

## Quick Guide: Agency Wide Event Summary Report

- To view an Event Summary, click on the “[View](#)” link beside the “[Event Summaries](#)” option from the ‘Agency Reports’ tab on your Dashboard. You will be taken to ‘Event Search’ page.

Agency Wide Reports	
<a href="#">Staff Report</a>	<a href="#">View</a>
<a href="#">Demographic Report</a>	<a href="#">View</a>
<a href="#">Last Login Information</a>	<a href="#">View</a>
<a href="#">Event Summaries</a>	<a href="#">View</a>
<a href="#">Report Library</a>	<a href="#">View</a>
<a href="#">Individual Contact Report</a>	<a href="#">View</a>

- On the ‘Event Search’ page, type the name of individuals whose Event Summary you want to view. You may select up to 10 individuals at a time. You also need to select Period, Status and Event Type.

**Event Search**

[Go to Individual Event Summaries](#)

**Program**

**Event Date:** From: \* 12/01/2015 To: \* 12/31/2015

**Period:\***

Daily  
 Weekly  
 Monthly  
 Quarterly  
 Annually

**Status:\***


In Prep  
 Pending Approval  
 Approved  
 Returned

**Event Type:\***

General Event Report  
 Behavior Event Report

- You will view the search result in 'Initial Search Result' page. Clicking on the 'Next' button will take you to the 'Event Search' page.

Initial Search Result						
Program	11/30/2015	12/07/2015	12/14/2015	12/21/2015	12/28/2015	Total
1st Street Group Home (Group Home)	1	1	0	0	0	2
Total	1	1	0	0	0	2

 [Export To Excel](#)

- In the 'Event Search' page, check the columns that you would like to see in the report from the list of columns such as 'Common Columns', 'GER Columns', etc. Then click on the 'Search' button at the bottom-right corner of the page.

## Event Search

**Note:** If you select more than 10 columns, an **offline report** in Excel will be generated and sent to you through SComm. You will receive this report in your SComm inbox within the **next 24 hours**. However, if you wish to view the report immediately, then please select at most **10 columns**. Please note that you can make at most **5 offline report** requests per day.

**Selected Columns**  
Total No. of Selected Columns: 4

**Common Columns**

- Program
- Individual
- Entered By
- Event Date
- Status
- Notification Level
- If not at responsible program
- Time Zone

[Select All](#) [Select None](#)

**GER Columns**

- GER Notification
- GER Review/Followup Comments
- GER Injury Columns
- GER Restraint Other Columns
- GER Other Event Column(s)
- GER Medication Error Columns
- GER Restraint Related to Behavior Event Column(s)
- GER Death Event Columns

**State of Connecticut DDS-Incident Report-255 [Revision: December 2014]**

- State of Connecticut DDS-Medication Error Report-255m
- State of Connecticut DDS-Incident Report-255 OH/Fam

- You will view the search result in 'Detail Search Result' page. You can export it to excel by clicking on the 'Export to Excel' button.

### Detail Search Result

2 items found, displaying all items.  
**1**

Form ID ▲	Program ◆	Individual ◆	Entered By ◆	Event Date ◆	Event Time ◆	Event Type ◆
GER-TICT-DE44NFCR9DE8F	1st Street Group Home (Group Home)	Active, Mary	Cruz, Grace / Direct Support Professional	12/01/2015	11:00 am	Restraint Related to Behavior
GER-TICT-DEA4KE6VUZN64	1st Street Group Home (Group Home)	Active, Mary	Cruz, Grace / Direct Support Professional	12/08/2015	01:00 am	Other

[Export To Excel](#)

<< Back
Done