

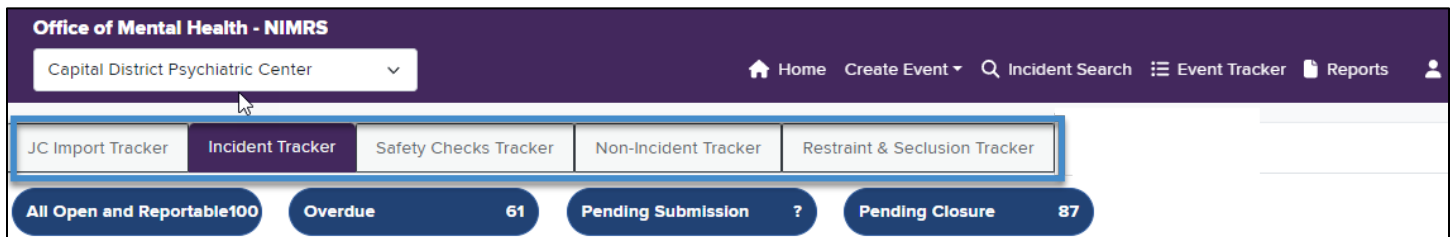


NIMRS 2.0 How To Navigate the Event Tracker

- ❖ Navigate to the **Event Tracker** from any page in NIMRS 2.0. The information returned will vary based on the user's security role. This user guide is intended for the Facility Risk Manager (FRM) user.

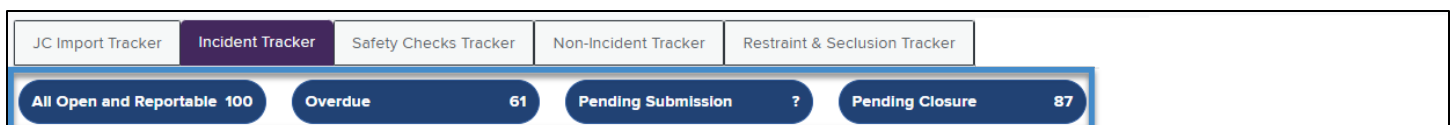


The Event Tracker defaults to the "Incident Tracker" but several other trackers are available from this page. The trackers are designed to allow users to easily search, sort and select relevant incident information. This information can easily be exported to Excel for data manipulation and reporting purposes. Other trackers can be viewed by selecting an alternate Tracker tab.



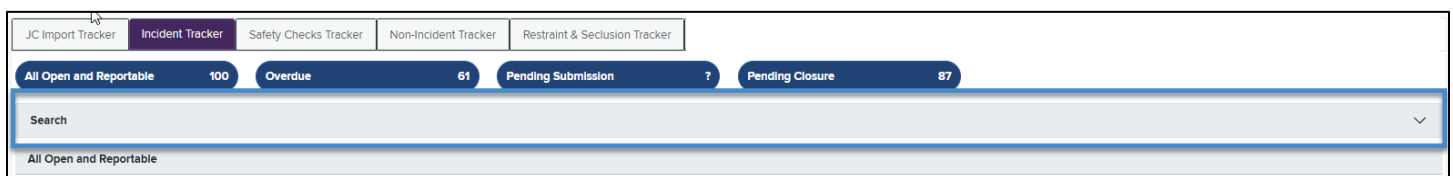
- Incident Tracker: All open OMH and JC reportable incidents in the user's assigned facility
- JC Import Tracker: All incidents available for facility import
- Safety Check Tracker: All safety checks for a facility
- Non-Incident Tracker: Non NYJC Incidents which have been moved to the Non-Incident Queue
- Restraint and Seclusion Tracker: All open Restraint & Seclusion episodes

- ❖ Click the blue action buttons to display incidents which meet specific criteria.



- All Open and Reportable: OMH and JC reportable incidents which have not been closed in NIMRS
- Overdue: All incidents which are overdue for some action
- Pending Submission: OMH and JC reportable incidents where a submission is pending
- Pending Closure: All incidents for which CAP has been submitted but incident is open

- ❖ To search using additional parameters, click anywhere on the **Search** bar.



❖ Click **Show Additional Search Criteria** to add additional search parameters.

JC Import Tracker | **Incident Tracker** | Safety Checks Tracker | Non-Incident Tracker | Restraint & Seclusion Tracker

All Open and Reportable 100 | Overdue 61 | Pending Submission ? | Pending Closure 87

Search

Facility: Capital District Psychiatric Center | Ward/Program: -- All --

NIMRS Incident #: | Incident Type: -- All -- | Incident Status: -- All --

Client First Name: | Client Last Name: | Incident Date From: mm/dd/yyyy | Incident Date To: mm/dd/yyyy

Show Additional Search Criteria

Search | Reset Search

❖ Selecting additional parameters will add the fields to the search section.

Search

Facility: Capital District Psychiatric Center | Ward/Program: -- All --

NIMRS Incident #: | Incident Type: -- All -- | Incident Status: -- All --

Client First Name: | Client Last Name: | Incident Date From: mm/dd/yyyy | Incident Date To: mm/dd/yyyy

JC Incident #: | JC Incident Type: -- All --

Select additional columns:

- Incident Subtype
- Incident Delegated To
- Discovered Date
- Facility Code
- Highest Degree of Harm
- Auspice
- Date of Birth
- Reportable To
- Investigation Due Date
- Only AOT Order
- JC Incident Number
- JC Incident Type
- Incident Date Reported
- Days Investigation Overdue
- Created User ID
- CAP Due Date
- Days Record Active
- Days CAP Overdue

❖ To sort the results displayed in the grid, click the arrow next to the field you would like to sort by. You can sort it in ascending or descending order by selecting either the up or down arrow. The arrow on the field that is selected will be bold.

JC Import Tracker | **Incident Tracker** | Safety Checks Tracker | Non-Incident Tracker | Restraint & Seclusion Tracker

All Open and Reportable 61 | Overdue 48 | Pending Submission 36 | Pending Closure 46

Search

Pending Submission

Show Rows 25

Incident | First Name | Last Name | Incident Date | Incident Status | Incident Type | Facility | Ward/Program Name

❖ All results in the tracker can be exported to Excel for further analyses.

Export to Excel