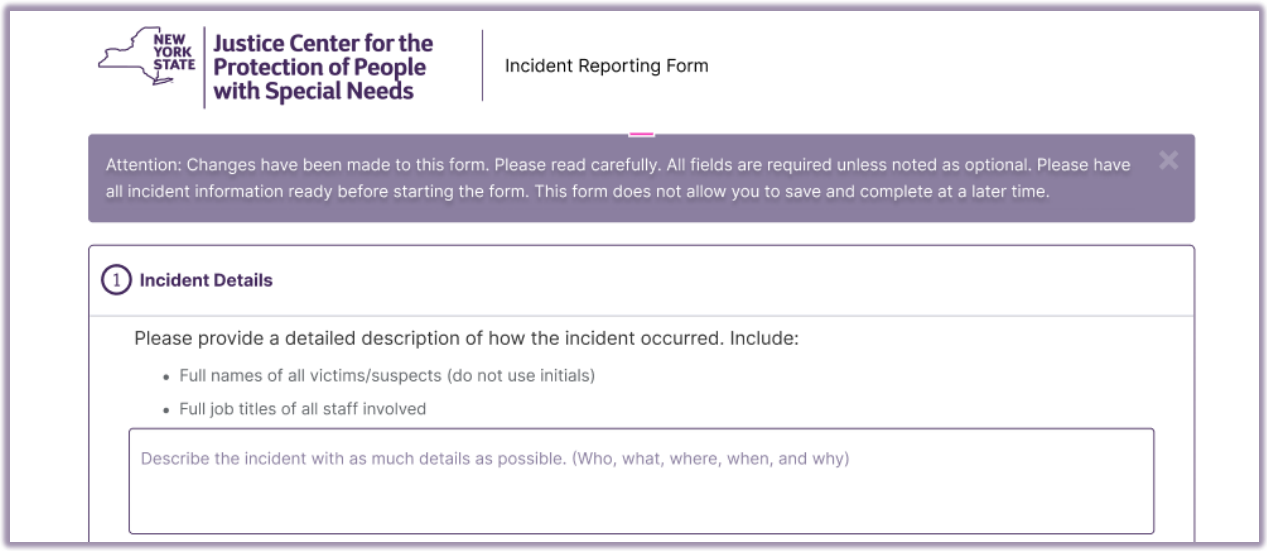
Web Intake Reporting Form Guidance

This guide will provide a walkthrough of the Web Intake Reporting Form to ensure you are prepared for submission.

Section 1: Incident Details

Step 1: Description of the Incident

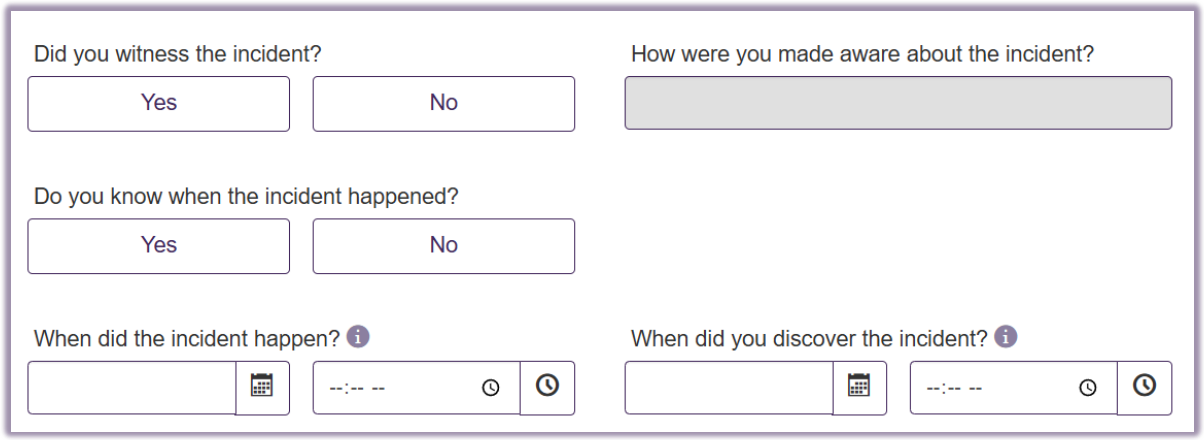
You will first be asked for the details of the incident.



This is where you can describe what happened, when it happened, where it took place, and who was involved. Using full names of everyone involved is encouraged so the Justice Center knows who you are talking about. If the report does not include all relevant details, you may receive a call back from Justice Center staff.

Step 2: Date and Time

The next set of questions are about when the incident occurred and when you, the reporter, discovered the incident.



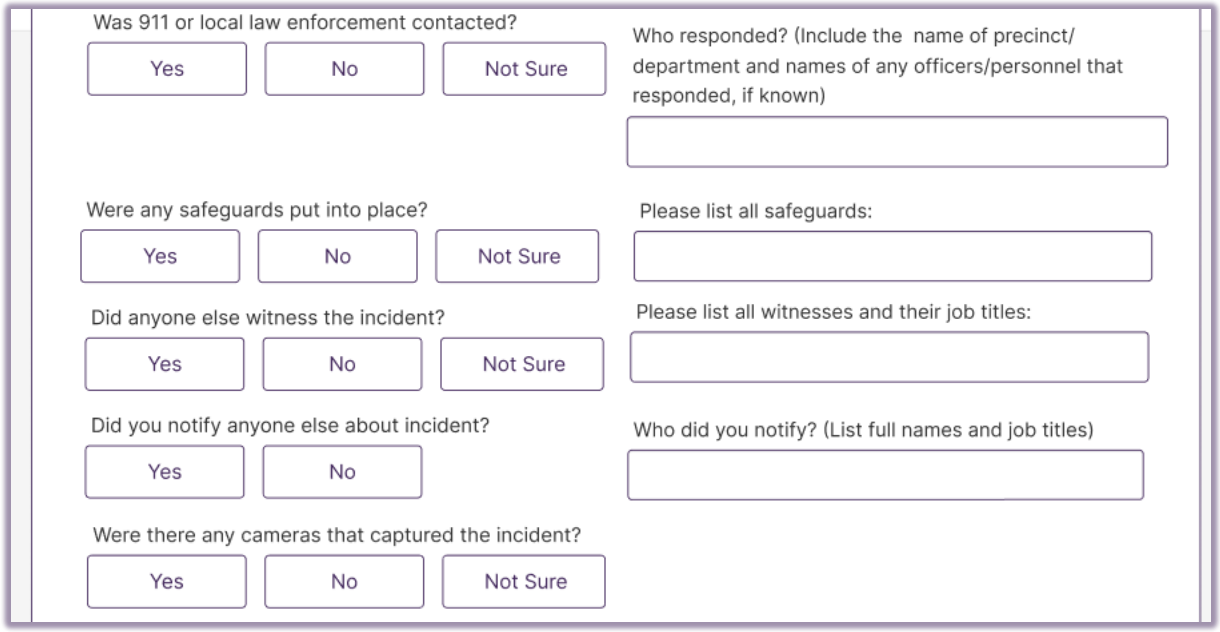
You will be asked if you witnessed the incident. If you select no, the box to the right will become available for you to enter how you were made aware of the incident. This is where you can write who notified you and how (email, a note, phone call, etc.). You will then need to fill in when the incident happened (bottom left) and when you were made aware (bottom right).

If you did witness the incident, select yes, and enter the date and time it occurred. The second date and time boxes will automatically enter the same date and time, because you witnessed the incident.

If you are unsure of when exactly the incident occurred, select that you are unsure of when the incident happened and use your best estimate. We understand that it will not be exact, but your best guess is what we're looking for. This is a required field.

Step 3: Additional Questions

Next, you'll find several additional questions related to the incident. Please answer these to the best of your ability, the more details you provide, the better.



911 or law enforcement: If police, fire, or EMS were contacted about the incident, select yes and enter any information you have about who responded in the right-hand text box. Who responded can include the name of the district or precinct, names of any personnel that responded, badge numbers, any info you have about the responders.

Note: If you currently need 911 for a situation you want to report, please call them first and handle the emergency. You can fill out the form or call to report once everyone is safe.

Safeguards: A safeguard is any protection put in place after the incident occurred. This could include any medical attention provided, increased supervision levels, or anything else that would help prevent the incident from happening again.

Witnesses: If anyone else witnessed the incident happen (other than yourself), please include their full name and job title. These people do not need to be included in the later contacts section of the report, but it is important to know if anyone else saw the incident. A person receiving services can be included here too.

Notifications: If you had to make notifications to anyone about the incident, please include their full names and job titles, if known.

Cameras: If there is video surveillance of the incident, please indicate yes on the form. If it is unknown, you can select 'not sure.'

If you have any additional information about these additional questions, you can add the info to the incident description box above.

Step 4: Location/Facility

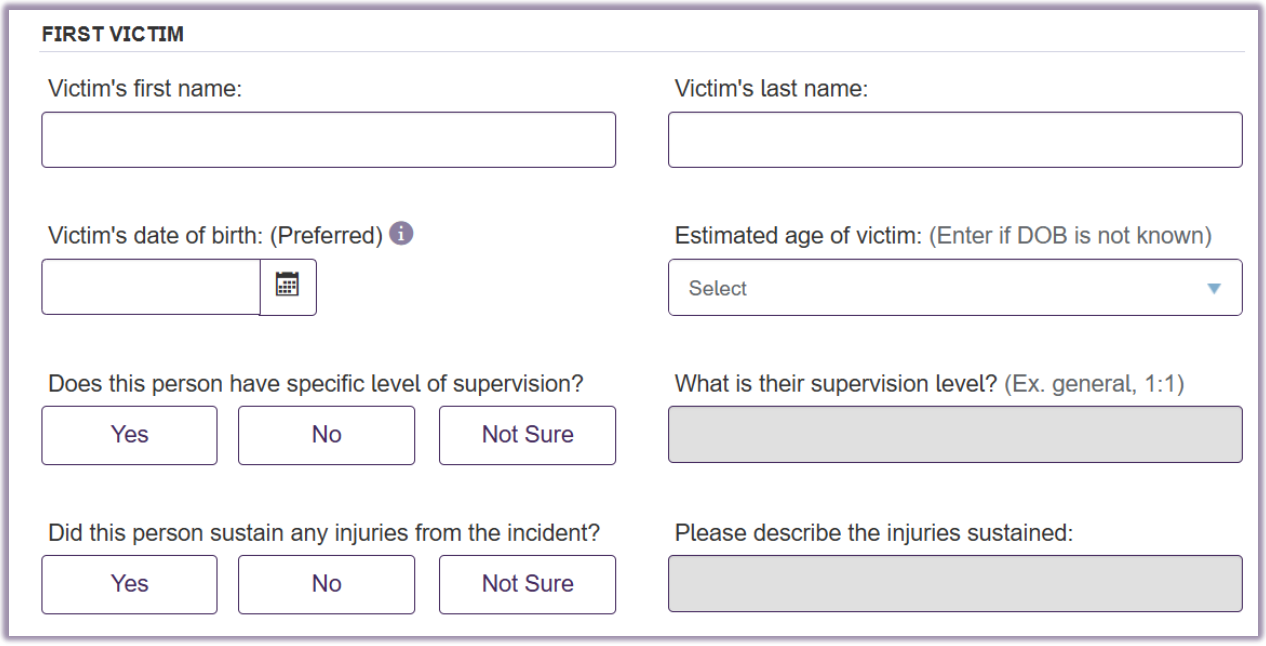
The location/facility information is very important for processing your report. We are asking for two things:

1. Where the incident physically occurred (street address and the specific room, floor, unit). This could also be off site at a place in the community (grocery store, library etc.).

2. The location of the agency that was responsible for the person receiving services at the time of the incident (SOA, name of facility, and address).

Section 2: Victim Information

The victims involved in the incident you are reporting must be listed here. You can include information for up to ten victims. All victims should be listed in the Incident Details in Step 1.



Step 5: Victim Name and DOB

In this section, we would like to have the full legal name of the individual. If they go by a nickname, you can include that information in the Incident Details of Step 1. The date of birth is preferred over the estimated age, if you have the exact date of birth (month, day, year). The date of birth helps identify the correct person in our system. If you do not have the date, you can enter an estimate.

Step 6: Supervision Levels

For each victim entered, there is a new question about their supervision level. Supervision level can mean how frequently the person is supposed to be checked on or if they need staff within a certain proximity. If you are unsure of the level, you can indicate that you are not sure.

Step 7: Injuries

Did this person sustain any injuries from the incident? If the individual listed sustained any injuries **because of the incident you are reporting**, please indicate that here. Please include a description of the injuries and make sure any medical attention received is listed in the safeguards above in Step 3. You will be asked this question for all victims added and can answer for each person.

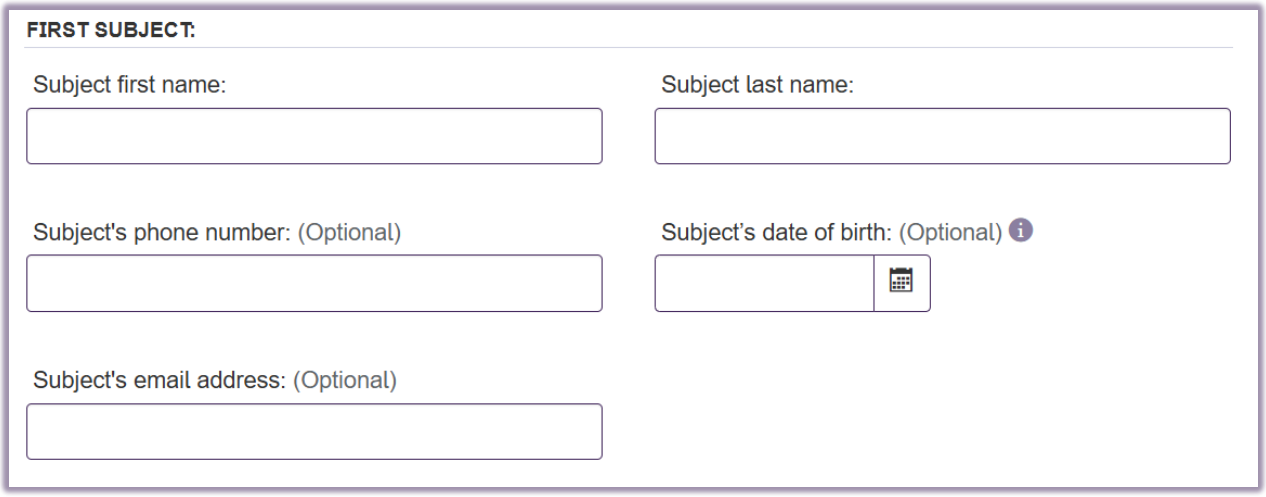
Section 3: Subject Information

Step 8: Identifying a Subject

A subject is defined as an employee, volunteer, intern, consultant, contractor, etc. alleged to have committed a reportable incident. A person receiving services is not considered a subject and should be added in Step 5. This section is for any of the listed persons that were involved in the incident described above, if they are alleged to have committed a reportable incident.

Step 9: Subject Information

If there is a known subject, add their full legal name, date of birth (if known), and contact information here. You can enter up to 10 suspects per incident. All names should be included in the Incident Details of Step 1.



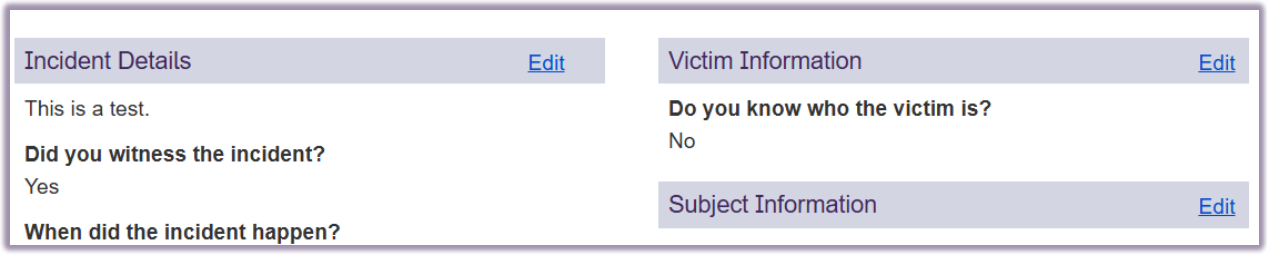
Section 4: Your Information

As the reporter of the incident, we need some of your information. You will be listed as the reporter of this incident and be able to call the hotline to make an update, if you provide your name and the confirmation number. The information you add here will be used to identify you in our system and to contact you, if we need further information about your report. Please put the best time to reach you in the designated box.

If you work for the agency that the report is about, selecting yes to this question will populate the agency information you added in Step 4.

Section 5: Review and Submit

On this final section, will review all entered information for accuracy before submitting. If you need to make any changes, select "Edit" on the section and you will be navigated to that part of the form. If you leave the form without submitting, you will have to start from the beginning. *The form does not allow you to save and edit later.*



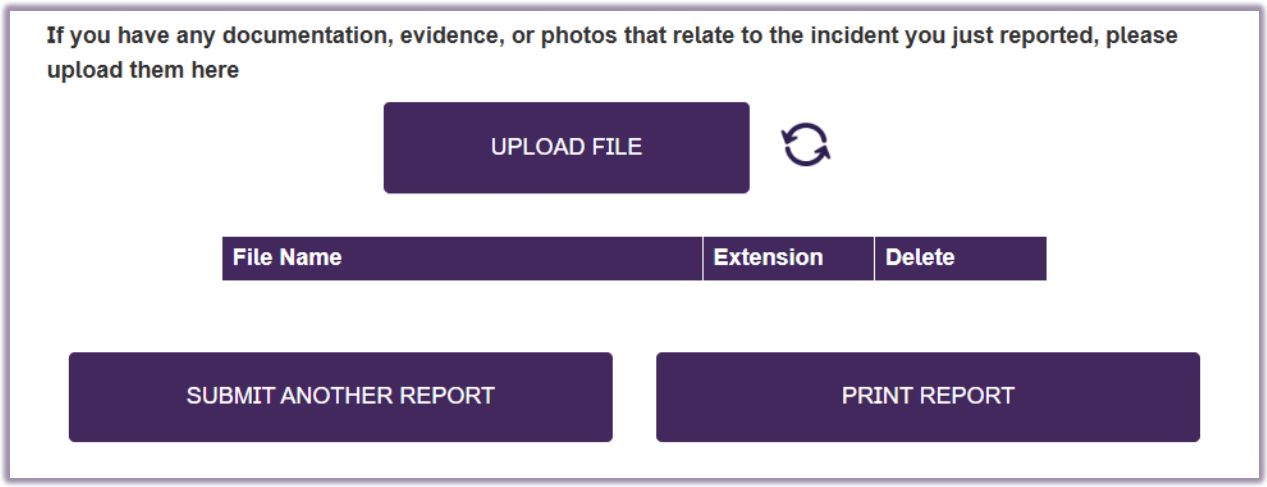
Section 6: Confirmation Page

Once you submit the report, you will receive a confirmation number. Write this number down as proof of your report. Using this confirmation number, you can call the hotline (1-855-373-2122) to make subsequent updates. Once you navigate away from this page, you will not be able to get the confirmation number back. You cannot update your report from this webform, all updates must be made via phone call.

Optional Steps

Uploading Documents

If you have photos, documents, evidence, etc. relevant to your report, you can include them by clicking UPLOAD FILE (see below). If you add a document by mistake, there is an option to delete it. If you think you uploaded a document and do not see it listed, click the refresh button (circle with arrows). You will have 10 minutes to upload after submission. Anything you add here will be uploaded directly to your report for the Justice Center to review.

Print Report & Save

If you would like to print or save your report as a PDF, you can do so by clicking PRINT REPORT (see below). All information obtained on the form will be included, with the confirmation number. To save the document, select print to PDF.