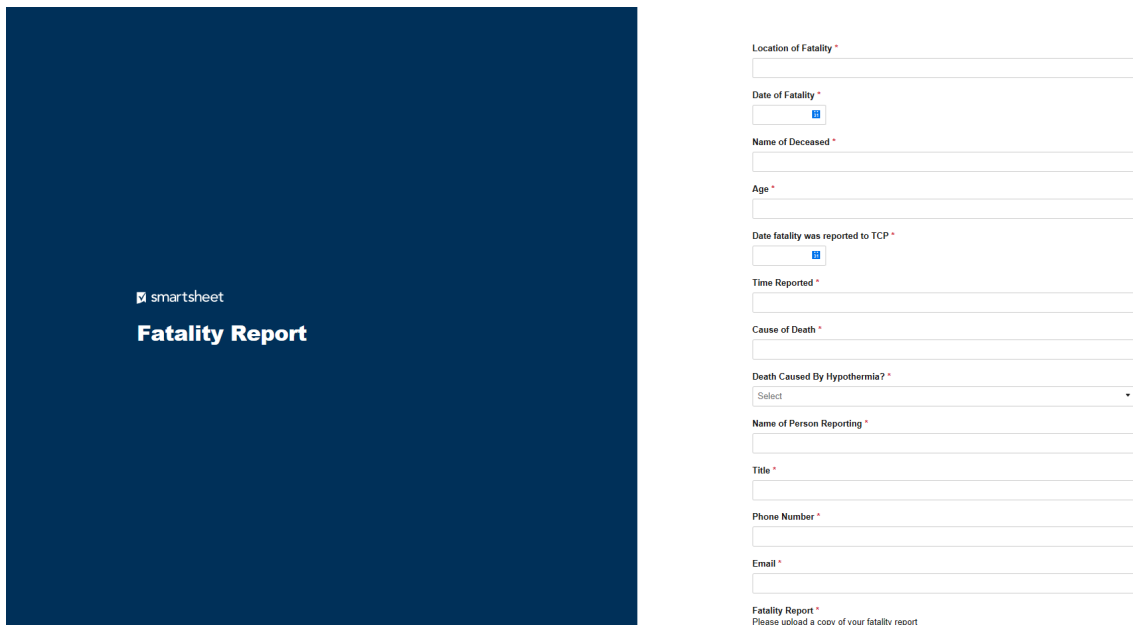


Instructions for Entering Information into Smartsheets for Fatality Reports (FR) for Providers

1. The FR 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 Smartsheets account to access this document.**

<https://app.smartsheet.com/b/form/1777fd74f18a4665b8bd90e9556932b6>

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 displays the Smartsheet interface for a Fatality Report. On the left, a dark blue header contains the Smartsheet logo and the title 'Fatality Report'. On the right, a white form contains the following fields:

- Location of Fatality *
- Date of Fatality * (with a calendar icon)
- Name of Deceased *
- Age *
- Date fatality was reported to TCP * (with a calendar icon)
- Time Reported *
- Cause of Death *
- Death Caused By Hypothermia? * (with a dropdown menu showing 'Select')
- Name of Person Reporting *
- Title *
- Phone Number *
- Email *
- Fatality Report * (with a note: 'Please upload a copy of your fatality report')

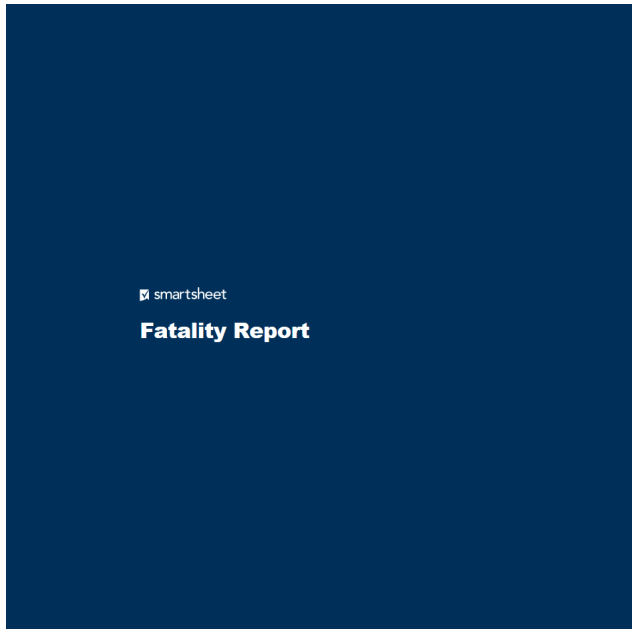
3. Proceed with entering the needed information in each section. **Note: All fields MUST be completed before you are able to submit the document.**

Important Notes:

- “Location of Fatality” is where the death took place.
- “Date of Fatality” is the date in which the individual actually died, not when it was reported. (There is a separate field that will prompt you to include the date in which the fatality was reported TCP).
- The “time reported field” is the time in which the fatality was reported to TCP.
- “Cause of death” is what caused the person’s death (i.e., physical abuse, head trauma, pneumonia..etc.). If you are unaware of the cause of the individual’s death, you can simply put “unknown” or if you are waiting to receive the results from the autopsy, you can simply put, “waiting on autopsy results”.
- The “Name of person reporting field” will be the name of the person completing the report.

- The “Title” field is the job title of the individual completing the report (i.e. case manager, program manager, monitor...etc.).
- Please be sure to include your phone number and email address.
- You can click “send me a copy of my responses” if you desire to receive a copy of your responses for your records.

4. Below is an example of a completed FR prompt on Smartsheets.



Location of Fatality *
Shelter A

Date of Fatality *
10/01/2019

Name of Deceased *
Martin Henson

Age *
51

Date fatality was reported to TCP *
10/02/2019

Time Reported *
12:00PM

Cause of Death *
Awaiting autopsy results

Death Caused By Hypothermia? *
No

Name of Person Reporting *
Shannon Powers

Title *
Program Manager

Phone Number *
234-879-8877 ext 2

Email *
spowers@sheltera.org

Fatality Report *
Please upload a copy of your fatality report