Introduction

The Incident Reporting and Analysis System (IRAS) is a web based notification system designed to store and track information related to critical incidents identified by the Department of Children and Families (DCF).

The objectives of this system are:
- Timely notification of critical incidents
- Provide details of the incident and the immediate actions taken
- Track and analyze incident-related data

Throughout the system, each page will offer a help file specific to information being requested or displayed on a particular page. Use the "Help" link in the upper right banner to view help content. This User Guide is also available in the upper right banner labeled "User Guide."

Once an incident is added, each tab will contain header information specific to the saved incident. The following will display:

- Incident # - Incident Number assigned to the incident.
- Opened - Date the Incident was added to IRAS.
- Status - Current status of the incident. All incidents receive a "Pending" status until changed to "Completed." Only users with a certain role and level can change the status of an incident.
- Completed - Date the incident status was changed from Pending to Completed.

The Print Summary Icon will display for all users. Only users with a certain role and level will see the Send Notifications Icon and the Clipboard Icon to change an incident status.

System Security

IRAS utilizes the DCF Web Systems Portal to provide secure access to the system. User Roles and Levels are established within IRAS. Only users with the Role of “User Administrator” or “Administrator” at any DCF Level can add or edit user profiles.

Security within the IRAS system is role-based; meaning the user roles will have access to different system functionalities depending on the user's level of responsibility.

The roles are defined at the following levels:
Below are descriptions for each User Role:

- **Viewer:** Read only access to incident details. Viewer can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Viewer can be at any User Level.

- **Initiator:** Can add an incident and update the incident details. Initiator can send Initial Incident Reports and Updated Initial Incident Reports. An Initiator can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Initiator can be at any User Level.

- **Incident Coordinator:** Can add an incident and update the incident when further information is obtained. Incident Coordinator can send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. An Incident Coordinator can be at any User Level, however, only a DCF Incident Coordinator can change the status of an incident and send Incidents to DCF upper management and leadership. Incident Coordinator can receive notifications; update their own user profile as well as search and view incidents and user profiles.

- **Criminal Justice Coordinator:** Read only access to incident details. This role can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Criminal Justice Coordinator can be at any User Level.

- **Death Review Coordinator:** Can add an incident and update the incident when further information is obtained. Can also send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. Death Review Coordinator can be at any User Level. Only those at Department level can send incidents to DCF upper management and leadership and change the status of an incident. This role can receive notifications; update their own user profile as well as search and view incidents and user profiles.

- **Child Fatality Prevention Specialist:** Can add an incident and update the incident when further information is obtained. Can also send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. Child Fatality Prevention Specialist can be at any User Level. Only those at Department level can send incidents to DCF upper management and leadership and change the status of an incident. This role can receive notifications; update their own user profile as well as search and view incidents and user profiles.

- **Communications’ Designee:** Read only access to incident details. This role can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Communications’ Designees can be at any User Level.

- **Leadership:** Can perform all functions within IRAS EXCEPT add incidents, send notifications and add/edit user profiles. Leadership can be at any User Level.

- **User Administrator:** Can perform all functions and administer users within IRAS at the region level. A User Administrator can only be at the Region level.

- **Administrator:** Can perform all functions and administer users within IRAS. An Administrator can only be at the Department level.
The footer area will display the following information about the user that is logged in:

- User ID
- Name
- Role
- Level
- County
- Circuit
- Region

**Using IRAS**

This portion of the guide will walk you through each screen of the system. Once logged in, you will be on the IRAS home page. A section labeled “My Incident Reports” with a link named “My Notifications” will display. Click on “My Notifications” to view a list of all notifications you received or sent, with the latest notification listed first. To view the details of the incident, click on the incident number.

Note: Once the status of an incident has been changed to “Completed”, it will not show in this listing.

There is also a link to “My Profile” on the home page. Click on “My Profile” to view information on your profile and to turn on/off notifications.
Welcome to the DCF Incident Reporting & Analysis System

Welcome to the DCF Incident Reporting and Analysis System. This system allows users to send timely notifications of significant incidents to DCF leadership. This system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system.

System Enhancements

- Provider User Level and Provider field name changed to read Provider/Contractor (ME) throughout application.
- Added new User Level for Sub-Provider/Sub-Contractor users. This user level can be assigned to the Viewer, Initiator and Incident Coordinator roles.
- Provider Site / Sub-Provider field renamed to Sub-Provider/Sub-Contractor.
- Counts will be appended to the end of each Sub-Provider/Sub-Contractor name (SAH providers only) to help users distinguish between sites.
- Combination of the selected Provider/Contractor (ME) and Sub-Provider/Sub-Contractor site should properly route incident notifications to appropriate recipients.
- Enhancements added to tighten security around viewing incident details.
- Updated Help Files and User Guide.

My Incident Report Notifications

<table>
<thead>
<tr>
<th>Incident Number</th>
<th>Incident Date</th>
<th>Incident Type</th>
<th>Circuit</th>
<th>Provider/Contractor (MI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-PDFS-00367</td>
<td>07/25/2011</td>
<td>Death</td>
<td>13</td>
<td>Hillsborough County DOC</td>
</tr>
<tr>
<td>2011-PDFS-00365</td>
<td>07/20/2011</td>
<td>Significant Injury to Client</td>
<td>12</td>
<td>Central FL Behavioral Health Network</td>
</tr>
<tr>
<td>2011-PDFS-00363</td>
<td>06/23/2011</td>
<td>Employee Arrest</td>
<td>05</td>
<td>Sheriff's Office Investigation - Citrus</td>
</tr>
<tr>
<td>2011-PDFS-00362</td>
<td>04/15/2011</td>
<td>Death</td>
<td>11</td>
<td>Barview Center For Mental Health, Inc.</td>
</tr>
<tr>
<td>2011-PDFS-00360</td>
<td>04/12/2011</td>
<td>Other</td>
<td>11</td>
<td>Bayview Center For Mental Health, Inc.</td>
</tr>
<tr>
<td>2011-PDFS-00358</td>
<td>04/22/2011</td>
<td>Other</td>
<td>17</td>
<td>Citrus Health Network</td>
</tr>
<tr>
<td>2011-PDFS-00357</td>
<td>04/15/2011</td>
<td>Other</td>
<td>11</td>
<td>Citrus Health Network</td>
</tr>
<tr>
<td>2011-PDFS-00351</td>
<td>03/30/2011</td>
<td>Significant Injury</td>
<td>13</td>
<td>ACCESS</td>
</tr>
<tr>
<td>2011-PDFS-00354</td>
<td>04/05/2011</td>
<td>Death</td>
<td>08</td>
<td>Child Protective Investigation</td>
</tr>
<tr>
<td>2011-PDFS-00352</td>
<td>04/25/2011</td>
<td>Significant Injury to Client</td>
<td>06</td>
<td>Eckerd Community Alternatives, Inc. (Family Safety)</td>
</tr>
<tr>
<td>2011-PDFS-00346</td>
<td>03/24/2011</td>
<td>Caregiver Arrest</td>
<td>04</td>
<td>Family Support Services of North Florida Inc (Family Safety)</td>
</tr>
<tr>
<td>2011-PDFS-00345</td>
<td>03/24/2011</td>
<td>Caregiver Arrest</td>
<td>04</td>
<td>Family Support Services of North Florida Inc (Family Safety)</td>
</tr>
<tr>
<td>2011-PDFS-00344</td>
<td>03/22/2011</td>
<td>Escape</td>
<td>17</td>
<td>Citrus Health Network</td>
</tr>
<tr>
<td>2011-PDFS-00339</td>
<td>03/16/2011</td>
<td>Child Abuse</td>
<td>17</td>
<td>Childnet Inc. (Family Safety)</td>
</tr>
<tr>
<td>2011-PDFS-00338</td>
<td>03/14/2011</td>
<td>Death</td>
<td>17</td>
<td>Childnet Inc. (Family Safety)</td>
</tr>
<tr>
<td>2011-PDFS-00337</td>
<td>03/14/2011</td>
<td>Death</td>
<td>17</td>
<td>Childnet Inc. (Family Safety)</td>
</tr>
<tr>
<td>2011-PDFS-00336</td>
<td>03/14/2011</td>
<td>Death</td>
<td>17</td>
<td>Childnet Inc. (Family Safety)</td>
</tr>
<tr>
<td>2011-PDFS-00334</td>
<td>03/04/2011</td>
<td>Significant Injury</td>
<td>15</td>
<td>Administration</td>
</tr>
<tr>
<td>2011-PDFS-00330</td>
<td>02/25/2011</td>
<td>Significant Injury</td>
<td>17</td>
<td>Citrus Health Network</td>
</tr>
</tbody>
</table>

5
Adding an Incident

The Initiator is the person who initially enters the information into IRAS when an incident has occurred.

The Initiator can add an Incident by hovering over the “Incident” tab in the upper left navigation menu and clicking on “Add Incident.”
Step One – Enter Incident Information:

Welcome to the DCF Incident Reporting & Analysis System. This system allows users to send timely notifications of significant incidents to DCF leadership. The system allows users to record the details regarding the incident and any actions taken subsequent to the incident. The system can also be queried for data on incidents contained within the system.

System Enhancements

- Provider User Level and Provider field name changed to read Provider/Contractor (ME) throughout application.
- Added new User Level for Sub-Provider/Sub-Contractor users. This user level can be assigned to the viewer, initiator and incident coordinator roles.
- Provider Site / Sub-Provider field renamed Sub-Provider/Sub-Contractor.
- County will be appended to the end of each Sub-Provider/Sub-Contractor name (SAMH providers only) to help users distinguish between sites.
- Combination of the selected Provider/Contractor (ME) and Sub-Provider/Sub-Contractor site should properly route incident notifications to appropriate recipients.
- Enhancements added to tighten security around viewing incident details.
- Updated Help Files and User Guide.
1. **Program** – select your program area from the dropdown options.
2. **Incident Type** – select an Incident Type from the dropdown. Click the “?” for a list of incident types and descriptions.
3. **Incident Date** – the pre-populated date can be edited when entering the incident into the system.
4. **Incident Time** – enter the time of the incident. A valid time must be entered.
5. **Date Incident Reported** – the pre-populated date can be edited when entering the incident into the system.
6. **Brief Description** – enter a brief description of the incident. Do not include confidential information. Contents of this field will display on notifications.
7. **Media** – select the appropriate option from the dropdown.
8. **Hotline Notification** – select the appropriate option from the dropdown.
9. **Current DCF Involvement** – Briefly describe any current DCF involvement with anyone involved in the incident. Current DCF Involvement does not include information related to the incident being entered. Note: field is limited to 500 characters.
10. **Prior DCF Involvement** – Provide a description of any prior DCF involvement with anyone involved in the incident.
11. Click on Continue.

**NOTE:** DO NOT include names or other confidential information in the Brief Description field. The Brief Description field has a limit of 500 characters.

**Step Two – Select Provider and Enter Location Information:**

![DCF Web Systems Portal](image)
1. **Provider Type/Category** – Select the Provider Type/Category from the dropdown options. The options displayed are determined by the Program selected.

2. **Provider/Contractor (ME)** – Select the appropriate Provider/Contractor (ME).

3. **Sub-Provider/Sub-Contractor** – select the Sub-Provider/Sub-Contractor from the dropdown options.

4. **Incident Site/Location** – Select the Incident Site/Location category from the dropdown options. The options in this field are determined by the Provider selected. This field does not apply and therefore does not display for Substance Abuse and Mental Health Incident Types.

5. **Location Name** – Enter the Incident Location Name. This field does not apply and therefore does not display for Substance Abuse and Mental Health Incident Types.

6. **Location Address** – Enter the Incident Location Address. This field does not apply and therefore does not display for Substance Abuse and Mental Health Incident Types.

7. **Location City, State and Zip Code** – Enter the Incident City, State and Zip Code (zip is not required). These fields do not apply and therefore do not display for Substance Abuse and Mental Health Incident Types.

8. **Location Description** – Enter details for the Incident Location description (this field is not required if Location Name, Address, City, and State are complete).

9. Click on Continue.

**Step Three – Enter Primary Person Information if Known:**

![Add Incident](image)

Before entering a Primary Person you can either “Save and Send Notifications” or you can “Save and Add More Incident Details” before sending notifications.

**Adding Primary Person Information:** Click the checkbox to add the Primary Person. If checked, this flags the person you are about to enter as being the Primary Person Involved. You are not required to enter the Primary Person information when adding an incident. However, if you click the checkbox, you are required to complete the appropriate fields. To add an incident without entering the Primary Person information, the checkbox must be unchecked.
1. Click in the checkbox to enter Primary Person information.
2. **Group** – select appropriate Group option from dropdown.
3. **Role/Involvement** – select appropriate Role/Involvement from dropdown.
4. **First Name** – enter primary person’s first name.
5. **Last Name** – enter primary person’s last name.
6. **DOB Date Or Estimated Age** – enter the mm/dd/ccyy or select an estimated age.
7. **Gender** – select appropriate gender from dropdown options.
8. **Race** – select race from dropdown options.
9. **Missing Child** – select the appropriate dropdown option if applicable. This field is not required and will not display for Adult Protective Services, ACCESS or Administration.
10. **Injury Requiring Hospital Admission** – click in checkbox if primary person has an injury requiring hospital admission.
11. **Death** – click in the checkbox if appropriate. If this field is checked, the system requires an answer for the Manner of Death and Suspected Overdose fields. Also select the appropriate radio button for the Seclusion and Restraint question.
12. **FSFN Person ID** – enter the FSFN Person ID if applicable. This field is not required.
13. After entering the person information, the initiator can “Save and Send Notifications” or “Save and Add More Incident Details” before sending the notification.

When an incident has been added, the initial Incident Report will be generated to recipients who have user profile settings that indicate they should receive this notification.
Completing Incident Details

The Face Sheet Tab contains the information that the Initiator entered regarding the incident. Additional details of the incident are entered in the tabs described below.

People Involved Tab

On the People Involved tab, you can enter information regarding all participants involved in the incident, such as alleged victims/perpetrators, witnesses, physicians, etc.

If the Initiator entered “People Involved” information, those entries will display in a grid. Click on the person's name in the grid to complete death or injury information.

To add a new person involved, click on the "Add" button.

There may be more than one primary person for an individual incident. If the person you are adding is a primary person make sure to check the primary person check box.

Complete the fields to enter a person into the system as previous explained.

NOTE: Enter the Date of Birth if known, OR select an Estimated Age if the Date of Birth is not known.
When “Death” is checked, you will see the below screen with a few more fields to complete.

You will need to:

- Select a Manner of Death from the dropdown options

- Suspected Overdose: Select the appropriate dropdown option based on:
  1. None - The death does not appear to be related to a drug overdose.
  2. Non-prescription - Illicit - The death appears to be related to an overdose of illicit drugs.
  3. Prescribed – Methadone - The death appears to be related to an overdose of Methadone.
  4. Prescribed – Buprenorphine - The death appears to be related to an overdose of Buprenorphine.
  5. Other - The death appears to be related to an overdose of other drugs not mentioned in the categories above.
  6. Unknown Drug - The death appears to be related to an overdose of unknown type.
Choose Yes or No if the death is related to seclusion or restraint. The "yes" box should be checked for any death that occurs in the following circumstances:
1. While a person is restrained or secluded;
2. Within 24 hours after release from seclusion or restraint; or
3. Within one week after seclusion or restraint, where it is reasonable to assume that use of the seclusion or restraint contributed directly or indirectly to the person’s death.

Current/Prior Tab

Current/Prior Tab refers to the Current and Prior DCF Involvement.
Any Current or Prior Involvement that was added on the Add Incident Page will show up in the grid at the bottom of the tab.
The Current DCF involvement is limited to 500 characters. This is meant to give a brief description of the Department's current involvement with the individuals in the incident. Current DCF involvement does not include information related to the incident being
entered. Current DCF involvement is any services, investigations, etc. that were already in place when the incident occurred. For example: “There is an open child abuse investigation on this family” or “Vulnerable adult is a resident of the NE Florida State Hospital.”

The Prior Involvement is not limited in size. If the individuals have an extensive history with the Department, that can be detailed in the box. For example, any prior abuse report findings can be cut and paste into the Prior Involvement box.

Comments Tab

The Comments tab is an unlimited text box; however, you should be as brief and accurate in your choice of words as possible. Try to communicate WHAT occurred, WHEN it occurred, WHERE it took place, and WHO was involved in a manner that clarifies the shorter entries made in the Add Incident page data fields. Avoid speculation about why the incident occurred. Record only the facts as they are known.

Below the Add Incident Comments box is a grid listing of all comments entered for the particular incident. The first record in the grid listing will detail the information entered in the "Brief Description" field when the incident was added. Each time narrative/comments are entered, they will display in the narrative history grid. Spell check is available for this field. Right click on any word that displays with a red line underneath. Select the correct spelling of the word.

The Comment screen remains open, even after the status of an incident has been changed to “Completed.” This allows the capture of any future notes on the incident.
Understanding the Notifications within IRAS

After entering the Add Incident Information and the Provider and Location Information, you can save and send notifications or after adding more incident information you can then send notifications.

After entering the Primary Person Information you can Save and Send Notifications or after adding more incident information you can then send notifications.
The Initial Notification is sent out as the Initial Incident Report. This information is sent only to those individuals that are set up in the system to receive initial incidents. Those individuals are typically Incident Coordinators. Leadership will not receive Initial Incident Reports.

Updates can also be added to Initial Incident Reports. To do so, click on the Initial Incident Report on the Notifications tab. You can then click on send update. A box will appear and allow you to make any additional comments and then send notifications. The individuals that were notified will appear in a grid at the bottom of the page.
The Notification Tab will display a grid at the bottom of the page that will show the notifications that have been made.

![DCF Web Systems Portal](image)

**Sending Incident Reports**

**NOTE:** Only DCF Users with the Role of Incident Coordinator, Communications’ Designee, Criminal Justice Coordinator, Death Review Coordinator, Child Fatality Prevention Specialist, or Administrator can send an Incident Report.

Sending subsequent Incident Reports, after an incident has been added, is intended to make leadership aware of any significant incident that has occurred.

To send an Incident Report, click on the envelope icon located in the upper right-hand corner of the screen. You will then see a checkbox for Facility, Circuit, Region, Headquarters Other, Headquarters Leadership - All. Select the group who should receive this report. Once selected, the group will open to show individual names. You may choose to send to all persons in a particular group or individually choose names of individuals to send the incident to.

If it is determined that someone not on the distribution list should receive this notification, forward the Incident Report to the person or persons who should be notified.

To avoid unnecessary notifications being sent, you will be prompted to review the list of people chosen to receive the incident report before the report is actually sent.
Notifications Tab

A listing of all notifications sent for a specific incident is displayed on the **Notifications** tab. You will see the notification sent, the date it was sent, who sent it, and the number of recipients for the notification. To view details of the recipients, click the number in the “**Recipients**” column. This will show the name, role, level, email and phone number for each recipient in the event you need to contact them.
Incident Detail

Incident #: 2011-PDMH-00382  Opened: 11/29/2011  Status: Pending  Completed:

<table>
<thead>
<tr>
<th>Face Sheet</th>
<th>Notifications</th>
<th>People Involved</th>
<th>Current/Prior</th>
<th>Comments</th>
</tr>
</thead>
</table>

**Notification** | **Date Sent** | **Sent By** | **Recipients**
---|---|---|---
Updated Incident Report | 11/29/2011 3:08:42 PM | ROGERS, REAGAN | 1
Incident Report | 11/29/2011 3:08:00 PM | ROGERS, REAGAN | 1
Updated Initial Incident Report | 11/29/2011 2:48:00 PM | ROGERS, REAGAN | 7

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<table>
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<tr>
<th>Face Sheet</th>
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<th>Comments</th>
</tr>
</thead>
</table>

**Return to Notifications List**
Incident Status

An incident has two statuses: Pending and Completed. The status is automatically set at pending when the incident is added.

To change an incident status from “Pending” to “Completed,” click on the Clipboard icon. It is suggested you view all details for the incident by clicking on the Print Summary icon before you change the incident status. You will be prompted with the question “Are you sure you want to change the status of this Incident to Completed?” Choosing “Yes” will change the incident status and auto-fill the “Completed” date. Choosing “No” cancels the status change and returns you to the previous screen.

Print Summary

Clicking on the Print Summary icon will open a .pdf document with details of the incident in a “printable” format.

Search Incident

If you know specific information about an incident, you can quickly find and open the associated Incident Report. To search for a particular incident, hover over the “Incident” tab in the upper left navigation menu and click on “Search Incident.”

Search by Incident Number – You may search for a particular incident by entering the incident number (if known). Enter the exact incident number and click “Go.”

Summary (Keyword) – This search feature will return results based on a keyword search from information entered in the Brief Description field when the incident was added.

Search by General Parameter – You may also search by:

- Incident Status (Pending, Completed and All Incidents)
- Last Name
- First Name
- Program Office
- Provider Type
- Provider/Contractor (ME) -
When results are returned, they will display in a grid format listing the Incident Number, Incident Date and Time, Incident Type and Provider/Sub-Provider. Click on the incident number to view the details of the incident.

Please note: These are two different search functions. If you enter an incident number at the top of the page, you must click “go” to receive accurate results. Do not click “search” at the bottom of the page unless you are entering additional search information on the bottom half of the page.
User Profiles

Adding a Profile (ONLY DCF staff with the Role of User Administrator or Administrator can add profiles)

If your user role is User Administrator or Administrator at the Facility, Circuit, Region or Headquarters Level you will see “Profiles” in the upper left navigation menu. To add a profile, hover over the “Profiles” and click on “Add Profile.”
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- Updated Help Files and User Guide.

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**Add Profile**

**Enter Primary Profile Information**

- User Name
- First Name
- Last Name
- Title (optional)
- Email
- Office Phone
- Cell Phone
- Region
- Circuit
- User Role
- User Level

Initial Incident Report

Incident Report

[Save] [Cancel]
The User Name is the LDAP ID that is used to log into the DCF Web Systems Portal. Enter the user’s First Name, Last Name, Title, Email, Office Phone and Cell Phone. Title is the only field that is not required.

Select the Region and Circuit from the dropdown options.

**User Role** - Select the appropriate User Role from the dropdown options. Below are descriptions for each User Role:

- **Viewer**: Read only access to incident details. Viewer can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Viewer can be at any User Level.
- **Initiator**: Can add an incident and update the incident details. Initiator can send Initial Incident Reports and Updated Initial Incident Reports. An Initiator can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Initiator can be at any User Level.
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- **Criminal Justice Coordinator**: Read only access to incident details. This role can also receive notifications; update their own user profile as well as search and view incidents and user profiles. Criminal Justice Coordinator can be at any User Level.
- **Death Review Coordinator**: Can add an incident and update the incident when further information is obtained. Can also send Updated Initial Incident Reports, Incident Reports and Updated Incident Reports. Death Review Coordinator can be at any User Level. Only those at Department level can send incidents to DCF upper management and leadership and change the status of an incident. This role can receive notifications; update their own user profile as well as search and view incidents and user profiles.
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- **Leadership**: Can perform all functions within IRAS EXCEPT add incidents, send notifications and add/edit user profiles. Leadership can be at any User Level.
- **User Administrator**: Can perform all functions and administer users within IRAS at the region level. A User Administrator can only be at the Region level.
- **Administrator**: Can perform all functions and administer users within IRAS. An Administrator can only be at the Department level.
**User Level** - Select the appropriate User Level from the dropdown options. Below are the User Levels in which a User Role can be established:

- Provider/Contractor (ME)
- Sub-Provider/Sub-Contractor
- Facility (State Mental Health Treatment Facility)
- Circuit
- Region
- Headquarters

If the User Level selected is Provider/Contractor (ME), Sub-Provider/Sub-Contractor or Facility, you will be prompted to select the appropriate Provider/Contractor (ME), Sub-Provider/Sub-Contractor or Facility the user is associated with.

If the User Level selected is Circuit, Region or Headquarters, you will be prompted to select a program area. The options are "Mental Health," "Substance Abuse," "Family Safety," "Adult Services," "ACCESS," "Administration" and "All." "All" should be selected if the user is associated with all program areas.

**Initial Incident Report** – Check the checkbox if the user should receive the Initial Incident Report when an incident is added. Initial Incident Reports should be sent to the Incident Coordinators who will review prior to sending out the Incident Report.

**Incident Report** - Check the checkbox if the user should receive Incident Reports that are sent for a specific area.

To Deactivate a Primary Profile, uncheck the checkbox marked “Active Profile.” The profile will still be in the system, but the user will not receive notifications.
Once a Profile has been added, Secondary Profiles can be entered for users who need access to more than one but not all Regions, Circuits and/or Program areas.

To Add a Secondary Profile, click “Add Profile” on the Profile Information Page. The Region, Circuit, User Level and Program can be modified for the Secondary Profile.

More than one Secondary Profile can be added to a Primary Profile.

To deactivate a Secondary Profile uncheck the Active Profile checkbox on the Secondary Profile Page. This will delete the Secondary Profile.
Search Profiles

Search Profile allows system administrators to search for and update user information.
You can search by Last Name, First Name or User Name. The name searches can be performed on the full or partial name.

You may also search by Program Office, User Role, User Level, Provider/Contractor (ME), Sub-Provider/Sub-Contractor, Region or Circuit.

When results are returned, click on the Name to view or edit the user’s information.
Reports

The Reports Tab is accessible to all users except for those listed as User Administrators. For security purposes, Provider level users can view report summary roll-ups and incident details only for their provider and/or sub-provider(s).

To access the Reports section of IRAS, hover over “Reports” and click on “View Reports.”

The Reports section allows the user to select a report type and then select criteria for the report based on Program Office, location or time frame.
Step 1 – Select a Report

Select what type of Report to run. Reports can be run by the following types:
- Incident
- Provider/Contractor (ME)
- Provider Summary
- Location
- Death
- Missing Child

Step 2 – Select Report Criteria

Step 2 allows Reports to be run by Program Office, location or time frame.

Program Office: Select the appropriate Department program office area from the dropdown options.

Report Level: Select the Report Level from the dropdown options.

Region: Select the Region from the dropdown options.

Circuit: Select the Circuit from the dropdown options.

County: Select the County from the dropdown options.

Incident Date From: Enter the date from which you want to begin your search (Incident Date From/To intended to allow users to enter a date range in their search).

Incident Date to: Enter the date which you want to stop (end) your search.

Click “Run Report” to get the Report on the information that was entered.

Click “Reset” to delete any selections made on the page.
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<th>Level</th>
<th>Type</th>
<th>Count</th>
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<td>State</td>
<td>Child Arrest</td>
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<tr>
<td>State</td>
<td>Client Information Compromised</td>
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<tr>
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<td>Death</td>
<td>46</td>
</tr>
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<td>Elopement</td>
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<tr>
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<td>Employee Arrest</td>
<td>18</td>
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<td>Significant Injury to Clients</td>
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