



UNIT 11

I-Suite Injury/Illness

01/28/2010

This Training Manual is for use with the 9.01.00 version of the I-Suite System.

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STUDENT MANUAL

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| COURSE: | I-Suite |
| UNIT: | 11.0 – Injury and Illness: Overview. |
| OBJECTIVES: | Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify the purpose of the Injury/Illness module.2. Identify the basic features of the Injury/Illness screen. |

I. INJURY/ILLNESS

A. Identify the purpose of the Injury/Illness Module.

1. Use the Injury/Illness module to track injuries and illnesses for resources during an incident.

B. Identify the basic features of the Injury/Illness Screen.

1. The **Injury/Illness** toolbar is located to the right of the **Filter** toolbar. The buttons in this toolbar include:
 - a. **Show Injury/Illness Details** - If the **Injury/Illness** area at the bottom of the window is closed, click this button to open the area.
 - b. **Defaults** - Click this button to open the **Injury/Illness Options** window. Use this window to set the defaults for the **Injury/Illness** module.
 - c. **View History** - Click this button to view a history of injuries and illnesses recorded for resources in the database.
 - d. **Stats Base** - Click this button to define statistics to use in generating the **Injuries and Frequency** report.
 - e. **Previous Injury/Illness** - When this checkbox is checked, only those resources with Injury/Illness records are included in the **Resources** grid.
2. The **Resources** grid contains a list of the resources currently in the I-Suite database.
3. Use the **Manage Injury/Illness** area at the bottom of the window to add new injury illness records or edit existing records for a resource.
4. The **Injury/Illness** grid at the bottom of the window displays a list of injury and illness records defined for the selected resource.

STUDENT MANUAL

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| COURSE: | I-Suite |
| UNIT: | 11.1 – Injury and Illness: Options. |
| OBJECTIVES: | Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Select Injury/Illness Columns and set the order.2. Define a default Incident Type.3. Define a default Management Level.4. Define default Estimated Hours Worked / Day |

I. INJURY/ILLNESS OPTIONS

- A. Select Injury/Illness Columns and set the order.
- B. Define default Incident Type.
- C. Define default Management Level.
- D. Define default Estimated Hours Worked / Day

II. RESOURCE GRID

- A. To identify the columns to display in the grid and the order in which to display them:
 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.

OR

Click the **Defaults** button on the Injury/Illness window.

2. Click the **Injury/Illness** tab.
3. Under **Resource Grid Columns**, click to check the checkbox next to each of the columns you want to include in the **Resources** grid.

NOTE: You can also click to highlight a column, and then click the **Show** button to display that column in the grid. If you want to remove the selected columns from the **Resources** grid, click the **Hide** button.

4. To adjust the order in which the columns display on the **Injury/Illness** window, click a column. Then click the **Move Up** or **Move Down** button to move the column.
5. When you have made all of your changes, click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

III. INCIDENT TYPE DEFAULT

- A. To identify a default **Incident Type** to display in the **Incident Type** box on the Injury/Illness window:
 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.

OR

Click the **Defaults** button on the Injury/Illness window.

2. Click the **Injury/Illness** tab.
3. From the **Incident Type** drop-down list, select one of the following types to use as the default:
 - All Hazard
 - Prescribed Fire

- Wildland Fire
 - Wildland Fire Use
4. Click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

IV. MANAGEMENT LEVEL DEFAULT

A. To identify a default **Management Level** to display in the **Management Level** box on the Injury/Illness window:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.

OR

Click the **Defaults** button on the Injury/Illness window.

2. Click the **Injury/Illness** tab.
3. From the **Management Level** drop-down list, select the level (1-5) to use as the default.
4. Click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

V. ESTIMATED HOURS WORKED / DAY

A. To identify the default hours to display in the Estimated Hours Worked / Day box on the Stats Base window:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.

OR

Click the **Defaults** button on the Injury/Illness window.

2. Click the **Injury/Illness** Tab.
3. In the **Estimated Average Hours Worked per Day per Resource** box, type the number of hours to use as the default.
4. Click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

STUDENT MANUAL

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| COURSE: | I-Suite |
| UNIT: | 11.2 – Injury and Illness: Adding an Injury/Illness. |
| OBJECTIVES: | Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Add injury, illness or prevention records.2. Use advanced search to find an injury or illness type. |

I. ADD INJURY/ILLNESS/PREVENTION

A. To add an injury, illness or prevention record:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. In the **Resources** grid, click the resource for which you are adding the injury, illness or prevention record.

NOTE: The resource you select must be a person. You cannot create an injury, illness or prevention record for a non-person resource.

3. Click the **Injury**, **Illness** or **Prevention** option to identify whether this is an injury, illness or prevention record.

NOTE: The labels on the window will change based on the option you select. For example, if you select **Injury**, the label **Injury Date** displays. If you select **Illness**, the label **Illness Date** displays.

4. If the condition is pre-existing, click to check the **Pre-Existing** option.
5. In the **Seen Date** box, enter the date when the resource was initially seen for the condition. You can either type the date or select it from the drop-down calendar.
6. In the **Injury/Illness/Prevention Date** box, enter the date when the injury or illness first occurred. If this is a prevention visit, enter the date when the resource first needed the prevention item. You can either type the date or select it from the drop-down calendar.
7. In the **Injury/Illness/Prevention Time** box, enter the time when the injury or illness occurred. If this is a prevention visit, enter the time when the resource needed the prevention item.
8. From the **Location on Incident** drop-down list, select where the resource was located when the injury or illness occurred. If this is a prevention visit, select the location where the resource needs the prevention item.
9. From the **Incident Type** drop-down list, select the appropriate incident type.

NOTE: If a default incident type was defined on the **Options** window, it will automatically display in the **Incident Type** box. If needed, you can change this entry by selecting another type from the drop-down list.

9. From the **Incident Management Level** drop-down list, select the appropriate management level.

NOTE: If a default management level was defined on the **Options** window, it will automatically display in the **Incident Management Level** box. If needed, you can change this entry by selecting another level from the drop-down list.

10. From the **Incident Phase** drop-down list, select the appropriate phase.
11. From the **Incident Where Injury/Illness/Prevention Occurred** drop-down list, select

the incident where the resource was working when the injury or illness occurred. If this is a prevention visit, select the incident where the resources needs the prevention item.

NOTE: The entry in the **Incident Where Injury/Illness/Prevention Occurred** box automatically defaults to the incident where the resource is assigned.

12. From the **Injury/Illness Type** drop-down, select the appropriate injury or illness.

NOTE: If **Prevention** is selected, the **Injury/Illness Type** box does not display on the window. Enter information about the prevention visit in the **Remarks** box.

NOTE: If you cannot find the appropriate injury or illness type, click the **Search** button to perform an advanced search. For more information on using the Advanced Search function, refer to section *II. Advanced Search*.

13. From the **Activity at Time of Injury/Illness/Prevention** drop-down list, select the activity the resource was performing when the injury or illness occurred. If this is a prevention visit, select the activity for which the resource needs the prevention item.

14. From the **Section Assignment** drop-down list, select the appropriate section assignment.

15. From the **Sub Assignment** drop-down list, select the appropriate sub-assignment.

NOTE: The options available in the **Sub Assignment** drop-down list are based on the **Section Assignment** that is selected.

16. In the **Division/Group Name** box, type the appropriate division or group name.

17. If duties were restricted or time lost because of the injury or illness, click to check the **Restricted Duty/Lost Time** checkbox.

18. If the resource was seen off-site for the injury or illness, click to check the **Treatment Off-Site** checkbox.

19. In the **Remarks** box, enter any additional information about the injury or illness. Use this area to identify any known or suspected factors that contributed to or caused the injury or illness. If this is a prevention visit, enter any information about the prevention item in this box.

NOTE: If your remarks will not fit in the **Remarks** box, click the **Remarks** button to display a **Remarks** window where you can enter additional remarks.

20. Click the **Save** button to save the injury, illness or prevention record.

NOTE: Notice that when you save the record, it automatically displays in the grid at the bottom of the window. This grid contains a list of all the injury, illness and prevention records that were defined for a resource.

II. ADVANCED SEARCH

A. To perform an advanced search for an injury or illness type:

1. Click the **Search** button that displays next to the **Injury/Illness Type** box.
2. In the **Search For** box, type the name of the injury or illness that you want to find.
3. Click the **Search** button to limit the grid to only list those items with the search term (e.g. if you enter "Headache" only those items with headache in the name display in the grid).
4. In the grid at the top of the window, click the appropriate type.
5. Click the **OK** button to insert the highlighted type into the **Injury/Illness Type** box on the **Injury/Illness** window.

STUDENT MANUAL

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| COURSE: | I-Suite |
| UNIT: | 11.3 – Injury and Illness: Editing an Injury/Illness. |
| OBJECTIVES: | Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Edit injury, illness or prevention records.2. Delete injury, illness or prevention records. |

I. EDIT INJURY/ILLNESS/PREVENTION

A. To edit an injury, illness or prevention record:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. In the **Resources** grid, click the appropriate resource.
3. In the **Injury/Illness/Prevention** grid at the bottom of the window, click the record you want to edit.
4. Make the appropriate changes to the information.
5. Click the **Save** button to save the changes.

II. DELETE INJURY/ILLNESS/PREVENTION

A. To delete an injury, illness or prevention record:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. In the **Resources** grid, click the appropriate resource.
3. In the **Injury/Illness/Prevention** grid at the bottom of the window, click the record you want to delete.
4. Click the **Delete** button at the bottom of the window.
5. When the **Confirmation** window displays, click the **Yes** button.

STUDENT MANUAL

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| COURSE: | I-Suite |
| UNIT: | 11.4 – Injury and Illness: Working with Output. |
| OBJECTIVES: | Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. View history.2. Create Stats Base.3. Print Reports.4. Export Injury/Illness Data. |

I. OUTPUT OPTIONS

- A. View History
- B. Stats Base
- C. Injury/Illness Reports
- D. Export Injury/Illness Data

II. VIEW HISTORY

- A. To view a history of injury, illness and prevention records:
 - 1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
 - 2. Click the **View History** button in the **Injury/Illness** toolbar.
 - 3. To list the records by resource, click the **Resource** button.
 - 4. Click the plus sign (+) next to a resource to display those injury, illness, and prevention records created for the resource.

NOTE: When **Managing Incidents Separately**, the grid only includes those resources assigned to the selected incident. If a resource was assigned to the selected incident, but received the injury/illness/prevention while working on a different incident, the name of the incident on which they were working displays in the **Occurred Incident** column.

When **Manage All Incidents as One** is selected, an **Assigned Incident** column displays in the grid. This column identifies the incident to which the resource was assigned. The **Occurred Incident** column identifies the incident on which they were working when the injury/illness/prevention occurred.

- 5. To list the records by injury, illness and prevention, click the **Injury/Illness/Prevention** button.
- 6. Click the plus sign (+) next to a record to display a list of resources for which the injury/illness/prevention record was created.

NOTE: When **Managing Incidents Separately**, the grid only includes those injures and illnesses that occurred for the selected incident. When you click the plus sign (+) next to an Injury/Illness/Prevention record, a list of resources for which the records were created displays. The **Assigned Incident** column identifies the incident to which the resource was assigned.

When **Manage All Incidents as One** is selected and you click the plus sign (+) next to an Injury/Illness/Prevention record, an **Occurred Incident** column displays. This column identifies where the resource was working when the injury/illness/prevention occurred.

- 7. After you have finished viewing the history, click the **Close** button to **Close the View History** window.

III. STATS BASE

NOTE: Use the **Stats Base** option to calculate the cumulative hours worked on a defined date. I-Suite uses the statistics defined in the Stats Base when generating the **Injuries and Frequency** report.

NOTE: To **Add** or **Edit** Stats Base data, a **Single Incident** must be selected. You cannot **Add** or **Edit** Stats Base data when in **Manage All Incidents as One** mode.

A. To add statistics to the Stats Base:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. Click the **Stats Base** button in the **Injury/Illness** toolbar.

NOTE: If the **Manage All Incidents as One** checkbox is checked, a message displays indicating that you cannot **Add** or **Edit** Stats Base Data when **Manage All Incidents As One** is selected. If you click **Yes** to continue, the Stats Base window opens in **View Only** mode.

1. In the **Date** box, enter the appropriate date for the statistics. You can either type the date or select it from the drop-down calendar.
2. In the **Total People** box, type the total number of people working on the specified date.
3. In the **Est. Hrs Worked / Day** box, type the average number of hours each person worked that day.

NOTE: The number in this box defaults to the number defined in the **Estimated Average Hours Worked per Day per Resource** box on the **Options - Injury/Illness** window.

6. Click the **Save** button.

NOTE: When you save the statistics, I-Suite automatically calculates the cumulative work hours for that day. The statistics display in the grid at the top of the window.

IV. INJURY/ILLNESS REPORTS

A. To print standard Injury/Illness reports:

1. Click the **Reports** button in the toolbar. Then click to select the **Injury/Illness** button.

OR

From the **Reports** drop-down menu, select **Injury/Illness Reports**.

2. Click to select one of the following reports:
 - a. **Injury/Illness by Type** - This report identifies the total number of injury, illness and prevention records currently defined in the database. The information is broken down by injury/illness type.

NOTE: Because no type is assigned to **Prevention** records, they are listed generally under **Prevention**.

To generate an Injury/Illness by Type report:

- Under **Report Settings**, click one of the following options to identify the dates to include in the report:

All Dates - Includes all dates in the report.

Date Range - Includes the date range defined in the **Date Range** boxes. When you select this option, you must enter dates into the two boxes.

- To preview the report, click the **Preview** button. To print the report, click the **Print** button.

- b. **Injury/Illness/Prevention** - This report includes detailed information about injury, illness or prevention records.

NOTE: The **Injury/Illness/Prevention** report does not include resource names. It only identifies the injury, illness or prevention information.

To generate an Injury/Illness/Prevention report:

- Under **Sort**, double click each sort to use in the report. The **Sort** moves from the left frame to the right frame. The sort order in the report is based on the order in which you select the sort options.
- Under **Event Category**, click one of the following options to identify the information to include in the report:

Injury - Only includes **Injury** records in the report.

Illness - Only includes **Illness** records in the report.

Prevention - Only includes **Prevention** records in the report.

All - Includes **Injury**, **Illness** and **Prevention** records in the report.

- To preview the report, click the **Preview** button. To print the report, click the **Print** button.

- c. **Injury/Illness by Date** - This report identifies the total number of injuries, illnesses and prevention visits that occurred on a defined date.

To generate an Injury/Illness by Date report:

- Under **Report Settings**, click one of the following options to identify the dates to include in the report:

All Dates - Includes all dates in the report.

Date Range - Includes the dates defined in the **Date Range** boxes. When you select this option, you must enter dates into the two boxes.

- To preview the report, click the **Preview** button. To print the report, click the **Print** button.
- d. **Injuries and Frequency** - This report identifies the number of people injured as compared to the number of people working and the hours worked on a defined date. It also identifies the cumulative injuries and frequency of injuries.

NOTE: The **Injuries and Frequency** report uses the statistics defined in the **Stats Base** to generate the data for this report.

To print an Injuries and Frequency report:

- Under **Report Settings**, click one of the following options to identify the dates to include in the report:

All Dates - Includes all dates in the report.

Date Range - Includes the dates defined in the **Date Range** boxes. When you select this option, you must enter dates into the two boxes.

- Under **Frequency Formula**, click one of the following options to identify the formula to use in calculating the data for the report:

OSHA (# injuries/illnesses X 200,000) / (# of hours worked)

BASIC (# injuries/illnesses) / (# of hours worked)

- To preview the report, click the **Preview** button. To print the report, click the **Print** button.
- e. **Medical Unit Daily Summary** - This report contains a summary of injuries and illnesses that were reported to the Medical Unit for each defined date.

To generate a Medical Unit Daily Summary:

- Under **Report Settings**, click one of the following options to identify the dates to include in the report:

All Dates - Includes all dates in the report.

Date Range - Includes the dates defined in the **Date Range** boxes. When you select this option, you must enter dates into the two boxes.

- To preview the report, click the **Preview** button. To print the report, click the **Print** button.

- f. **Injury/Illness Types Report** - This report contains a list of all Injury/Illness Types the medical or safety officer can select from the **Injury/Illness Type** drop-down list.

To generate an Injury/Illness Types Report:

- On the Injury/Illness Reports window, click the **Injury/Illness Types** option.
- To preview the report, click the **Preview** button. To print the report, click the **Print** button.

V. EXPORT INJURY/ILLNESS DATA

A. To export **Injury/Illness** data and upload it to the **Data Repository** site:

1. The **Injury/Illness** user must contact the Database Administrator (usually the **CTSP**) and request an Injury/Illness Export.

NOTE: The CTSP uses the **Export Data** option in **Database Admin** to export **Injury/Illness** data to a file and upload it to the **Data Repository** site.