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.

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

Unusual Incident Report Submission to TCP

All unusual incidents are required to be reported to TCP and the Department of Public Safety within 24 hours of the occurrence. Please use this form to report the incident. All information must be submitted by your agency within 24 hours of the occurrence. When the incident occurs, it will result in the occurrence via contact while on duty.

File Attachments

Send me a copy of any responses

Email address

driver@typeyour.org

Submit

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