



Resource – Manage DCW Incident Submission Job Aid



User

- Resource Worker
- Public Provider Worker

Process

This Job Aid table describes the actions needed to submit the selected Incident.

Refer to the *TM Resource – Access and View Provider Details* job aid for instructions on how to navigate to the desired Provider Details page.

Introduction

- The worker will be able to submit the Incident for review after:
 - All required fields in Incident Summary are provided,
 - At least one Party or Witness is added, and
 - At least one Notification is added.

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Submit an Incident for Review

- Alerts will be sent to the appropriate personnel.

Steps/Output	Screenshot
<p>Refer to the <i>TM Resource: Manage (DCW, County, or Public Provider) Incident Details Job Aid</i> for details on locating the desired Incident.</p> <p>Navigate to the <i>Incident Submission</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	
<p>In the <i>Incident Submission</i> section:</p> <ol style="list-style-type: none"> Complete all fields and revise information as needed in any editable field. <p>Note:</p> <ul style="list-style-type: none"> The <i>Review Decision/Status</i> field will be <i>Not Submitted</i>. The <i>Submit Incident</i> button will be enabled. 	



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After completing the information:

2. Click the **Submit Incident** button.

The screenshot shows the 'Incident Submission' form. At the top, there is a header with the Colorado Department of Human Services logo and user information. The form includes a 'Comments' section with a text area, 'Date Submitted', 'Submitted By', and 'Submitted To' fields, and a 'Review Decision/Status' dropdown menu. A red box highlights the 'Submit Incident' button. Below the submission section is the 'Incident Review' section, which includes 'Disposition' (Approved/Reject), 'Date Reviewed', 'Reviewed By', 'Comments', 'Follow-up Required?', and 'Follow-up Assignment' fields.

A *Success* message displays when the Incident is submitted Successfully.

3. Click the **Ok** to continue.

The screenshot shows the 'Success' message displayed on the 'Incident Submission' form. The message reads 'Incident is submitted successfully.' A red box highlights the 'Ok' button. The form fields and layout are identical to the previous screenshot, but the 'Submit Incident' button is now disabled and greyed out.



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You return to the *Incident Details* page.

- The **Incident Submission** section is read-only.
- The **Submit Incident** button is disabled.
- The **Date Submitted** field is set to Today's Date.
- The **Submitted By** field is set to the Worker.
- The **Review Decision/Status** is set to *Pending Review*.

Note: The *Incident Submission* section will be re-enabled if the Incident Review is rejected. Refer to the *TM Resource: Manage Incident Review* job aid for more details.

The screenshot shows the 'Incident Submission' form in the Colorado Department of Human Services system. The form is titled 'Incident Submission' and is highlighted with a red border. It contains a 'Comments' section with a text area and a 'Submit Incident' button. Below this is the 'Incident Review' section, which includes 'Disposition' (radio buttons for 'Approved' and 'Reject'), 'Date Reviewed', 'Reviewed By', 'Comments', 'Follow-up Required?', and 'Follow-up Assignment'. A 'Save' button is visible at the bottom right of the form.