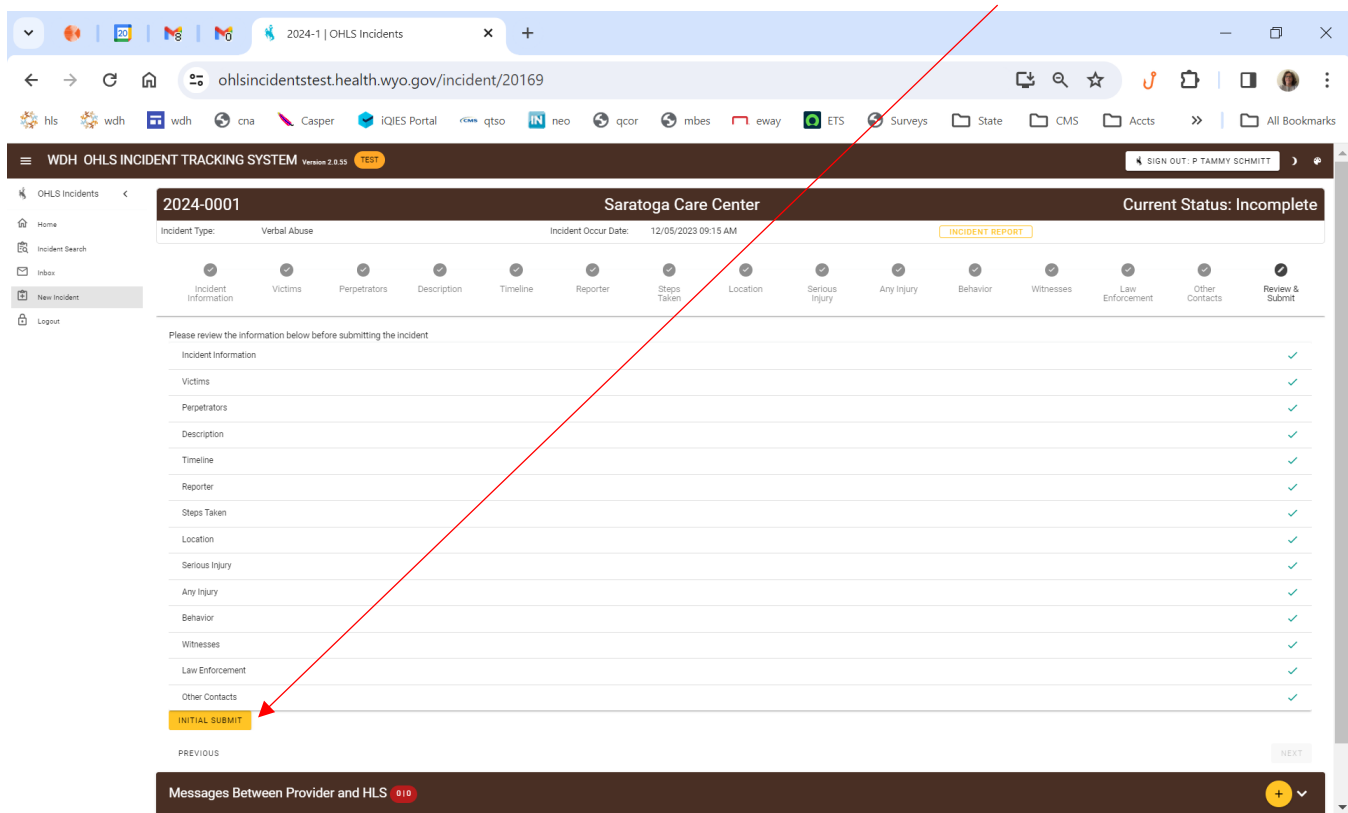
B I U **P H1 H2 H3 H4 H5 H6** **☰ ☷ ☹ ☺ ☻ ☼**

In residents room during morning cares.

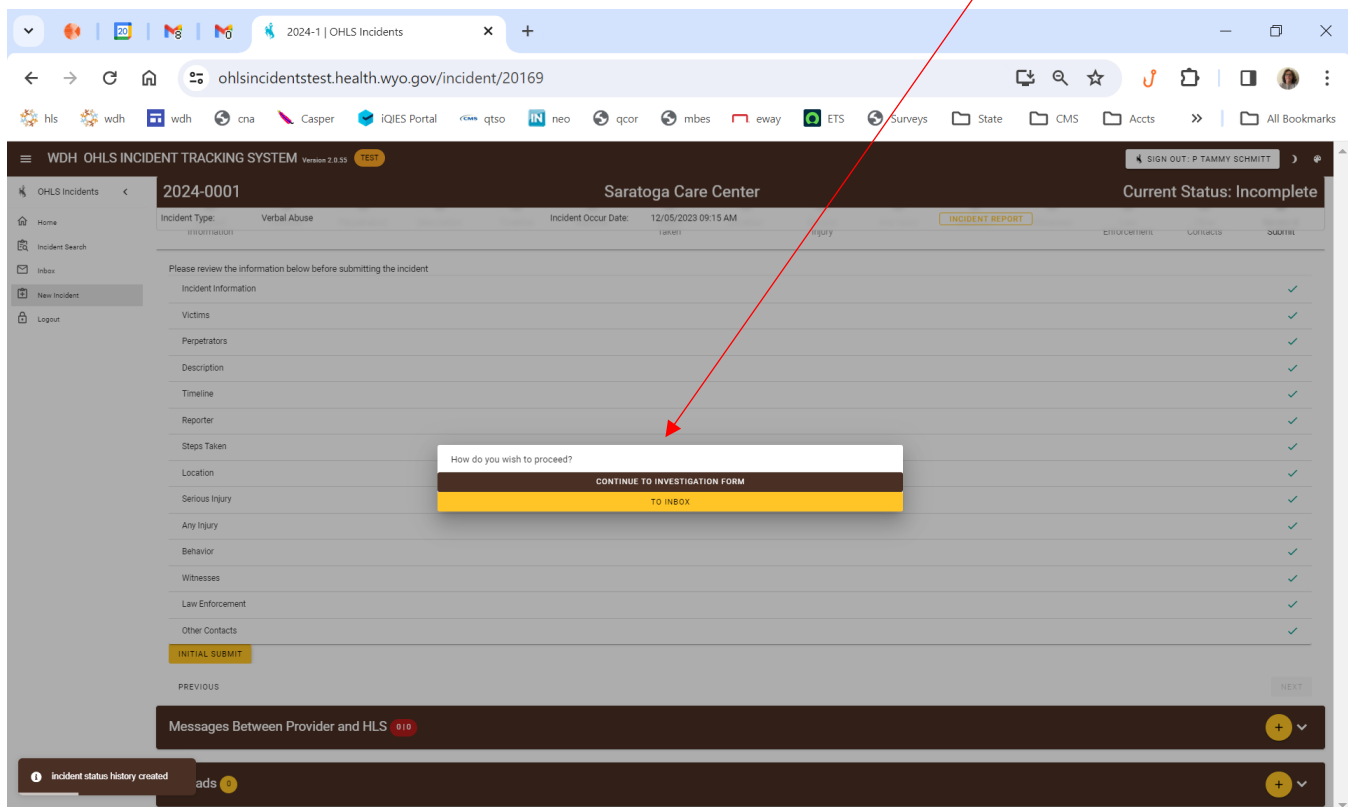
SAVE

PREVIOUS NEXT

Review & Submit – Now all steps are checked off as complete. Click Initial Submit at the bottom left.



Initial Submit – Once you have click Initial Submit you will get a prompt with two options. If you are only wanting to report the initial report at this time, select TO INBOX. If you want to continue on with the investigation portion, select CONTINUE TO INVESTIGATION FORM.



If you select CONTINUE TO INVESTIGATION FORM it will take you to the investigation phase of the stepper. If you go to your InBox and then later are ready to enter the investigation, just find the incident number in your InBox and open it. It will take you to the investigation phase. You can go back and see the initial report info by clicking the button.

2024-0004 Saratoga Care Center Current Status: Initial Report

Incident Type: Neglect Incident Occur Date: 02/22/2024 09:00 AM

INCIDENT REPORT

Additional Information

Additional/updated information related to the reported incident: Provide a brief description of any additional information and/or updates, if applicable. a. Describe any additional outcomes to the resident/client/patient(s), identifying/describing any physical and/or mental harm.

SAVE

PREVIOUS NEXT

Messages Between Provider and HLS 011

Uploads 0

Enter informaton in as appropriate and tab to each stepper across the top.

2024-0001 Saratoga Care Center Current Status: Initial Report

Incident Type: Verbal Abuse Incident Occur Date: 12/05/2023 09:15 AM

INCIDENT REPORT

Additional Information

Additional/updated information related to the reported incident: Provide a brief description of any additional information and/or updates, if applicable. a. Describe any additional outcomes to the resident/client/patient(s), identifying/describing any physical and/or mental harm.

Enter any added info here.

SAVE

PREVIOUS NEXT

Messages Between Provider and HLS 011

Uploads 0

In each section you select the “+” sign to the left to add an entry. Fill out the sections as appropriate. If you have more than one person in each interview section, select the “+” to keep adding individuals.

The screenshot shows the 'Add Incident Interview Victim or responsible party' modal form. The form includes a dropdown menu to 'Select a Incident Person', text input fields for 'Interviewee Name', 'Interviewee Title/Relationship', and 'Summary', and a dropdown menu for 'Interview Type' set to 'Victim or responsible party'. 'SAVE' and 'CANCEL' buttons are at the bottom. The background shows the incident details for '2024-0004' with a 'Neglect' incident type and a 'Current Status: Initial Report'. A red arrow points to a '+' button in the background interface.

Continue with the same process across the other sections.

The screenshot shows the 'Add Incident Interview Witness' modal form. The form includes a dropdown menu to 'Select a Incident Person', text input fields for 'Interviewee Name', 'Interviewee Title/Relationship', and 'Summary', and a dropdown menu for 'Interview Type' set to 'Witness'. 'SAVE' and 'CANCEL' buttons are at the bottom. The background shows the incident details for '2024-0004' with a 'Neglect' incident type and a 'Current Status: Initial Report'. A '+' button is visible in the background interface.

Keep entering data as needed and advancing through stepper.

The screenshot shows the 'OHLS INCIDENT TRACKING SYSTEM' interface for incident 2024-0001 at Saratoga Care Center. The incident type is 'Verbal Abuse' and the date is 12/05/2023 09:15 AM. The current status is 'Initial Report'. A modal form titled 'Add Incident Interview Staff responsible for oversight' is open, containing fields for 'Interviewee Name', 'Interviewee Title/Relationship', and 'Summary'. The 'Interview Type' is set to 'Staff responsible for oversight'. Navigation buttons 'PREVIOUS', 'SAVE', 'CANCEL', and 'NEXT' are visible.

Enter the summary of your findings.

The screenshot shows the 'Summary Findings' section of the incident report. It includes a 'Question Helper' icon, a rich text editor with a toolbar (bold, italic, underline, link, list, indent, undo, redo), and a text area with the placeholder 'Enter information as appropriate here'. A 'SAVE' button is located below the text area. Navigation buttons 'PREVIOUS' and 'NEXT' are visible at the bottom.

Enter information as applicable.

The screenshot shows the 'Documents Obtained' section of the incident report. At the top, the incident details are: 2024-0001, Saratoga Care Center, Verbal Abuse, Incident Occur Date: 12/05/2023 09:15 AM, and Current Status: Initial Report. A progress bar below shows various steps: Additional Information (red), Victim(s) Interviews (green), Witness(es) Interviews (green), Reporter/Reportee Interviews (red), Perpetrator(s) Interviews (red), Client/Staff/Patient Interviews (green), Perpetrator(s) is CNA (green), Victim Supervisor(s) Interviews (green), Perpetrator Supervisor(s) Interviews (green), Summary Findings (green), Documents Obtained (yellow), Conclusion (grey), Corrective Action(s) Taken (grey), Facility Investigator (grey), and Review & Submit (grey). The 'Documents Obtained' section has a text area with a rich text editor toolbar and a 'SAVE' button. Below this are sections for 'Messages Between Provider and HLS' (011) and 'Uploads' (0).

Select an appropriate conclusion and enter your summary regarding the conclusion.

The screenshot shows the 'Conclusions' section of the incident report. The progress bar is updated, with 'Conclusion' now highlighted in yellow. The 'Conclusions' section features a dropdown menu with three options: 'Inconclusive', 'Not Verified', and 'Verified'. Below the dropdown is a text area for entering a summary, followed by a 'SAVE' button. The 'Messages Between Provider and HLS' (011) and 'Uploads' (0) sections remain visible at the bottom.

Enter the correction action and continue down the page with all the various sections on this page.

The screenshot shows the 'WHD OHLS INCIDENT TRACKING SYSTEM' interface for incident 2024-0001 at Saratoga Care Center. The incident type is 'Verbal Abuse' and the date is '12/05/2023 09:15 AM'. A progress bar at the top shows various steps: 'Additional Information', 'Victim(s) Interviews', 'Witness(es) Interviews', 'Reporter/Reportee Interviews', 'Perpetrator(s) Interviews', 'Client/Staff/Patient Interviews', 'Perpetrator(s) is CNA', 'Victim Supervisor(s) Interviews', 'Perpetrator Supervisor(s) Interviews', 'Summary Findings', 'Documents Obtained', 'Conclusion', 'Corrective Action(s) Taken', 'Facility Investigator', and 'Review & Submit'. The 'Corrective Action' section is active, with a text area for describing actions taken. Below it is the 'Oversight' section for describing the plan for oversight. A red arrow in the second screenshot points to the 'Corrective Action(s) Taken' step in the progress bar.

Once the last step is entered, Facility Investigator, it will take to to Review & Submit. Any required step that was missed or not completed will appear red. You can not proceed until that step is completed. You can directly click on that step in the stepper that is incomplete to get to it. Upon completion select the Investigation Submit in the bottom right.

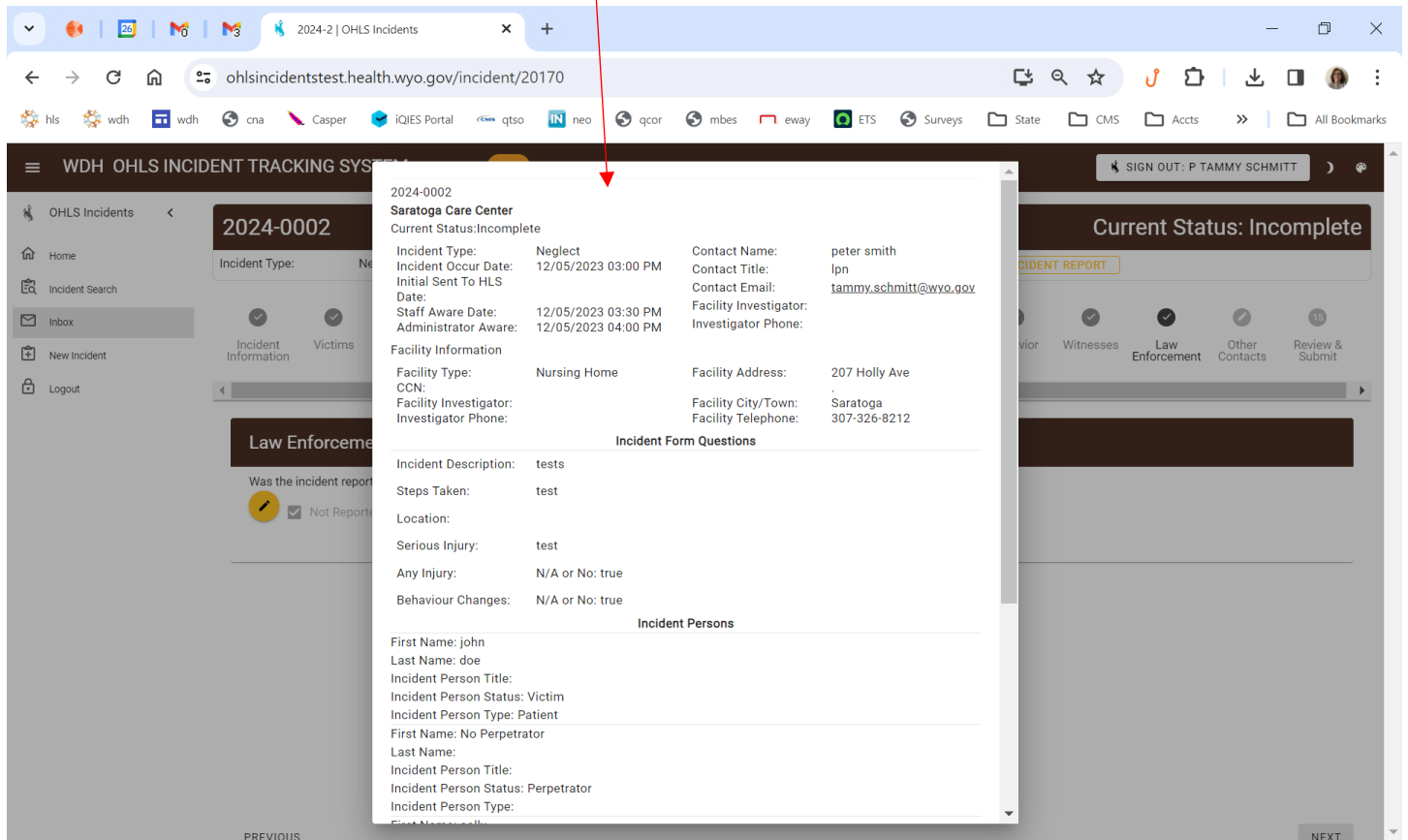
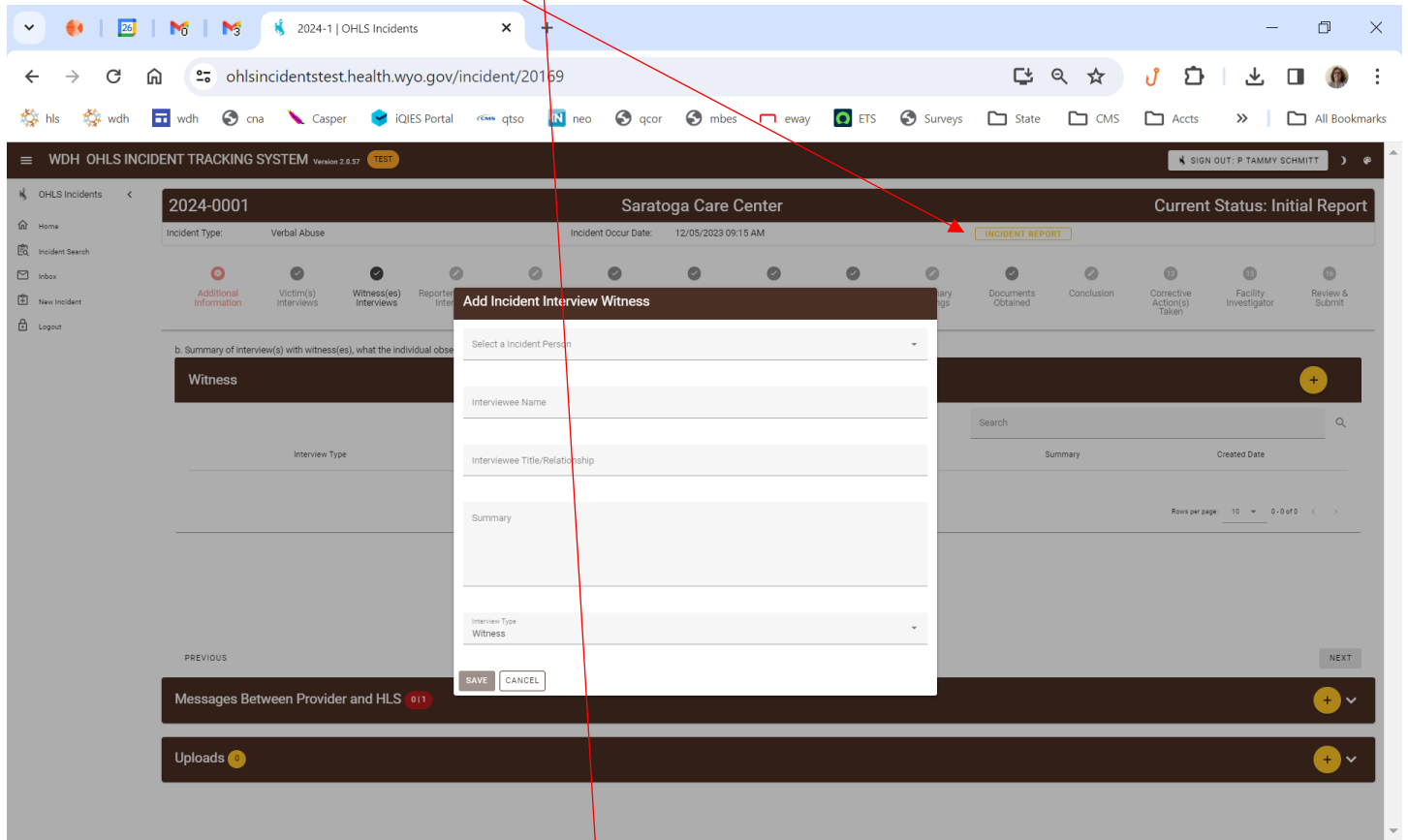
This screenshot shows the same incident page as the first, but with the 'Investigation Submit' button highlighted in yellow. A red arrow points from the 'Investigation Submit' button in the progress bar to the 'Investigation Submit' button at the bottom of the page. The 'Review & Submit' step in the progress bar is now highlighted in yellow, indicating it is the current step. The 'Messages Between Provider and HLS' and 'Uploads' sections are visible at the bottom.

At any point you can print the various reports, initial or investigation. There is a printer icon in the bottom right corner, just select it. And the print feature opens.

The screenshot shows a web browser window with the URL `ohlsincidentstest.health.wyo.gov/incident/20169`. The main content area displays an incident report for **Saratoga Care Center** (ID: 2024-0001). The report includes details such as Incident Type (Verbal Abuse), Occur Date (12/05/2023 09:15 AM), and Facility Information (Nursing Home). Below this is a section titled **Incident Form Questions** with various fields for description, steps taken, and findings.

Overlaid on the right side of the page is a **Print** dialog box. It shows settings for printing 2 sheets of paper to an HP Color LaserJet Pro M printer. The dialog includes options for Destination, Pages (All), Copies (1), Layout (Portrait), and Color (Color). At the bottom of the dialog are **Print** and **Cancel** buttons. A red arrow points from the text above to a printer icon located in the bottom right corner of the page, just above the print dialog.

If you are in the middle of the investigation report and need to see something that was submitted on the initial report there is a little button just above the stepper on the right that reads "incident report", if you click that button the print feature opens and a display box opens so you can view the info. If you scroll down there is a print report button if you want a print out.



At any point you can see messages from HLS to you in the Messages box at the bottom of the pages. We no longer “reject” an incident, but we will come back and ask for additional information, so you need to check messages. Your inbox will tell you if there are unread messages.

Unread Messages	Incident Number	Initial Sent Date	Incident Occur Date Time	Is Cna Review	Facility Name	Incident Type	Status	Triage Status
1	2024-0004	04/01/2024 11:21 PM	03/23/2024 03:40 PM		Sierra Hills Assisted Living Community	Incidents affecting the health, welfare or safety of a resident.	Investigation Submitted	
1	2024-0003	04/01/2024 11:08 PM	03/29/2024 08:00 AM		Sierra Hills Assisted Living Community	Incidents affecting the health, welfare or safety of a resident.	Initial Report	
1	2024-0002	04/01/2024 10:54 PM	04/01/2024 09:00 AM		Sierra Hills Assisted Living Community	Incidents affecting the health, welfare or safety of a resident.	Initial Report	
2	2024-0002	03/27/2024 09:29 AM	03/26/2024 09:18 AM		Canyons ICF/MR at Wyoming Life Resource Center	Abuse	Investigation Submitted	
	2024-0002	03/08/2024 02:45 PM	03/08/2024 12:00 AM		Wyoming State Hospital-Licensure Units	Grievance	Initial Report	H
	2024-0001		03/06/2024 07:00 PM		Aspen Wind Assisted Living Community		Incomplete	
	2024-0001	03/07/2024 03:39 PM	03/01/2024 12:00 PM		Wyoming State Hospital-Certified Unit B	Fire/Fire Watch	Initial Report	H
	2024-0005		02/27/2024 08:00 AM		Saratoga Care Center		Incomplete	
1	2024-0004	02/25/2024 04:29 PM	02/22/2024 09:00 AM		Saratoga Care Center	Neglect	Initial Report	
	2024-0003		12/20/2023 02:00 PM		Saratoga Care Center	Injuries of Unknown Source	Incomplete	

2024-0004 Saratoga Care Center Current Status: Initial Report

Incident Type: Neglect Incident Occur Date: 02/22/2024 09:00 AM INCIDENT REPORT

Additional Information, Victim(s) Interviews, Witness(es) Interviews, Reporter/Reporter Interviews, Perpetrator(s) Interviews, Client/Staff/Patient Interviews, Perpetrator(s) is CNA, Victim Supervisor(s) Interviews, Perpetrator Supervisor(s) Interviews, Summary Findings, Documents Obtained, Conclusion, Corrective Action(s) Taken, Facility Investigator, Review & Submit

Witness

b. Summary of interview(s) with witness(es), what the individual observed, or their knowledge of the alleged incident or injury

Interview Type	Interviewee Name	Interviewee Title Relationship	Summary	Created Date
No matching records found				

PREVIOUS NEXT

Messages Between Provider and HLS 11

Uploads 0

You can also upload documents as well in this same location.

You can get back to the menu options by clicking the three lines in the upper right corner.

WHD OHLS INCIDENT TRACKING SYSTEM Version 2.0.63 TEST SIGN OUT: P TAMMY SCHMITT

Inbox Search

Search

-Hide Filters-

Facility Incident Type Status

Unread Messages	Incident Number	Initial Sent Date	Incident Occur Date Time	Facility Name	Incident Type	Status
	2024-0005		02/27/2024 08:00 AM	Saratoga Care Center		Incomplete
	2024-0004	02/25/2024 04:29 PM	02/22/2024 09:00 AM	Saratoga Care Center	Neglect	Initial Report
	2024-0003		12/20/2023 02:00 PM	Saratoga Care Center	Injuries of Unknown Source	Incomplete
	2024-0002		12/05/2023 03:00 PM	Saratoga Care Center	Neglect	Incomplete
	2024-0001	12/20/2023 07:47 AM	12/05/2023 09:15 AM	Saratoga Care Center	Verbal Abuse	Investigation Submitted
	2021-0273	11/11/2020 12:00 AM	11/11/2020 02:00 PM	Saratoga Care Center	Physical Abuse	Investigation Submitted

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Facility Incident Type Status

Unread Messages	Incident Number	Initial Sent Date	Incident Occur Date Time	Facility Name	Incident Type	Status
	2024-0005		02/27/2024 08:00 AM	Saratoga Care Center		Incomplete
	2024-0004	02/25/2024 04:29 PM	02/22/2024 09:00 AM	Saratoga Care Center	Neglect	Initial Report
	2024-0003		12/20/2023 02:00 PM	Saratoga Care Center	Injuries of Unknown Source	Incomplete
	2024-0002		12/05/2023 03:00 PM	Saratoga Care Center	Neglect	Incomplete
	2024-0001	12/20/2023 07:47 AM	12/05/2023 09:15 AM	Saratoga Care Center	Verbal Abuse	Investigation Submitted
	2021-0273	11/11/2020 12:00 AM	11/11/2020 02:00 PM	Saratoga Care Center	Physical Abuse	Investigation Submitted

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Incident Search – you can search by any of the 4 column headings. You will only see incident reports for the facilities you as a user have access to see. Also, once your search criteria have populated results you can sort by any of the heading fields by clicking the up or down arrow next to the column heading. You can click the full arrow to open the incident or the carrot (>) just to preview the basic info about the incident. \

Incident Search | OHLS Incident | x +

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People, Facility Name, Facility Type, Incident Id, Incident Number, Status

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Incident Occur Date Facility Incident Type Status

MM/DD/YYYY

Facility Name	Incident Type	Incident Number	Initial Sent Date	Incident Occur Date Time	Status
Saratoga Care Center		2024-0005		02/27/2024 08:00 AM	Incomplete
Saratoga Care Center	Neglect	2024-0004	02/25/2024 04:29 PM	02/22/2024 09:00 AM	Initial Report
Saratoga Care Center	Misappropriation of Res Property	2020-0210	10/30/2019 12:00 AM	10/10/2019 12:00 AM	Completed

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Incident Search | OHLS Incident | x +

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hls wdh wdh cna Casper iQIES qtso neo qcor mbes eway ETS State CMS Accts All Bookmarks

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Incident Occur Date Facility Incident Type Status

MM/DD/YYYY

Facility Name	Incident Type	Incident Number ↓	Initial Sent Date	Incident Occur Date Time	Status
Saratoga Care Center		2024-0005		02/27/2024 08:00 AM	Incomplete
Saratoga Care Center	Neglect	2024-0004	02/25/2024 04:29 PM	02/22/2024 09:00 AM	Initial Report
Saratoga Care Center	Misappropriation of Res Property	2020-0210	10/30/2019 12:00 AM	10/10/2019 12:00 AM	Completed

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