

EVENT REPORT – INVOLVED PERSONS

The Involved Persons area contains all information related to individuals involved in the event report. For consumers, this information includes name, role, DMH ID, Medication Error/Near Miss details, Unauthorized Absence/Elopement details, Emergency Procedures details, Injury details, and Death details. For staff, this area will contain information about Medication Error/Near Miss details, Injury details, and Death details.

The user can add persons to the event report by selecting the buttons for adding consumers, staff or others. Alternatively, pressing **F2**, **F3** or **F4** will focus the control on the respective buttons. Pressing **Enter** after **F2** or **F3** will take the user to the search screen for consumers or staff. Pressing **Enter** after **F4** will take the user to the data entry screen for the “Other” person type.

+ Add Consumer (F2)	+ Add Staff (F3)	+ Add Other (F4)	Involved Persons	Detail Modules	(Indicates Data Exist)	HELP
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The links will display as follows when persons are entered into the event report:

+

Add Consumer (F2)

+

Add Staff (F3)

+

Add Other (F4)

Involved Persons

Detail Modules

(Indicates Data Exist)

HELP

	Name	Status	Role(s)	DMH/Person ID	MedErr/NearMiss	UA/Elope	E/P	Injury	Death
Delete	Test, A		Victim	908322	Med Error/Near Miss	UA/Elopement	E/P	Injury	Death

A dark red highlight means that the section contains data. In the example above, the highlighting means that the UA/Elopement section has data related to the listed consumer victim, A Test.

Selecting the “Delete” hyperlink will delete the person from the list. Selecting the “Role” links will change the screen to update mode. This update mode (shown below) will allow a user to modify the roles for the selected person by utilizing check boxes:

+ Add Consumer (F2)	+ Add Staff (F3)	+ Add Other (F4)	Involved Persons	Detail Modules	(Indicates Data Exist)	HELP			
Update Cancel	Name	Status	Role(s)	DMH/Person ID	MedErr/NearMiss	UA/Elope	E/P	Injury	Death
	Test, A	Consumer	☐ Alleged Perpetrator ☐ Complainant ☐ Informant ☐ On Duty(non-witness) ☒ Victim ☐ Witness	908322	Med Error/Near Miss	UA/Elopement	E/P	Injury	Death

Once the roles are updated with the correct boxes checked, the user will choose “Update” in the left hand column to change back to the view mode or select the “Cancel” link to exit update mode:

+ Add Consumer (F2)	+ Add Staff (F3)	+ Add Other (F4)	Involved Persons	Detail Modules	(Indicates Data Exist)	HELP			
Delete	Name	Status	Role(s)	DMH/Person ID	MedErr/NearMiss	UA/Elope	E/P	Injury	Death
	Test, A		Victim	908322	Med Error/Near Miss	UA/Elopement	E/P	Injury	Death

Selecting any of the hyperlinks for the detail modules will take the user to the data entry screen for the selected detail module.