Accident Reporting System

Objective

The accident reporting system is an online application that facilitates the reporting of accidents of students, visitors, or non-employees at Riverside Unified School District. The purpose of the system is to speed up the reporting of accidents, increase accuracy of accident information reported, and remove the current need to fill out and mail paper forms.

Current System

Currently, RUSD uses a paper form available at all sites that is used by employees to fill out whenever an accident occurs. The form has to be filled out completely, signed by the site administrator, and then mailed to Risk Management for final approval. If there are errors on the form or missing fields, Risk Management must mail the form back to the site for modification. The entire process can take days to complete.

New System

In response, Risk Management has worked together with Network and Information Systems (NIS) to create a new online application for reporting accidents. The new system allows any employee at a site to report the accident using an online form via the web. In addition, the system uses an intuitive user interface to guide the employees to filling out the forms correctly and notifies them of any data entry errors. As the system is accessible online, there is no need to mail paper forms to Risk Management or to store paper copies for future reference.

In addition, the system allows users to search for reports using accident date, the name of the injured, and/or site. Once a report has been entered, a site administrator or Risk Management is automatically notified via email of the need to review and approve or deny the report. The entire process of submitting a report and getting the necessary approvals can be done in minutes instead of days.

Accessing the New System

Users can access the new system by opening Internet Explorer usually available on their computer desktop. Once it is open, users should enter the following web address:

http://nis

Once you are at the NIS web page, you can click on Applications (near the top of the screen), and choose Accident Reporting System from the menu on the right side of the screen.

At this time, users will be prompted to log into the system. Most users can login by entering their windows user ID and password (that which is used to log into their desktop systems at RUSD) and then clicking the 'Login' button. A few users, normally assistant principals who work at two different school sites, must choose the site for which they want to use the system using the drop down list provided before hitting the Login button.

Main Page

Once you are logged into the system, you will be directed to the main page. This main page allows users to do the following:

1. Fill out a new report for reporting an accident using the 'Create a new report' button.
2. Edit a report using the 'View/Edit Report' button.
3. View the history of the report to see when the report was first entered, updated, approved by the site administrator, and received final approval from Risk Management.
4. View statistics for your site.
5. Search for a report using the 'Search for Report' button.
6. Log Out.

Below is a display of the Main Page. The features of the main page are discussed in the following sections.

Please enter the accident report ID and click 'View/Edit Report' button to view the report. If you don't know the ID, please click the search button below.

| | View/Edit Report | View Report History | Log Out |

| Create a new report | Search for Report |

Site Statistics   View in Acrobat

Network and Information Systems

State	# of Reports	Oldest Accident Date
Unfinished	2	4/1/2008 4:23:00 PM
Finished	6	4/1/2008 4:23:00 PM
Site Approved	1	4/1/2008 4:23:00 PM
Final Approved	5	

View Details

Create a New Report

To create a new report, please click on the 'Create a new report' button on the main page. You will be directed to a page that looks similar to the following:

The report can be filled out in 8 steps starting with the accident date and time. Once you are done with a step, users can click on next step to view the next portion of the form to fill out. Users can also move from step to step using the links (ex. Step 1 Accident Info, Step 2 Injured Info., Step 3 Emp/Violation, etc…) on top of the form. In addition, users can view the entire form using the 'Show ALL Steps' button.

At any time users can click the following buttons on the form:
1. Save – to save all the information entered on the screen. Users will then have the option of returning to it at a later time to complete the form. Note that in order to save the form, users must have a valid accident date and time entered and have no data entry errors.
2. Delete – to delete the report. Once a report is deleted, it will no longer be accessible.
3. Submit – to submit the report for approval. Please note that the system will error check the report for issues before allowing it to be submitted for approval.
4. Log Out – to log out of the system.
5. Return – to return to the main page.

Automatic Fill In Features

In order to make it easier to fill out the report form, the system has been set up with features to fill in certain information automatically. The next couple of paragraphs describe these features.

On **Step 2**, users can enter the information for the injured by manually entering the information.   If the injured is a student, users can enter the student ID and click the 'Get Info' button to view the student information. In addition, users can also click on 'Find Student Info' to find a student's ID and have the system automatically enter the information in the appropriate fields.
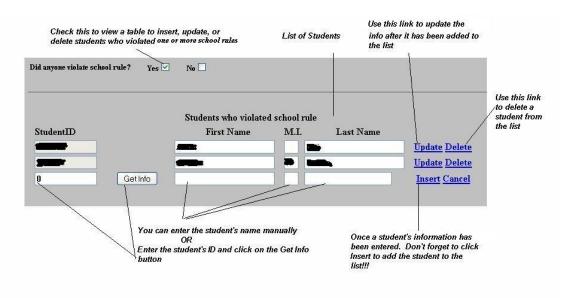
Using the Find Student Info dialog box, users can look up an injured student using the name or part of their name. When users click the 'Find Student Info' button, a dialog box is displayed similar to the one seen on the next page. Please note student information has been blacked out on the next page due to privacy concerns. To search for a student, users should follow these instructions:

1. Enter a student's last name or first name or enter a portion of the student's first name or last name. In the example below, the user is locating all students whose last name begins with z.
2. Click the Search button.
3. If more than 4 students are found, you can use the 'Previous' or 'Next' buttons to scroll through the list. In the example below, there were 428 students found. This list of 428 students can be daunting to look through. As such, it is better to be more specific about a student's name in Step 1 before clicking the 'Search' button in Step 2. For example, instead of finding all students whose last name begins with a z, it would be better to specify the full last name of the student.
4. Click on the 'Select' link (see Step 4 in the picture on next page) on the left side of the list of students to choose the student you want the system to get information for.
5. Click Close to close the dialog box. Once the dialog box is closed, the system will fill in the student's information in Step 2 automatically.

Please enter the information to search on:

Last Name begins with: z

First Name begins with:

Search

1. Enter student's first or last name

2. Click Search

	Student ID	First Name	Middle Name	Last Name
Select				
Select				
Select				
Select				

4. Select the student by clicking on one of these 'Select' links

428 of Rows Found!
Selected Student with ID:

Previous   Next

3. Click these buttons to scroll through the list

Close

5. Click Close

In **Step 3**, users must enter the name of the employee supervising the area and whether the employee was a witness to the accident. In addition, if students violated one or more school rules, please click the Yes checkbox and a table will be displayed where users can enter students that violated one or more school rules. If the student ID is known, users can enter the ID and click the Get Info button. The system will automatically update the student's information on the screen. The user then must click the 'Insert' link to add the student into the list.

Note: If users do not click the 'Insert' link, the student's information will NOT be saved in the report.

Below is a display of the table with the student's information removed due to security.

Saving a Report

Users have the ability to save the report. When a new report is saved a report ID is created to allow users to return to the form on a future date. In order to save the form however, the accident date and time must be filled in. In addition, the system will check the report for data entry errors (i.e. text stored in number fields). These data entry errors must be corrected prior to saving the report.

Note: It is highly recommended that the report be saved often. If you log out of the system, return to the main page, or simply close the browser window, your unsaved data will be gone. The unsaved data will then have to be re-entered.

Submitting a Report

Once users are done entering a report, he or she can click on the 'Submit' button to send to the site approver for review. Clicking on the 'Submit' button does the following:

1. The system checks for errors and will notify the user if any are present. If there are errors on the report, the submission to the approver will be cancelled. Once all the errors are corrected, users must click the 'Submit' button again to resend the report to the approver for review.
2. The data on the report is saved.
3. The user is directed to a screen that notifies them that the submission has been successful and the name of the approver who will be notified.
4. An email is sent by the system to the site administrator/approver to notify him or her that a new report has been submitted and needs their approval. The email includes the report ID for the newly submitted report.

Once the submission has been completed, users may either log out of the system or return to the Main page to enter additional reports.

Report Approval or Denial

Once the site administrator has received the email, the administrator can do the following:

1. Log into the system
2. Enter the report ID
3. Click View Report button
4. Review the report and make corrections if necessary
5. Approve or Deny the report via the 'Approve' or 'Deny' buttons (note these buttons are only available to the approvers when they log into the system.)

If the site approver approves the report, the report will be sent to Risk Management for final approval. The system will send an email to Risk Management notifying them of the report pending. If the report is denied, the system will notify the user who created the report via email of the denial along with the reasons for denial. The user then must correct the errors before submitting the report again for site approval.

Risk Management in turn will review the report once more, after which the report will receive final approval or be denied. When Risk Management approves or denies a report, the user who created the report will be automatically notified via email of the approval or denial.

Report Status/History

In addition to the email notification, users can check the status of a report in various ways. They can log into the system, enter the report ID, and then click on View Report History. The system will show a log for the specific report. The log displays:

1. When the report was created
2. When the report was submitted for approval
3. The dates the report was updated
4. The number of times the report was approved and denied including the reasons for denial (if any were entered).

Search for a Report

The report ID is vital to the system. Only by using the ID can users view or update a report and approvers can approve or deny a report. If the report ID is not known, you can search for the report ID by clicking 'Search for Report' on the main page.

When you click the button, a new dialog box will be displayed on the screen. Using the dialog box, users can:
1. Enter information to narrow the search for the report. This information includes:
   a. Range of dates during which the accident occurred.
   b. Site of the accident. For most users, the system defaults to the site where they currently work.
   c. State of the report, whether the report is still unfinished, is finished and pending site approval, has received site approval, or has received final approval. By default, the system will search for reports in any state (i.e. whether it is unfinished, finished, received site approval, or has received final approval).
   d. The first name of the injured.
   e. The last name of the injured.
2. Click search to search for the report.
3. Use the Previous and Next button to scroll through the list of reports.
4. Click the 'Select' link (see picture on next page) to retrieve the report ID.
5. Click the close button once a report ID has been found or selected.

Please note that the close button near the top of the dialog box (marked with an X) just closes the current window or dialog box, whereas the close button at the bottom of the screen will return the report ID of the selected report. Here is a screen shot of the dialog box:

Final Notes

1. Should a user be unable to log into the Accident Reporting System, he or she can call the NIS Helpdesk for help. For all other questions, please contact Risk Management.
2. It is important that users log out of the system once they are done using it.
3. Any employee can access the application, but employees can only view or edit reports for their site. Users will not be able to access reports for other sites.