



LONG TERM CARE NEWSLETTER

**ISDH Long Term Care
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In Today's Issue:

- Incident Reporting System

Incident Reporting System

In May 2014, the Indiana State Department of Health (ISDH) announced the development of a new Incident Reporting System. The system has been available for use for the past year and many facilities have taken advantage of the system for reporting incidents.

The Incident Reporting System is located along with the Survey Report System on the ISDH Gateway. To access the Incident Reporting System, go to <https://gateway.isdh.in.gov>. The identification and password to access the Incident Reporting System is the same as for the Survey Report System.

The online Incident Reporting System improves the efficiency and accuracy for both reporting and processing of incident reports. The ISDH receives approximately 1600 incident reports each month. Receiving these incident reports electronically will eliminate data entry errors and legibility issues. For health care facilities the system provides flexibility in preparing an incident report. A facility may begin the report, save the report while gathering information and then submit when all information is obtained. All of a facility's incident reports can be seen from the "Main Screen" allowing for better organizing and tracking. The ISDH will send emails confirming receipt of the incident report and follow up after submission. If an incident report is started and not submitted, a reminder email will be sent. All of this will assist facilities with management and compliance related to incident reporting.

The ISDH has made several changes to the system to improve the usability and clarity for users. These changes will be effective May 1, 2015. Attached are an updated [Quick Guide to the Incident Reporting System](#) and [Incident Reporting System Frequently Asked Questions](#) with instructions.

At this time all facilities are being asked to start submitting incidents via the system. Mandatory use by all facilities will be effective July 1, 2015.

For any questions about the system or requests for assistance, please send an email to srshelpdesk@isdh.in.gov.