

FIREHOUSE USER MANUAL

Incident Module

Entering Special Study Codes for EMS Calls

1. Starting the Process

The screenshot shows the 'NFIRS Incident Report - 06-0005018-000' window. At the top, there are input fields for FDID (27211), Alarm Date (11/19/2006), Alarm Time (09:10:00), Incident Number (06-0005018), Exposure (000), Station (1), and Occupancy ID (CALD0705). Below these are tabs: Basic, Units & Personnel, Response, Property & Involvement, Additional Reports, Incident Narrative, and Other... (selected). The 'Other...' tab contains a table with two columns: 'Req'd' and 'Compl'. The table has several rows, with the 'Special Studies...' button highlighted in red. To the right of the table is a 'Report Authorizations' section with a table for Type, Name, Rank, and Assignment. Below this are buttons for Add, Edit, and Delete. At the bottom of the window are navigation buttons: New, Browse, Save, Delete, Print..., and Cancel.

When entering an incident report for any facility that has a **311 Occupancy code (24 hour care nursing homes, four or more persons)**, the special studies button will become a required field. The **Special Studies** button is located on the **Other** tab on the NFIRS module screen.

Click on the **Special Studies** button to start the process.

2. Special Studies Screen

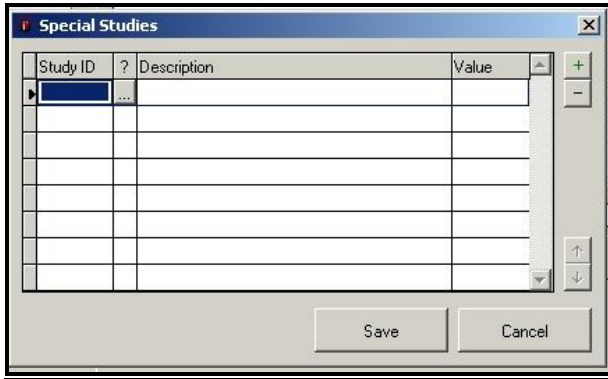
The screenshot shows the 'Special Studies' window. It contains a table with three columns: 'Study ID', 'Description', and 'Value'. There are several empty rows in the table. To the right of the table are '+' and '-' buttons. At the bottom of the window are 'Save' and 'Cancel' buttons.

When you click on the **Special Studies** button the screen to the left will open up.

FIREHOUSE USER MANUAL

Incident Module

Click on the **Red +** sign to access the lookup table.



Study ID	Description	Value
...		

After you click on the **Red +** sign, a 3-dot box will appear in the screen.

Click on the 3-dot box to open the **Special Studies** lookup table.

FIREHOUSE USER MANUAL

Incident Module

3. Lookup – Special Studies Types

Code	Description
01	Test Special Study
10	No Personnel Available to Respond
CARE	Extended Care Facilities/Nursing Homes
FA01	Normal Conditions
FA02	Incident Generated by Inadequate Staffing
FA03	Incident Generated by Inadequate Equipment

Open the group **CARE – Extended Care Facilities/Nursing Homes** where there is a list of special study codes that can be chosen from.

To select a code, either double click on the code or highlight the code and click on the **OK** button.

4. Completing the Entry Process

Study ID	Description	Value
FA02	Incident Generated by Inadequate Staffing	

After selecting your **Special Study** codes, you will be brought back to the **Special Studies** entry screen.

FDID: 27211, Alarm Date: 11/19/2006, Alarm Time: 09:10:00, Incident Number: 06-0005018, Exposure: 000, Station: 1, Occupancy ID: CALD0705

Basic | Units & Personnel | Response | Property & Involvement | Additional Reports | Incident Narrative | Other...

Req'd	Compl	Action
<input type="checkbox"/>	<input type="checkbox"/>	User Fields...
<input type="checkbox"/>	<input type="checkbox"/>	Attachments & Signatures...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Special Studies...
<input type="checkbox"/>	<input type="checkbox"/>	Record Lock Status...
<input type="checkbox"/>	<input type="checkbox"/>	Record Modification History...
<input type="checkbox"/>	<input type="checkbox"/>	State Import/Export History...
<input type="checkbox"/>	<input type="checkbox"/>	Linked Invoice...

Report Authorizations

Type	Name	Rank	Assignment
------	------	------	------------

Buttons: Add, Edit, Delete, Display Report Completion Status...

To continue entering your incident report, click the **Save** button and you will be brought back to the main NFIRS report.