



Wyoming Department of Health

OHLS Incident Tracking System

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/>

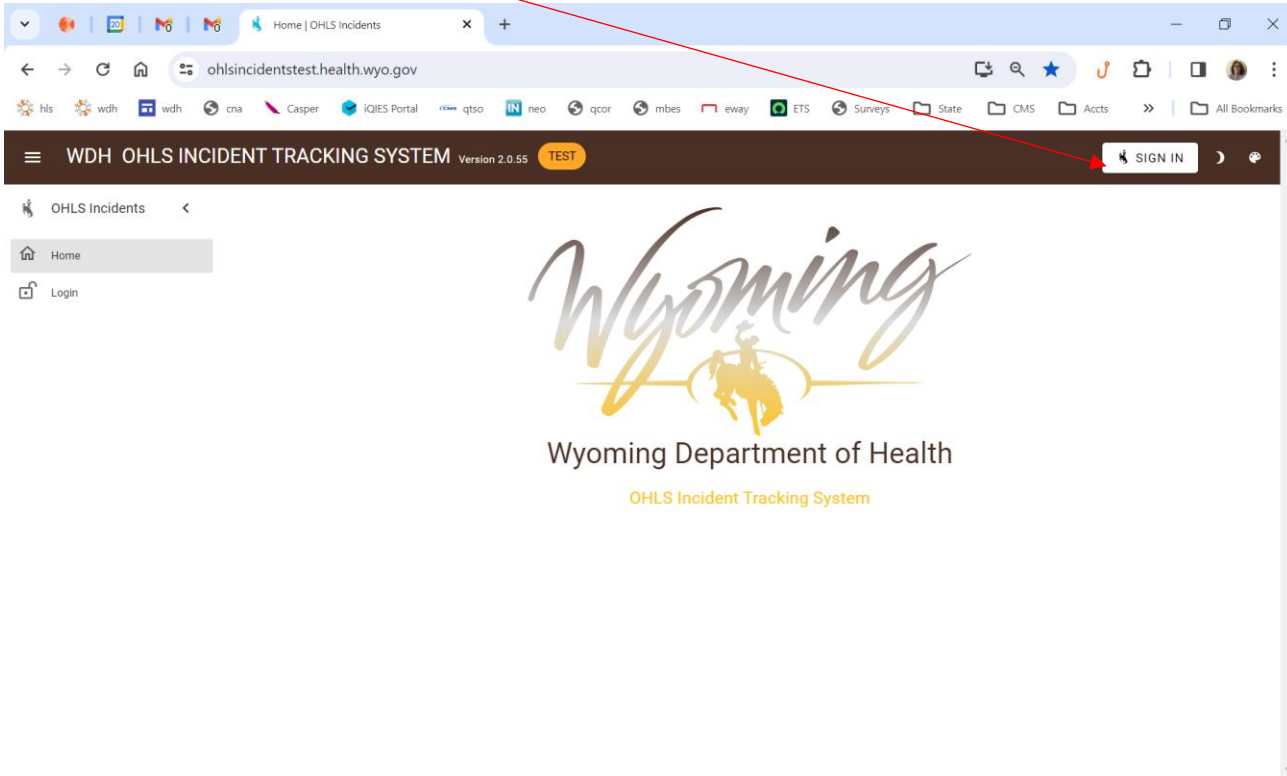
If you have questions regarding federal or state reporting requirements, technical issues, etc. please contact our office at wdh-ohls@wyo.gov or call 307-777-7123. Never send PHI via email unless you use a secure email service

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

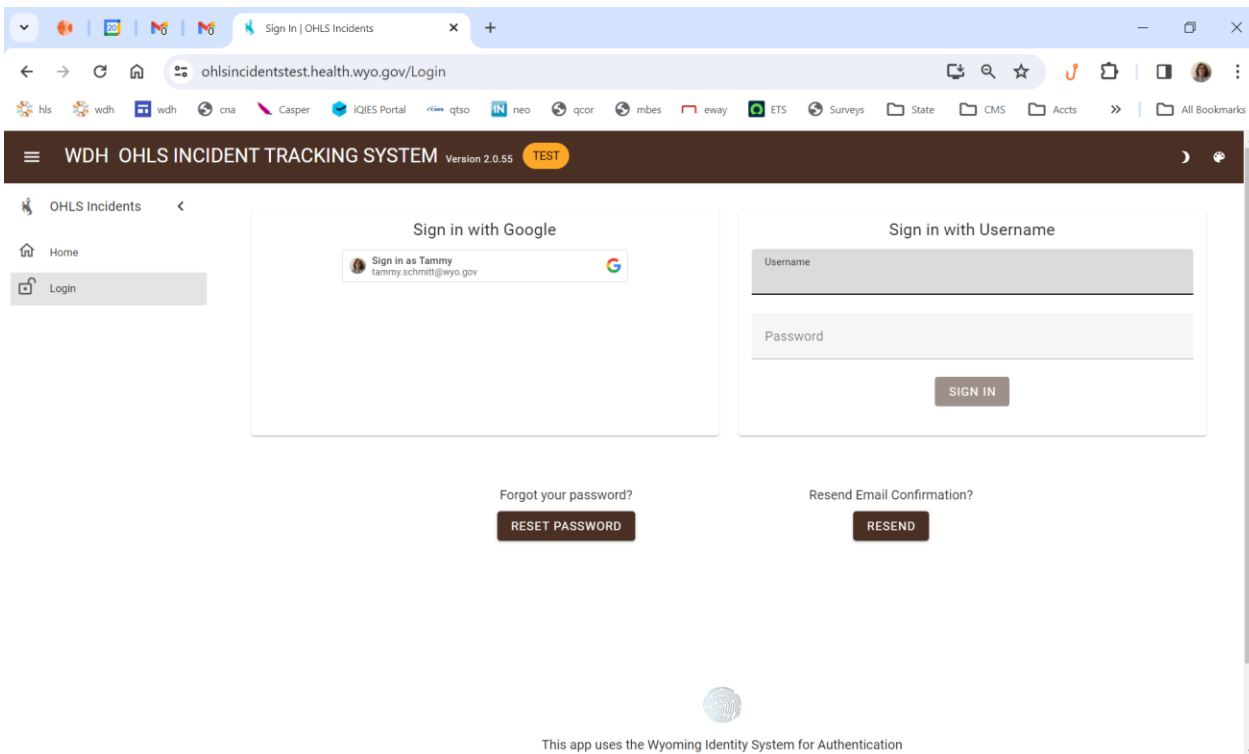
Healthcare Licensing and Surveys New Incident Tracking System User Guide

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.

WDH OHLS INCIDENT TRACKING SYSTEM Version 2.0.55 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
	2021-0273	11/11/2020 12:00 AM	11/11/2020 02:00 PM	Saratoga Care Center	Physical Abuse	Investigation Submitted

Rows per page: 10 1 - 1 of 1

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.

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

New Incident

Facility: Saratoga Care Center

Incident Occur Date: MM/DD/YYYY

Incident Occur Date: HH:MM AM/PM

No Person Involved or Person Unknown

First Name: Last Name: Incident Person Types: [dropdown]

Facility Name	Incident Type	Incident Number	Initial Sent Date	Incident Occur Date Time	Status
Saratoga Care Center	Physical Abuse	2023-0775	01/16/2023 12:00 AM	01/16/2023 12:00 PM	Completed
Saratoga Care Center	Physical Abuse	2023-0762	01/13/2023 12:00 AM	01/13/2023 02:00 PM	Completed
Saratoga Care Center	Physical Abuse	2023-0754	01/12/2023 12:00 AM	01/12/2023 12:00 AM	Completed
Saratoga Care Center	Other	2023-0742	01/12/2023 12:00 AM	01/11/2023 01:01 PM	Completed
Saratoga Care Center	Verbal Abuse	2023-0635	12/28/2022 12:00 AM	12/23/2022 07:30 AM	Completed
Saratoga Care Center	Injuries of Unknown Source	2022-2646	08/18/2022 12:00 AM	08/16/2022 10:07 AM	Completed

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

OHLS Incidents <

Home

Incident Search

Inbox

New Incident

Logout

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

OHLS Incidents <

Home

Incident Search

Inbox

New Incident

Logout

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

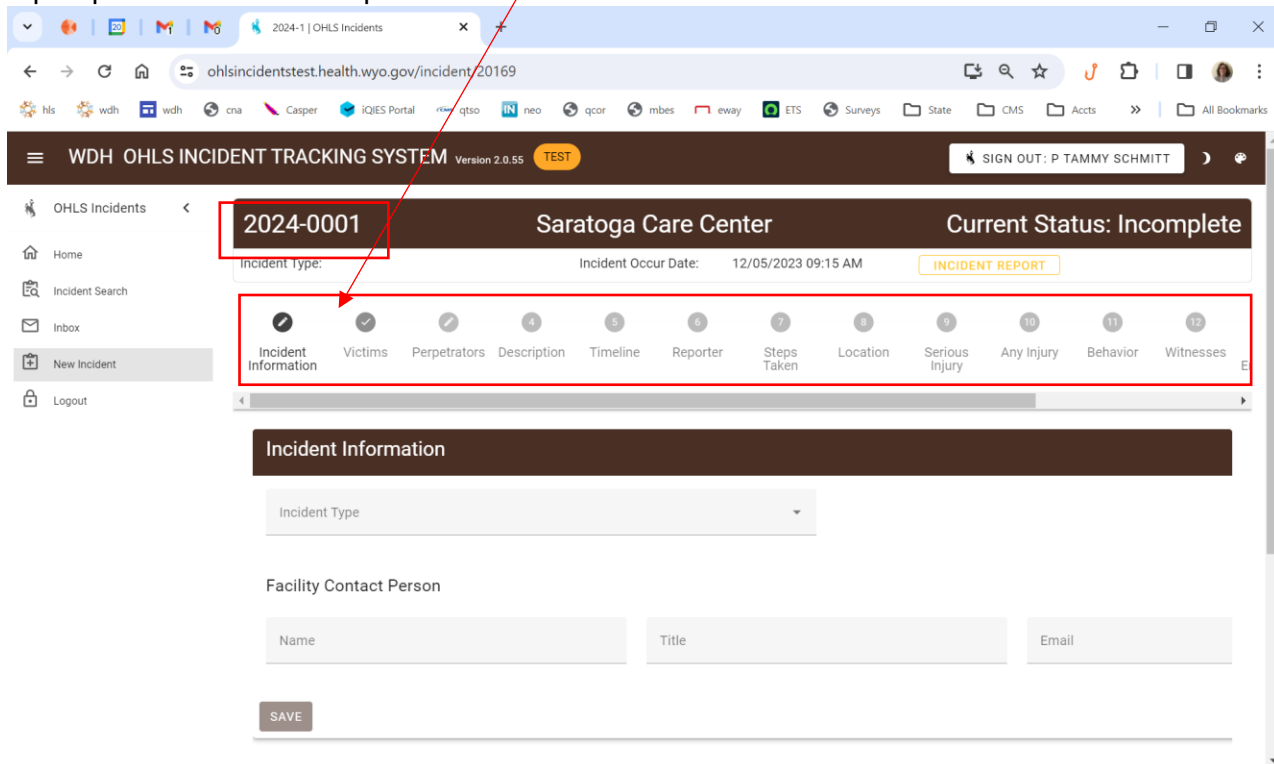
Incident Person Types: Patient

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

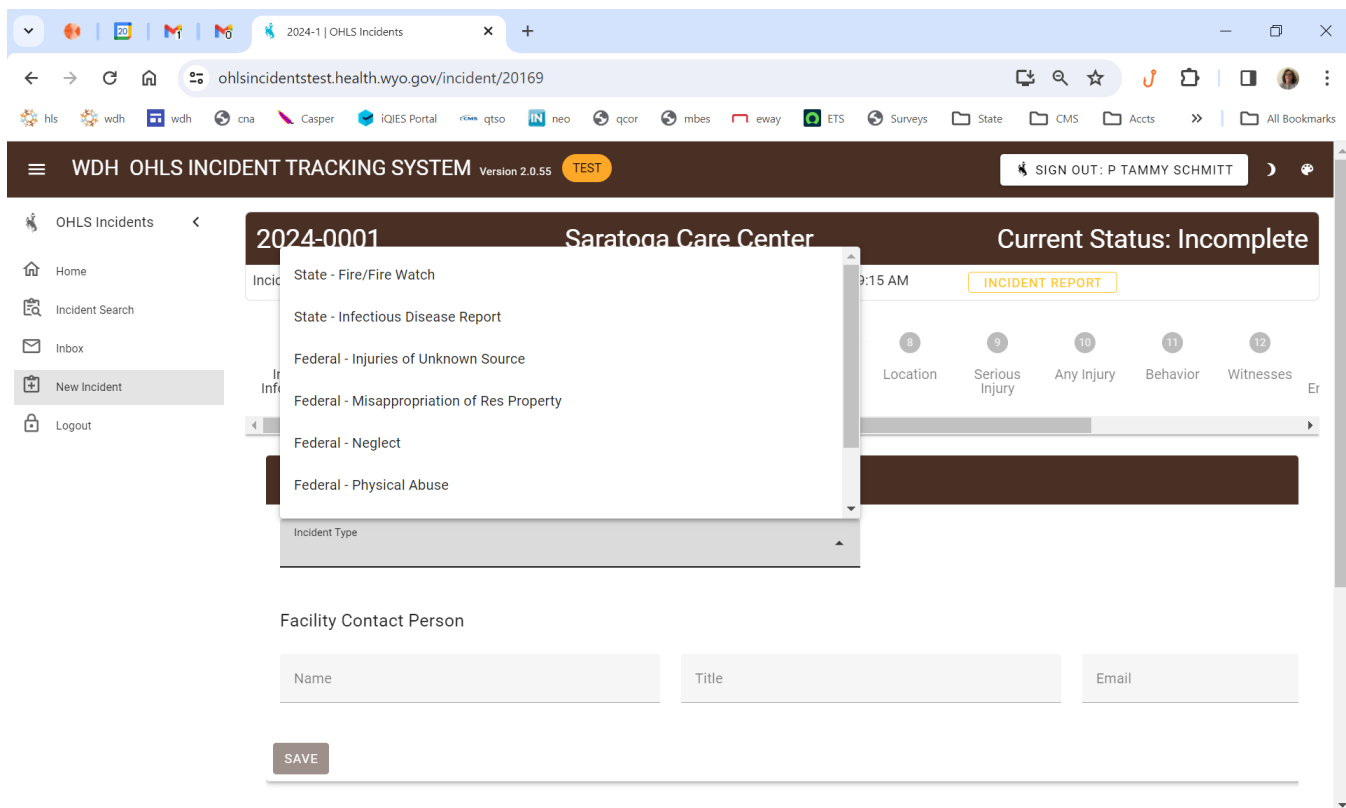
Victims: john doe
Perpetrators: Fred Flintstone

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 REPORT

Incident Information

Incident Type: Federal - Verbal Abuse

Facility Contact Person

Name: Barbie Doll Title: DON Email: barbiedoll@facility.com

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 INCIDENT REPORT

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.

2024-0001

Incident Type: Verbal Abuse

Current Status: Incomplete

Add Perpetrator

First Name Fred	Last Name Flintstone
Title/Relationship CNA	Person Type Staff

Is Active

Is CNA

Screening Results

Abuse Training Date

MM/DD/YYYY

SAVE CANCEL

Timeline – Enter the information as required.

2024-0001 Saratoga Care Center

Current Status: Incomplete

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

Incident Timeline

When (date/time) did the alleged incident occur	Incident Occur Date Time	Incident Occur Date Time	When did staff become aware of the incident (date/time)	Staff Aware
12/05/2023	09:15 AM	09:15 AM	12/05/2023	10:00 AM
MM/DD/YYYY	HH:MM AM/PM	HH:MM AM/PM	MM/DD/YYYY	HH:MM AM/PM

When was the administrator or his/her designated representative made aware of the incident (date/time)	Administrator Aware
12/05/2023	11:15 AM
MM/DD/YYYY	HH:MM AM/PM

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

The screenshot shows the 'Reporter/Reportee' section of the OHLS Incident Tracking System. The incident is 2024-0002 at Saratoga Care Center, with a current status of 'Incomplete'. The incident type is 'Neglect' and it occurred on 12/05/2023 at 03:00 PM. A progress bar at the top shows various steps completed, with 'Reporter/Reportee' being the current step. Below this, there are two sections: 'Reporter' and 'Reportee'. The 'Reporter' section has a table with one entry: a Staff member named Sally Jones, who is the Reporter. The 'Reportee' section shows 'No matching records found'.

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 of the OHLS Incident Tracking System. The incident is 2024-0001 at Saratoga Care Center, with a current status of 'Incomplete'. The incident type is 'Verbal Abuse' and it occurred on 12/05/2023 at 09:15 AM. A progress bar at the top shows various steps completed, with 'Steps Taken' being the current step. Below this, there is a 'Question Helper' button and a text area for entering the steps taken. The text area is currently empty. There is a 'SAVE' button below the text area. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

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. The incident type is 'Verbal Abuse' and the date is '12/05/2023 09:15 AM'. A progress bar at the top indicates that 'Serious Injury' is the current step. 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 an unchecked checkbox for 'No or Not Applicable'. Below the question is a rich text editor with a toolbar containing bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and undo/redo icons. 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 type is 'Verbal Abuse' and the date is '12/05/2023 09:15 AM'. A progress bar at the top indicates that 'Any Injury' is the current step. The question asks: 'Any injury (such as bruising, scratches, laceration, puncture wound, fracture, bleeding, redness on the skin, etc.)'. There is an unchecked checkbox for 'No or Not Applicable'. Below the question is a rich text editor with a toolbar containing bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and undo/redo icons. A 'saved' notification bubble is visible in the bottom left corner, and a 'SAVE' button is at the bottom of the section.

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

The screenshot shows the 'OHLS INCIDENT TRACKING SYSTEM' interface. The incident details are: 2024-0001, Saratoga Care Center, Verbal Abuse, Incident Occur Date: 12/05/2023 09:15 AM, Current Status: Incomplete. A progress bar shows various steps completed, with 'Location' highlighted in red. The 'Behaviour Changes' section is active, containing a text area with a rich text editor toolbar and a 'SAVE' button. A 'saved' notification is visible at the bottom left.

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

The screenshot shows the 'OHLS INCIDENT TRACKING SYSTEM' interface. The incident details are: 2024-0001, Saratoga Care Center, Verbal Abuse, Incident Occur Date: 12/05/2023 09:15 AM, Current Status: Incomplete. The 'Witnesses' section is active, containing a text area with a 'Please List all witnesses, their title/relationship to the victim, and a contact phone number' instruction, and 'ADD WITNESS' and 'NO WITNESS' buttons. A 'saved' notification is visible at the bottom left, and 'PREVIOUS' and 'NEXT' navigation buttons are at the bottom.

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. The current status is 'Incomplete'. A progress bar at the top indicates that 'Law Enforcement' is the current step being worked on. Below the progress bar, there is a section titled 'Law Enforcement Reports' with a 'Not Reported' checkbox. The form includes fields for Agency Name, Agency Contact, Reported By Name, Reported By Title, Reported Date Time (with MM/DD/YYYY and HH:MM AM/PM formats), 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 current status is 'Incomplete'. The progress bar shows 'Other Contacts' as the current step. A dropdown menu titled 'Add External Contact' is open, displaying a list of options: Board of Medicine, Board of Nursing, Board of Pharmacy, Department of Family Services, Medicaid Fraud / Abuse Unit, and None. A '+' button is visible on the right side of the 'Other Contacts' section, indicating where to click to open this menu.

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.

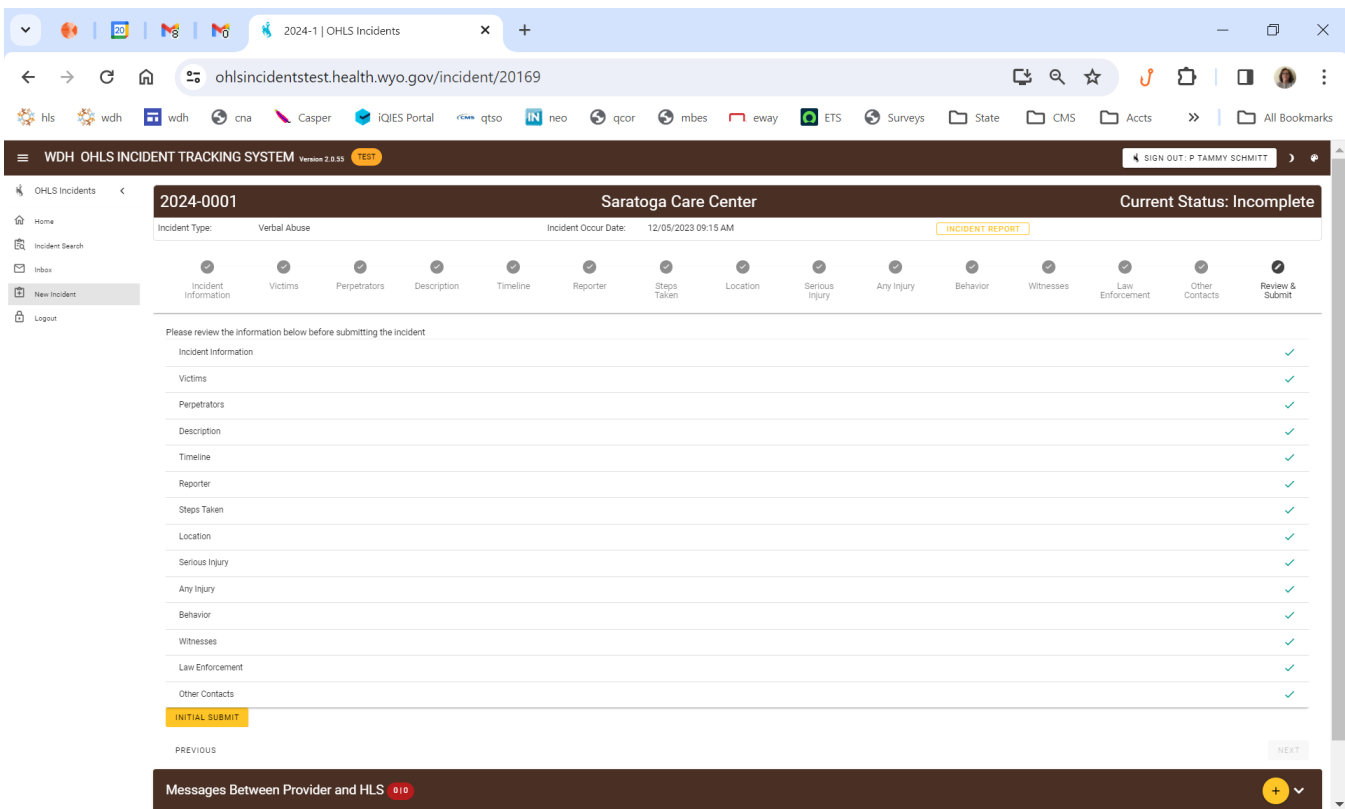
The screenshot shows the 'OHLS INCIDENT TRACKING SYSTEM' interface for incident 2024-0001 at Saratoga Care Center. The incident type is 'Verbal Abuse' and it occurred on 12/05/2023 at 09:15 AM. The current status is 'Incomplete'. A progress bar at the top shows 13 steps: Incident Information, Victims, Perpetrators, Description, Timeline, Reporter, Steps Taken, Location, Serious Injury, Any Injury, Behavior, Witnesses, Law Enforcement, Other Contacts, and Review & Submit. The 'Location' step is highlighted with a red box and a red arrow pointing to it from the text above. Below the progress bar, a table lists the completion status for each step:

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

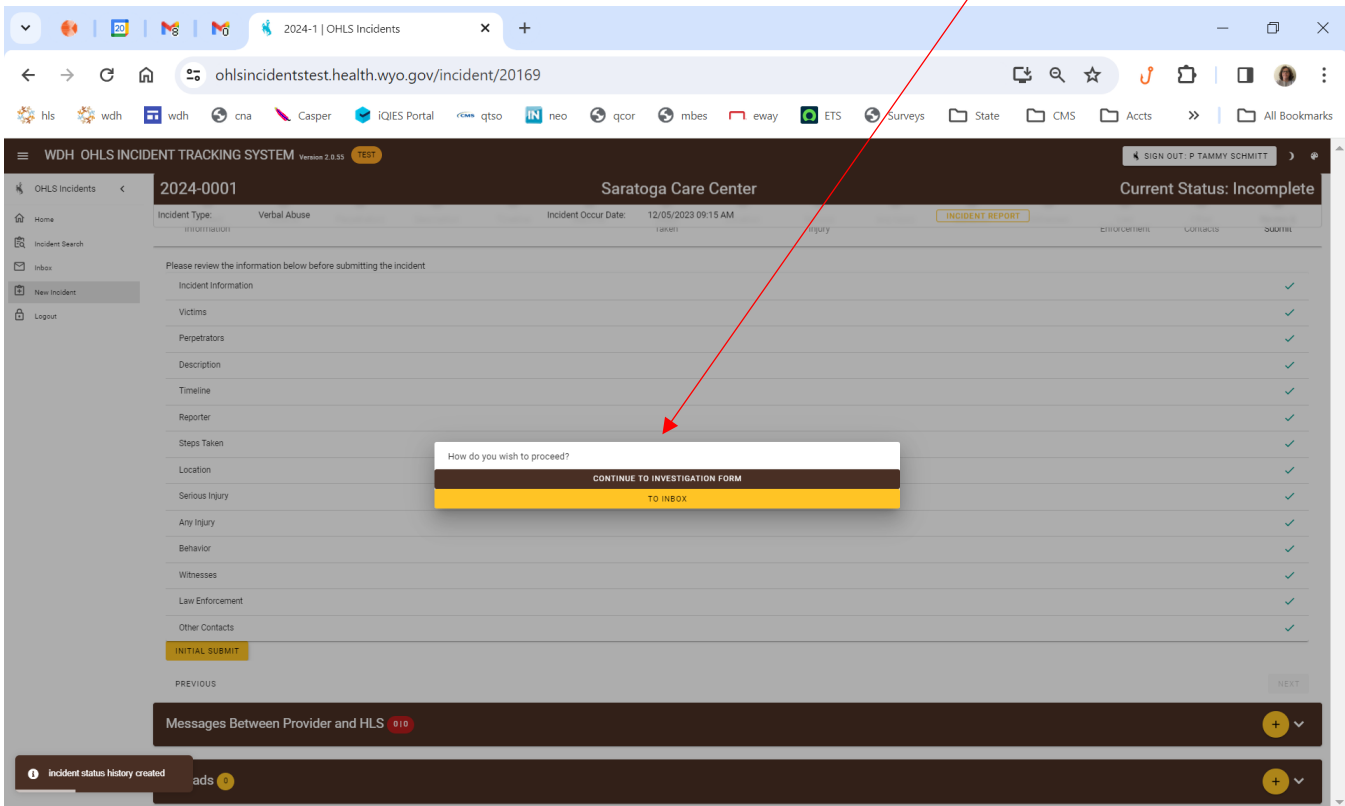
Location – So this was a step that was missed in this case. Enter the information and then advance through the stepper (click each step at the top) until you get to the Review & Submit step.

The screenshot shows the 'Location' form in the OHLS Incident Tracking System. The form title is 'Location' and it asks 'Where did the alleged incident occur?'. The form contains a rich text editor with the text 'In residents room during morning cares.' and a 'SAVE' button. The progress bar at the top shows that the 'Location' step is now complete (checked off). The 'Review & Submit' step is still incomplete. At the bottom of the page, there are 'PREVIOUS' and 'NEXT' navigation buttons.

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.



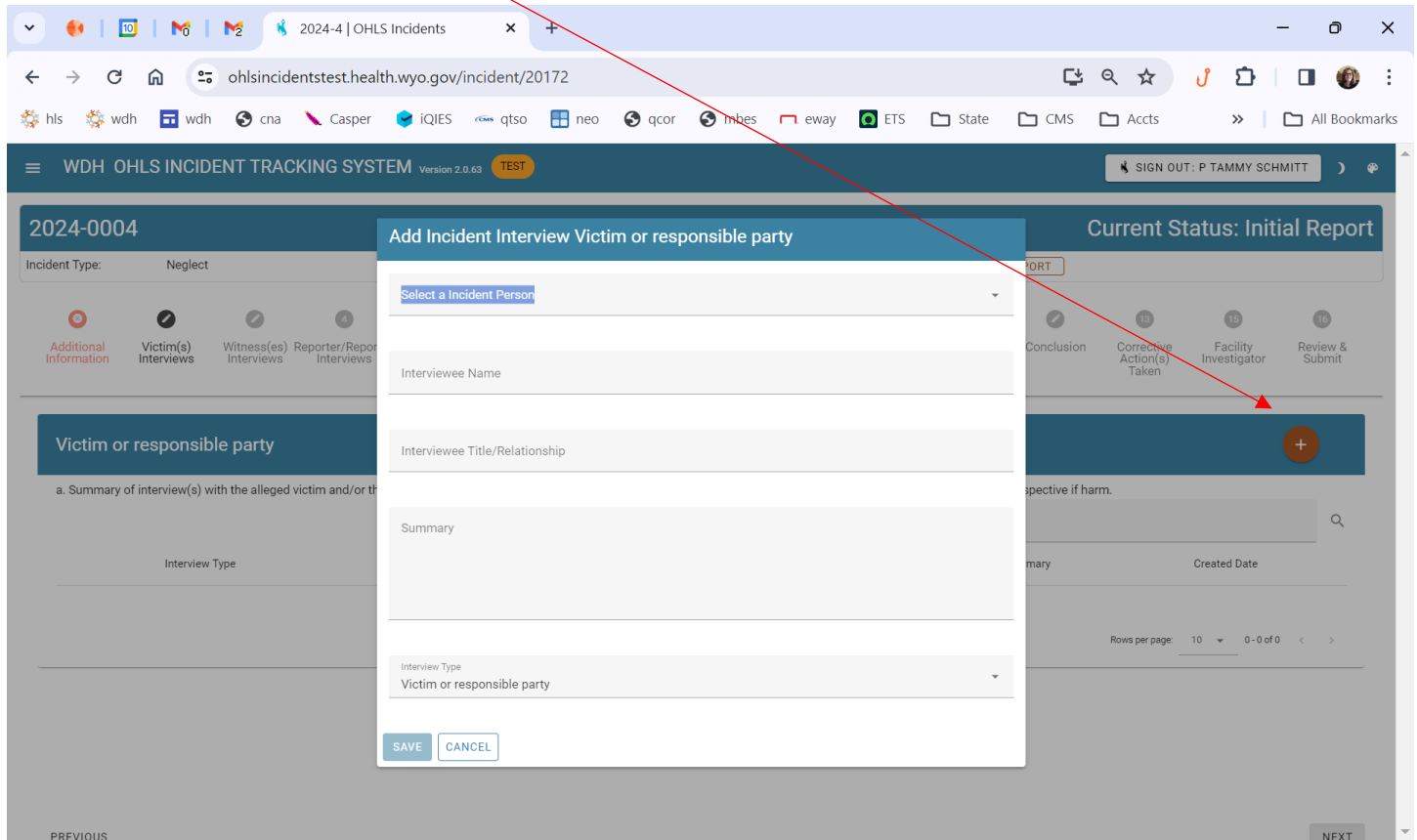
If you select CONTINUE TO INVESTIGATION FORM it will take you to the investigation phase of the stepper. If you go to your InBox and then later are ready to enter the investigation, just find the incident number in your InBox and open it. It will take you to the investigation phase. You can go back and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

The screenshot shows the 'OHLS INCIDENT TRACKING SYSTEM' interface for incident 2024-0004 at Saratoga Care Center. The incident type is 'Neglect' and the current status is 'Initial Report'. A progress bar at the top lists 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 'INCIDENT REPORT' button is highlighted with a red arrow. Below the progress bar is a 'Question Helper' section and an 'Additional Information' text area with a 'SAVE' button. At the bottom, there are sections for 'Messages Between Provider and HLS' (011) and 'Uploads' (0).

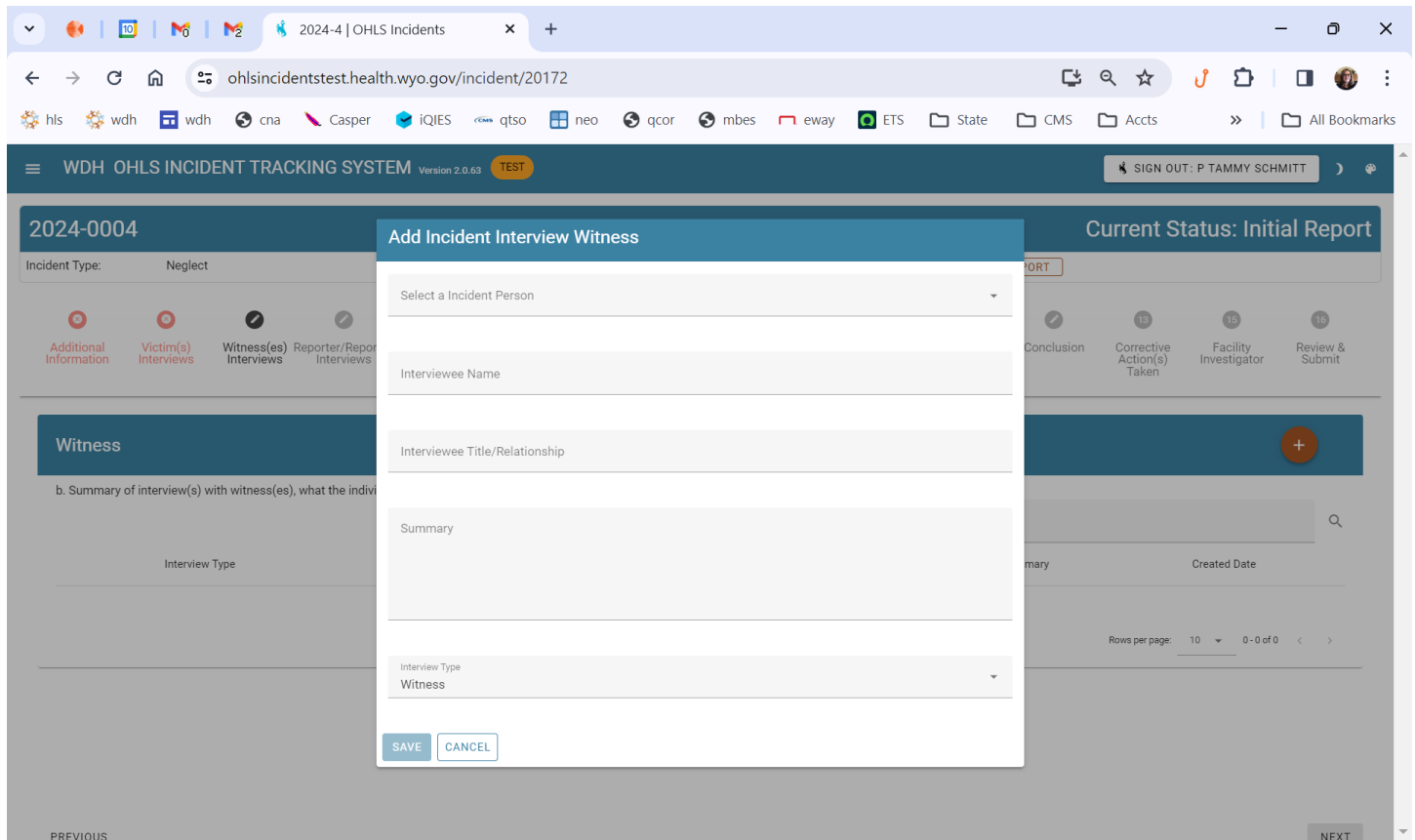
Enter informaton in as appropriate and tab to each stepper across the top.

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 current status is 'Initial Report'. A progress bar at the top lists 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 'Additional Information' text area is active, showing a cursor and a 'SAVE' button. At the bottom, there are sections for 'Messages Between Provider and HLS' (011) and '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.



Continue with the same process across the other sections.



Keep entering data as needed and advancing through stepper.

The screenshot shows the WDH OHLS Incident Tracking System interface. The main header displays '2024-0001 Saratoga Care Center' and 'Current Status: Initial Report'. The incident type is 'Verbal Abuse' and the occurrence date is '12/05/2023 09:15 AM'. A progress bar at the top indicates the current step is 'Summary Findings'. A modal window titled 'Add Incident Interview Staff responsible for oversight' is open, containing the following fields: 'Interviewee Name', 'Interviewee Title/Relationship', 'Summary', and 'Interview Type' (set to 'Staff responsible for oversight'). 'SAVE' and 'CANCEL' buttons are at the bottom of the modal. The background interface shows various navigation options and a list of incident-related items.

Enter the summary of your findings.

The screenshot shows the 'Summary Findings' form within the WDH OHLS Incident Tracking System. The header information is consistent with the previous screenshot. The 'Summary Findings' section is active, displaying a text area for entering information. Above the text area is a rich text editor toolbar with options for bold, italic, underline, link, and list creation. A 'SAVE' button is located below the text area. The progress bar at the top shows 'Summary Findings' as the current step. The interface also includes navigation buttons for 'PREVIOUS' and 'NEXT', and expandable sections for 'Messages Between Provider and HLS' and 'Uploads'.

Enter information as applicable.

The screenshot shows the 'Documents Obtained' 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 'Initial Report'. Below this, a progress bar shows the status of 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 (green), Corrective Action(s) Taken (green), Facility Investigator (green), and Review & Submit (green). The 'Documents Obtained' section has a question helper icon. Below it is a text area with a rich text editor toolbar (bold, italic, underline, link, unlink, list, list, link, unlink, undo, redo) and a 'SAVE' button. At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons, and two expandable sections: '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 incident number is 2024-0001 and the location is Saratoga Care Center. The current status is 'Initial Report'. The progress bar is the same as in the previous screenshot, but the 'Conclusion' step is now highlighted in yellow. The 'Conclusions' section has a question helper icon. Below it is a dropdown menu with the following options: 'Conclusion', 'Inconclusive', 'Not Verified', and 'Verified'. Below the dropdown is a 'SAVE' button. At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons, and two expandable sections: 'Messages Between Provider and HLS 011' and 'Uploads 0'.

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

The screenshot shows the 'Corrective Action' section of the incident report. At the top, the incident details are: ID 2024-0001, Location Saratoga Care Center, Incident Type Verbal Abuse, and Occur Date 12/05/2023 09:15 AM. A progress bar below shows various steps with status indicators: 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 (green), Conclusion (red), Corrective Action(s) Taken (green), Facility Investigator (green), and Review & Submit (green). The 'Corrective Action' section has a text area with a rich text editor toolbar. Below it is the 'Oversight' section, also with a text area and toolbar.

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 'Review & Submit' section of the incident report. A red arrow points to the 'Investigation Submit' button in the bottom right corner. The progress bar at the top is identical to the previous screenshot. Below the progress bar, a checklist of steps is shown with green checkmarks indicating completion: 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, and Facility Investigator. At the bottom, there are sections for 'Messages Between Provider and HLS' and 'Uploads'.

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 page displays an incident report for Saratoga Care Center. A print overlay is visible on the right side of the screen, showing various print settings. A red arrow points from the top right of the page to a printer icon in the bottom right corner of the print overlay.

Print 2 sheets of paper

Destination: HP Color Laserjet Pro M

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings

Print Cancel

Incident Report Details:

2024-0001
Saratoga Care Center
Current Status: Investigation Submitted

Incident Type: Verbal Abuse
Incident Occur Date: 12/05/2023 09:15 AM
Initial Sent To HLS Date: 12/20/2023 07:47 AM
Staff Aware Date: 12/05/2023 10:00 AM
Administrator Aware: 12/05/2023 11:15 AM
Contact Name: Tammy Schmitt
Contact Title: DON
Contact Email: tammy.schmitt@wyo.gov
Facility Investigator: Susie Que
Investigator Phone: 13077777124

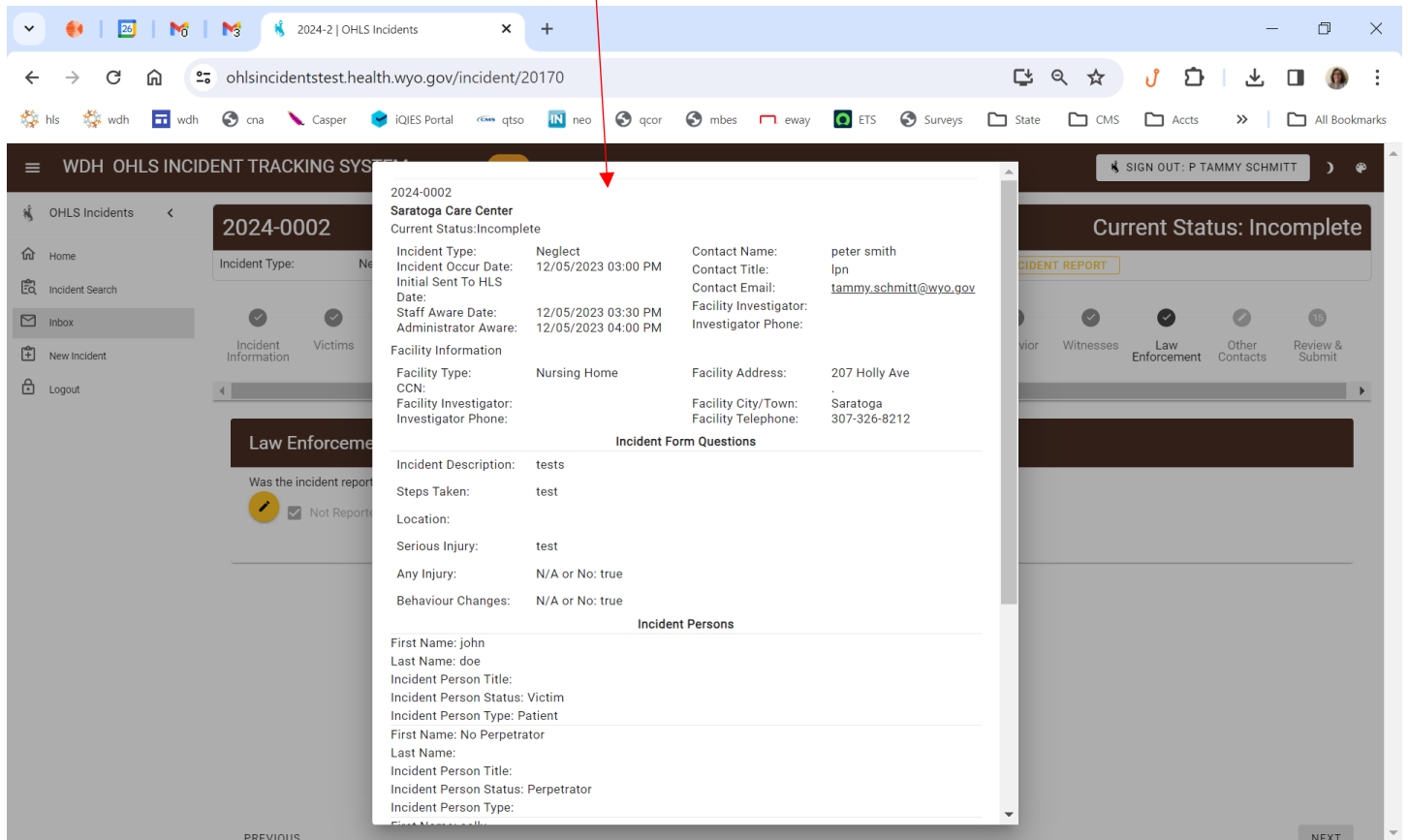
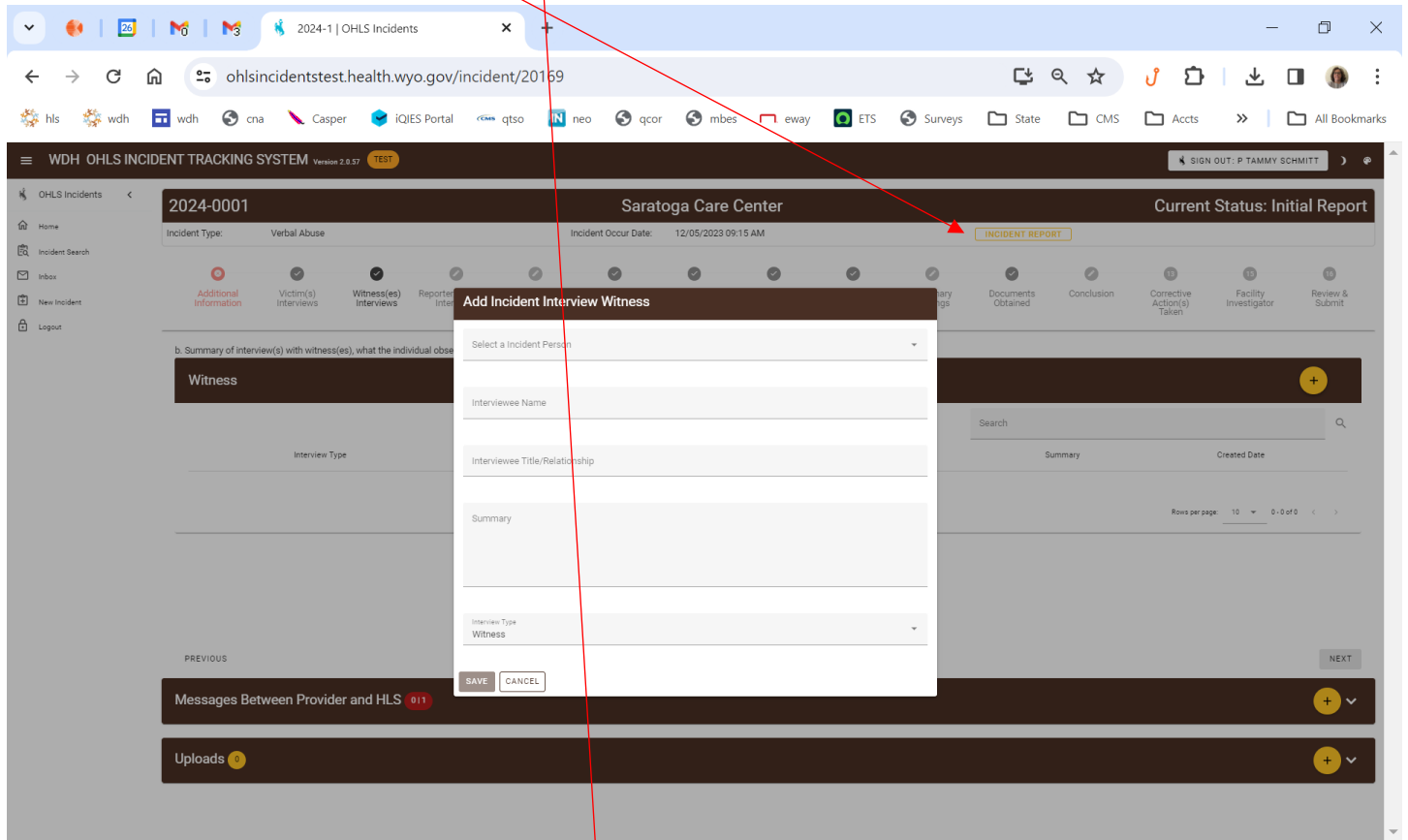
Facility Information

Facility Type: Nursing Home
CCN:
Facility Investigator: Susie Que
Investigator Phone: 13077777124
Facility Address: 207 Holly Ave
-
Facility City/Town: Saratoga
Facility Telephone: 307-326-8212

Incident Form Questions

Incident Description: Please describe in detail what happened, with whom, what was said, etc.
Steps Taken: What did the facility do to protect residents.
Serious Injury: N/A or No: true
Any Injury: N/A or No: true
Behaviour Changes: N/A or No: true
Location: In residents room during morning cares.
Summary Findings: Enter information as appropriate here
Additional Information: Enter any added info here.
Conclusions: enter here
Corrective Action: do something
Oversight: add something
Systemic Actions: add something

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
2	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 09:15 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 PM		Wyoming State Hospital-Licensure Units	Grievance	Initial Report	H
	2024-0001	03/06/2024 07:00 PM	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	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

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, 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 0/1

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.

WDH 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

Rows per page: 10 1 - 6 of 6

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

- OHLS Incidents
- Home
- Incident Search
- Inbox**
- New Incident
- Logout

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

Rows per page: 10 1 - 6 of 6

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. \

The screenshot shows the 'Incident Search' page with a search bar containing 'smith'. Below the search bar are filter buttons for 'Incident Occur Date', 'Facility', 'Incident Type', and 'Status'. A table of results is displayed with columns: Facility Name, Incident Type, Incident Number, Initial Sent Date, Incident Occur Date Time, and Status. Three results are shown for 'Saratoga Care Center'.

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

This screenshot shows the same 'Incident Search' page, but the 'Incident Number' column header now has a downward arrow, indicating it is sorted in descending order. The search results remain the same as in the previous screenshot.

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