

Recent Web-based Significant Incident Reporting System (SIRS) Enhancements

Enhancements:

New enhancements have been incorporated into the SIRS in order to constantly update and improve the Web-based system and its reporting capabilities. Several of these enhancements include:

- Real-time Interactive Reporting Capabilities – Allows users the ability to sort and run reports using primary and secondary incident codes. In addition, new static report functions allow for more flexibility in sorting reports by type, quarter, and year, providing instant access to the most up-to-date data in the SIRS.
- Color-coded Reports at the Primary Incident Code Level – Allows users the ability to better distinguish between different primary incident codes by using various colors to differentiate one primary incident code type from another.
- Detailed Reporting Capabilities at the Secondary Incident Code Level – A “Secondary Incident Code” reporting option has been added to the interactive reporting system. This option will provide for more in-depth reporting at the secondary incident level.
- Addition of a Comparison Report – Under “Interactive (Query-Based) Reports,” users can now run comparison reports using data from two different time periods. When “Comparison Report” is selected, a “Second Date Range” field appears on the form in addition to the “First Date Range”. Once a user clicks “Run”, a comparison report of the two selected periods will be listed side by side.
- Automatic SIR Log Number Entry – In order to ensure data integrity, the Web-based system now includes automatic insertion of the next sequential log number for each center. A new SIR log number will automatically appear in the log number box upon entering a “New SIR” into the system. This feature will help to eliminate duplicate SIR log number entries in the system.
- Non-Job Corps Victim/Perpetrator Fields – New text fields have been added to include unknown or non-Job Corps victims and perpetrators as part of the significant incident report. If an unknown or non-Job Corps individual is involved in an incident, he/she can now be included in the number of victims/perpetrators involved in the incident.
- Additional Secondary and Tertiary Incident Codes – Under primary incident code “Medical Incident,” “*Bronchitis*” has been added as a secondary incident code option. Under primary incident code “Miscellaneous Incident,” “*Possession of a Gun*” and “*Possession of an Illegal Weapon*” have been added as secondary incident code options. Under primary incident code “Death,” “*Struck by Auto/Train*” and “*Gun Shot Wound*” have been added as new tertiary incident code options.

- Modifications to Worker Comp Dropdown List – The Workers Comp title box has been renamed to “SHIMS/OWCP”. Additional dropdown list options have been added to provide for more precise recording of serious injury incident reports. List options include:
 1. Student NOT Med. Separated (File in SHIMS; Form in Med. Folder)
 2. Student Given Med. Separation – OWCP Related (File in SHIMS; Forward to OWCP)
 3. Student Given Med. Separation – NOT OWCP Related (File in SHIMS; Form in Med. Folder)
 4. Student Death (Contact National Office)
 5. First Aid Injury (File in SHIMS; Form in Med. Folder)
 6. Not Applicable
- Addition of “Pending” as a Resolution Option – Under the resolution dropdown list a new “Pending” option has been added to the Victim/Perpetrator screen. In addition, users will be required to update the resolution status from “Pending” prior to the submission of any SIR as a FINAL or INITIAL AND FINAL report.
- New “Save and Submit” Button – A new “Save and Submit” button has been added to the general incident information screen to allow Advanced Users the ability to both “Save and Submit” a report at the same time.

SIR Submission Reminders:

- Daily Submission Reminders – These e-mail reminders will be sent **daily** to all centers with a significant incident report that has been saved in the system longer than 24 hours, reminding centers to submit the saved report.
- Monthly Supplemental Report Reminders – These e-mail reminders will be sent **monthly** to centers that have not yet submitted a supplemental or final report within the allotted 30-day timeframe. These reminders will go out 5-days and 1-day prior to the due date, as well as every 7-days after the due date, until an update has been made.

Display of Student Identifying Information Requirements:

To ensure student privacy, the following changes/requirements have been made:

- When entering data into the SIRS data-entry fields, centers will continue to enter the student ID number, which will populate the student first and last name, date of entry, date of birth, age, gender, and ethnicity fields. However, when these submitted reports are e-mailed **back** to the Advanced User, as well as others who are on the authorized SIR e-mail distribution list, the following student identifying information will not be displayed in the reports:
 1. Student first name
 2. Student ID number
 3. Date of entry
 4. Date of birth
- Centers must not use student first and last names in the “Description of Incident” field in the SIR. Instead, centers should use the terms “Victim 1”, “Victim 2”, “Perpetrator 1”, “Perpetrator 2”, etc., when describing the incident.