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

October 2018
Table of Contents

October 2018 update to the BUS .......................................................... 3
  CIRS Contract Deliverables ............................................................. 3
Pulling a CIR report ........................................................................... 4
  Critical Incident Report Screen ......................................................... 5
  Timeliness Report .............................................................................. 6
CIR Resources ..................................................................................... 7
Contact Information ........................................................................... 7
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.

![Diagram showing the process of accessing the CIR report screen]

Click Administration

Click Critical Incident Reports Search

Please use a link in the menu to the left.
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.

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

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.
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](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.

---

Contact Information

**Michael Pasillas**  
**Critical Incident Policy Specialist**  
[Michael.Pasillas@state.co.us](mailto:Michael.Pasillas@state.co.us)

**Andrea Behnke**  
**Critical Incident Policy Specialist**  
[Andrea.Behnke@hcpf.state.co.us](mailto:Andrea.Behnke@hcpf.state.co.us)