

## Instructions for Entering Information into Smartsheet for Unusual Incident Reports (UIR) for Providers

1. The UIR smartsheet can be accessed by simply clicking the link below or by copying the link and pasting it into your web browser. **Note: You do not have to have a Smartsheet account to access this document.**

<https://app.smartsheet.com/b/form/5324a09a6b384875a64c125d6c848c17>

2. After being directed to the Smartsheet document, you will see the following screen which will prompt you to enter the requested information.

The screenshot shows the Smartsheet form for reporting an unusual incident. The form is titled "Unusual Incident Report Submission to TCP" and includes the following sections:

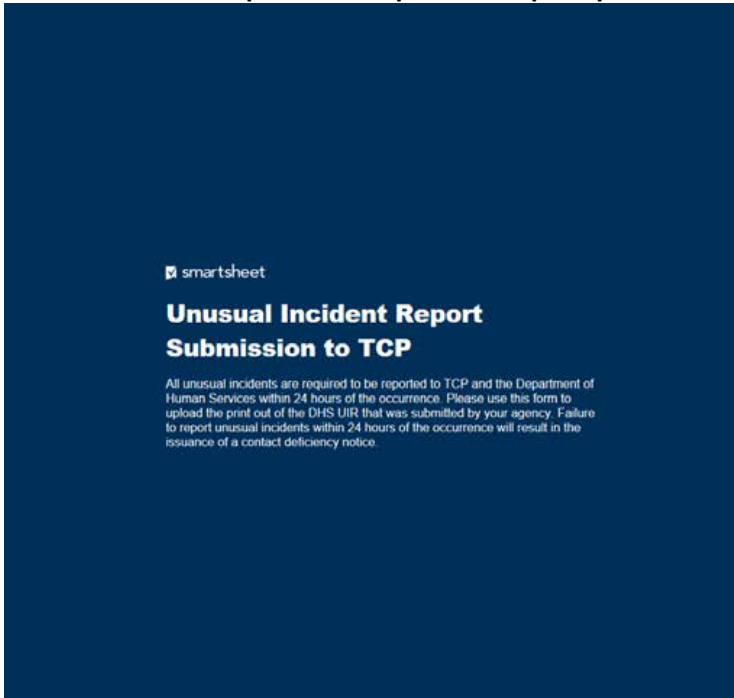
- Provider Name:** A text input field.
- Program Name:** A text input field.
- Name of Person Submitting the Report:** A text input field.
- Email of Person Submitting the Report:** A text input field.
- Date of the Incident:** A date input field.
- Assault or Death Incident:** A dropdown menu with "Select" as the current option.
- CCTV Reviewed:** A dropdown menu with "Select" as the current option.
- DHS UIR Printout:** A section with instructions: "Please upload the DHS UIR and any supporting documents to the incident. All information must be scanned and attached as one packet."
- File Attachments:** A section with a "Drag and drop files here or browse files" button.
- Send me a copy of my responses:** A checkbox.
- Submit:** A button at the bottom.

3. Proceed with entering the needed information in each section. **Note: All fields MUST be completed before you are able to submit the document.**

### Helpful Notes:

- "Provider name" is the name of the agency in which the incident took place.
- "Program name" is the name of the program in which the individual is a participant at the organization.
- "Name of person submitting the report" is the staff member who is completing this document. Please be sure to include your email address.
- "Date of incident" is the date in which the incident took place, not the date in which it was reported to TCP.
- "Assault or death incident" is whether or not the incident was some type of assault that took place or if a death occurred. If not, you can select "no" for this option.
- "CCTV reviewed" is whether or not the surveillance cameras in your facility were reviewed following the occurrence of the incident.
- Please be sure to upload a copy of the UIR submitted to DHS in the file attachments area.
- You can choose to have a copy of your responses sent to your email.

4. Below is an example of a completed UIR prompt on Smartsheet



Provider Name  
Shelter A

Program Name  
Word Bod Program

Name of Person Submitting the Report  
Samantha Larry

Email of Person Submitting the Report  
slarry@sheltera.org

Date of the Incident  
10/02/2019

Assault or Death Incident  
No

CCTV Reviewed \*  
Yes

**DHS UIR Printout**  
Please upload the DHS UIR and any supporting documents to the incident. All information must be scanned and attached as one packet.

**File Attachments**  
Drag and drop files here or [browse files](#)

Send me a copy of my responses

Email address  
slarry@sheltera.org

[Submit](#)