



COLORADO

Department of Health Care
Policy & Financing

Office of Community Living
Critical Incident Reporting
System (CIRS) Agency
Administrator Reports
Technical Guide

October 2018

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October 2018 update to the BUS

The BUS was updated on October 15, 2018 to give Agency Administrators access to the CIRS report screen. Agency Administrators are now able to pull CIRS reports to gather the CIRS data needed to fulfill the CIRS contract deliverables. This Technical Guide will explain the process in which an Agency Administrator can access and pull the relevant CIRS data, and which specific CIRS data relates to the CIRS contract deliverable.

The Critical Incident Report Screen is restricted so that only the CIRS data for your specific Case Management Agency can be pulled/viewed.

CIRS Contract Deliverables

In the past, a Case Management Agency (CMA) had to manually compile the CIRS data needed to produce the CIRS contract deliverable report. Access to the CIRS report screen will now give the Agency Administrator the ability to pull CIRS data directly from the BUS to complete this report. CMA's are still solely responsible for the second part of the contract deliverable, "Trending/Analysis".

The CIRS contract deliverable data that can now be pulled from the CIRS Report screen includes:

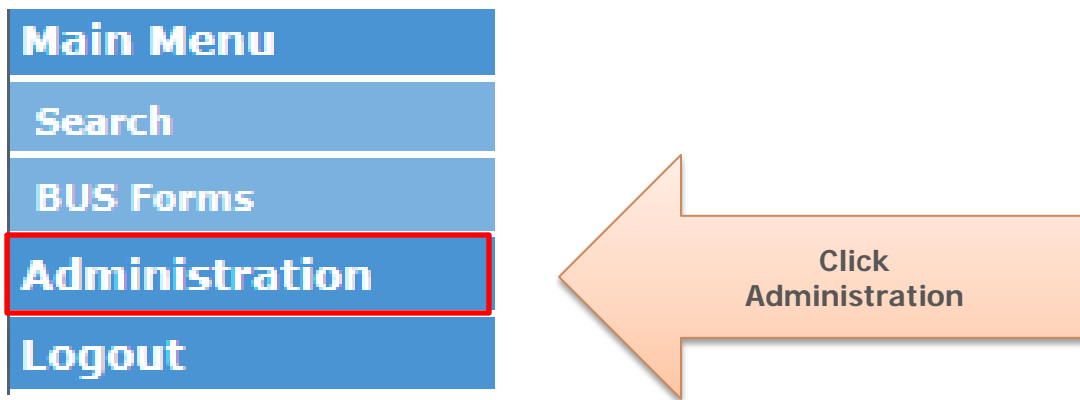
- Client ID
- Client Name
- Date/Time of Incident
- Date/Time of Case Manger Notification
- CIRS ID
- Date/Time of data entry into the BUS
- Incident Type
- Case Manager
- Case Management Agency
- HCBS Waiver-Program Type
- Incident Location
- Timeliness Reporting

Pulling a CIR report

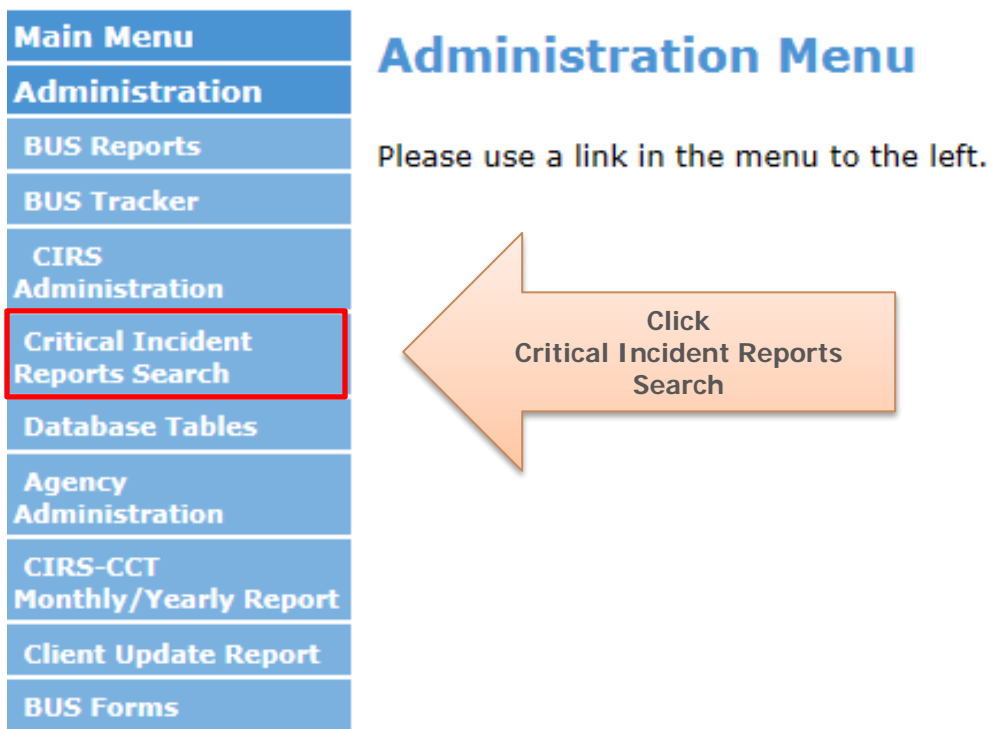
The following steps will explain how to access the CIR report screen and how to pull CIRS data to complete the CIRS contract deliverable.

CIRS reports can be exported to an Excel spreadsheet to better manage the data for use in contract deliverable reporting.

When you open the BUS, you will have the Main Menu listed on the left hand side of the screen. From this menu, you will need to select the "Administration" tab.



This will bring up the Administration menu. In the Administration menu, you will need to select the "Critical Incident Reports Search" option to open the CIR report screen.



Critical Incident Report Screen

The Critical Incident Report screen has several options available to an Agency Administrator for pulling critical incident report data. This guide will focus on showing how to pull the specific data needed for the CIRS contract deliverable report.

To get the CIRS data time frame for the report, you will need to enter the start/end date of the quarter or fiscal year period you are reporting on. Enter this in the "Entry Date Range" section:

CIRS ID :
State ID :
Keyword Search :
Entry Date Range : FROM TO

This will pull a CIRS report that has the following CIRS information needed for contract deliverables: Client ID, Client Name, Date/Time of Incident, Date/Time of Case Manager Notification, CIRS ID, Date/Time of data entry into the BUS, Incident Type, Case Manager, Case Management Agency, HCBS Waiver-Program Type and Incident Location.

	ClientID	Client Name	Incident Date	Incident Time	CM Notification Date	CM Notification Time	CIRS ID	Entry Date	Entry Time	Incident Type	Abuse Type	Case Manager	Agency Name
View			2018-10-18	20:00:00	2018-10-23	09:00:00		2018-10-24	16:03:00	Injury/Illness to Client	N/A		LARIMER COUNTY OLTC
View			2018-10-18	00:00:00	2018-10-23	00:00:00		2018-10-24	12:43:00	Death	N/A		LARIMER COUNTY OLTC

Reporting Agency/PASA	Program Type	Incident Loc Desc	ER	Hospitalization	Hospitalization Type	M-1 Hold	Restrictive Intervention	RI Appropriate?	HRC	RDI	SNF-Rehab	NF	Substantiated	APS/CPS	Law Enforcement	CDPHE Occurrence
Interim	HCBS-Elderly, Blind, Disabled	Client's Home	No	Yes	Hospital	N/A	No	N/A	N/A	No	No	No	Yes	No	No	No
Estes Park HC	HCBS-Elderly, Blind, Disabled	Client's Home	No	No	N/A	N/A	No	N/A	N/A	No	No	No	Yes	No	No	No

The CIR report should be exported to Excel to pull out the specific CIRS data needed to complete the contract deliverable report.

Items Found:805

Timeliness Report

The previous CIRS report will give you the total number of CIRS reported for the requested time frame. To get the timeliness CIR information that is also a part of the CIRS contract deliverable, you will need to pull a second report following the same instructions outlined prior with one difference, you will go to the bottom of the CIR Report screen and select the radio button option "Timely Reporting".

CIRS ID :	is	▼	<input type="text"/>
State ID :	<input type="text"/>		
Keyword Search :	<input type="text"/>		
Entry Date Range :	FROM	<input type="text"/>	TO <input type="text"/>

Incident Description	<input type="radio"/>
Multiple CIRS	<input type="radio"/>
Delete CIRS	<input type="radio"/>
Timely Reporting	<input type="radio"/>
Preventable	<input type="radio"/>

This will return a CIR report that will include an additional column at the end titled "Out of Compliance (Hours)". This CIR report will also only return CIRS that are out of timely reporting compliance (24 hours from case manager notification of CIR). You can use the total number of CIRS listed in this report and compare this total with total number of CIRS listed in the previous report to determine your CMA's timeliness percentage.

Law Enforcement	CDPHE Occurrence	Add/Change Services	Preventable	HCPF Review	Out of Compliance (Hours)
No	No	No	No	Additional Follow-Up Needed	8
No	No	No	No	Report Completed - Additional Follow-Up Received	8

CIR Resources

There are several resources for critical incident reporting information and training references on the Department website.

HCBS Critical Incident Reporting page: <https://www.colorado.gov/pacific/hcpf/hcbs-waiver-critical-incident-reporting>

Links to all critical incident trainings, forms, memos and updates are listed on this page.



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