## **CSS Incident Tracking**

General Incident Details	s <b>▼</b>	
*Brief Title of Incident	3-10 Words That Described What Happened, for Example:	
	- Client Having Difficulty Breathing, Called 911	
Who is creating this incident re	- CSS Client Threatens to Harm another Client	
First	Middle - Car accident in maroon minivan	
*At what CSS facility did this inc		
3rd Ave Resource and Navig		
○ 4600 Debarr Road (Main Ce		
O Brother Francis Shelter	Must Choose one, if the place of the incident	
O Clare House	is not listed, choose 'other'	
O Complex Care Shelter		
O St Francis House Food Pant	itry	
Welcome Center		
O Grow North Farm		
O Other		
Associated CSS Program(s)		
	Free Text, can be a program (e.g. SFS, FDS etc. or department e.g. communications)	
*Date of Incident   07/20/2023   *Time of Incident   5:30	This is the date and time that it occurred, not when you are completing the report	
*Type of Incident		
☐ 9-1-1 Call		
☐ Non-Emergency 3-1-1 Call		
☐ Accident	Can select more than one	
☐ Building Issue		
Other		
*Is this a Critical Incident?		
○ Yes	See Critical Incident Reporting Policy for definition in general, is this a risk to health /	
○ No	safety / environment etc.	
O Unsure		
*Did any of the following come o	on site:	
☐ Ambulance		
Fire Department	Can select more than one	
☐ Police		
<ul> <li>Anchorage Safety Patrol</li> </ul>		
☐ Child Protective Services (C	OCS)	
	APS)	
Adult Protective Services (A		
<ul><li>☐ Adult Protective Services (A</li><li>☐ Other</li></ul>		
_		

volunteers   Can select more than one	prif you cannot find the person/client/or partner in the links below.  tentered in apricot please add them in the field below, if people are listed esearch boxes below it makes it searchable and reportable.  this incident  Hide Deactivated Links  NTS involved in this incident  Hide Deactivated Links  ES involved in this incident  Hide Deactivated Links  Est involved in this incident  Hide Deactivated Links  er to this is yes, please ensure client is selected in fields above to append it to their record.  e document the consequence for the client using the linked form below.  critical incident that occurred in as much detail as you can provide. Be sure to all, WHERE, and WHAT that will help the reviewer understand the incident that evolved you will be required to add additional information to this report at a later.  Be as detailed as possible, if its helpful you may use word to draft the notes and then Copy and paste into the form field.  Of WHO, WHERE, WHEN, And WHAT happened during this incident.	*Who was involved in the incident	?	
Residents / Clients	por if you cannot find the person/client/or partner in the links below.  The record in apricot please add them in the field below, if people are listed esearch boxes below it makes it searchable and reportable.  This incident  Hide Deactivated Links  Hide Deactivated Links  Hide Deactivated Links  This involved in this incident  Hide Deactivated Links  Hide Deactivated Links  Hide Deactivated Links  This is yes, please ensure client is selected in fields above to append it to their record e document the consequence for the client using the linked form below.  This incident that occurred in as much detail as you can provide. Be sure to all, WHERE, and WHAT that will help the reviewer understand the incident that ovided you will be required to add additional information to this report at a later Be as detailed as possible, if its helpful you may use word to draft the notes and then Copy and paste into the form field.  The WHO, WHERE, WHEN, And WHAT happened during this incident.	☐ Staff		
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escribe follow up needed, if any:				
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· · · · · · · · · · · · · · · · · · ·	other entity need a follow up related to this incident?	Describe follow up needed, if any:	·	
des a chent, partner, stan member, or other entity need a follow up related to this incident?	,	• • •	per, or other entity need a follow up related to this incident?	

Name	
Full Name	
Signature	When completed, add your name and draw your signature. Click Sign at the bottom and then save the record from the menu on the right.  Thank you!
system Fields ▶	
external instructions >	