How to Provide Data for the IAHSS Foundation Crime Survey

The IAHSS Foundation Crime Survey is distributed every year to capture information related to incidents occurring in the healthcare industry. Results from the survey provide data and insight that contributes to the body of knowledge that helps enhance healthcare security and safety. Information captured is for the previous calendar year and is confidential. Only aggregated numbers will be reported publicly.

Facilities using the Report Exec Solution by Omnigo can easily pull this information and save the criteria and filters of reports for use in future years.

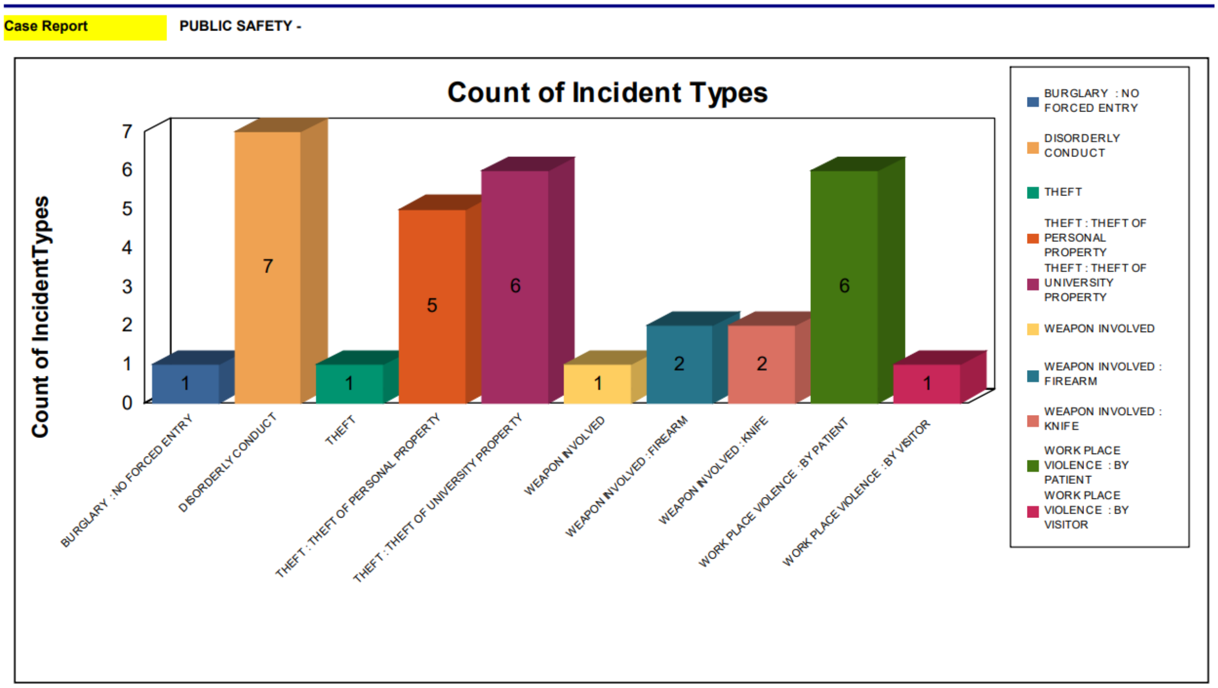
Pre-Defined Report Options

Pre-defined reporting can be accessed through the Supervisor Menu by selecting Admin Reporting. A single report compiling all crime data in the survey can be created, or, a report for each category can be created. To extract this information through the Case/Incident Reports, once on the main Admin Reporting page, select Incident Statistical Reporting. This will open a new tab with the filtering options. The following filters can be selected:

Option 1:

The Incident Count Report can be used to get a total number of each incident type selected for the report. If incident types are configured in categories and sub-categories, each selection will give a number. For example, if Burglary is broken into 3 sub-categories, each sub-category will have a number associated with it.

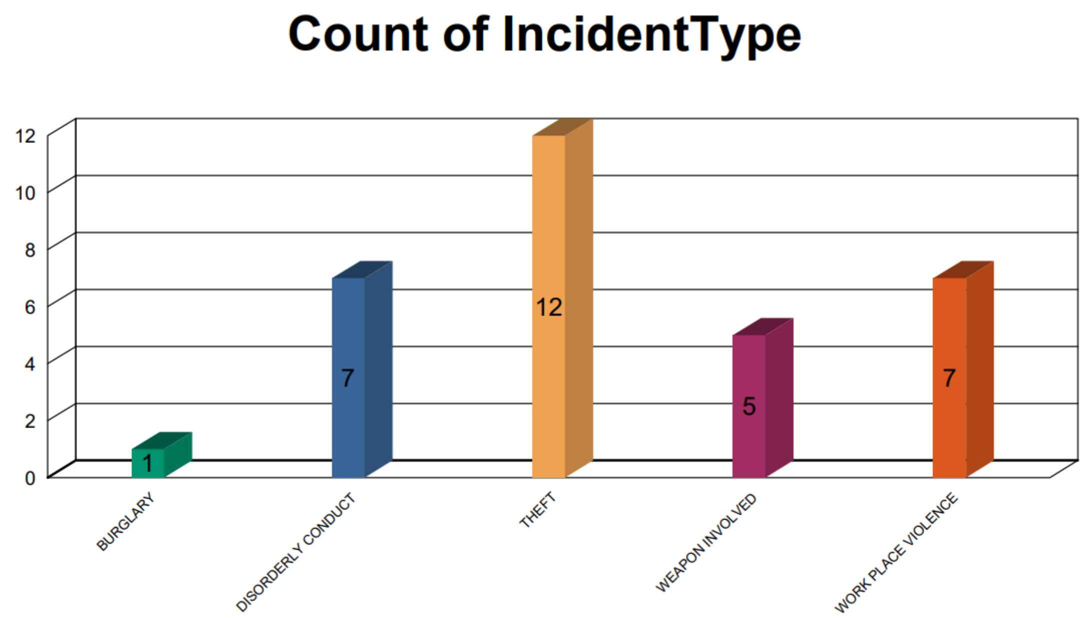
1. Quick Dates – Select “Last Year”
2. Report Type – Select “Incident Count”
3. Select the Radio Button next to “Select Incidents” – this will open a list of incident types. Select the desired incident types (clicking an incident type, holding the Shift key, and clicking an end incident type will select a range; clicking incident types while holding the CTRL button will allow multiple types to be selected).
4. Once all types are selected, click the “Add Incident(s)” button under the list. Once completed, the selected incident types will display under the list. Additional incident types can be selected through the same method, and incident types can be removed from the filter by clicking “Delete” to the right of an incident type.
5. Select the graph type and count per graph (if want to change from default).
6. If a summary report is desired, uncheck “Include Incident Details” and “Include Synopsis”. If left checked, a line by line breakdown of each incident will be included on the report.
7. Click Create Report.



Option 2:

The Incident Count Totaled by Type report provides an aggregated count based on the level of the tree selected. Instead of giving the total for each sub-category, the sum for the higher level of the incident type is provided instead. In the example report below, the same filters were used as in Option 1 and the report was totaled at Level 1. Instead of providing the count of each type of theft reported, there is a single count of 12 thefts reported.

1. Quick Dates – Select “Last Year”
2. Report Type – Select “Incident Count Totaled by Type”, then select the level of the tree to total the numbers at (i.e., if the primary level should be used for totaling, select Level 1)
3. Select the Radio Button next to “Select Incidents” – this will open a list of incident types. Select the desired incident types (clicking an incident type, holding the Shift key, and clicking an end incident type will select a range; clicking incident types while holding the CTRL button will allow multiple types to be selected). *NOTE: Due to the nature of this report, the incident list will be restricted to specific levels.*
4. Once all types are selected, click the “Add Incident(s)” button under the list. Once completed, the selected incident types will display under the list. Additional incident types can be selected through the same method, and incident types can be removed from the filter by clicking “Delete” to the right of an incident type.
5. If a summary report is desired, uncheck “Include Incident Details”. If left checked, a line by line breakdown of each incident will be included on the report.
6. Click Create Report.



Saving for Future Use

Once the administrative report filters are created, it can easily be saved for future use. On the screen where all the filters are built, complete the following (starting about halfway down the page):

1. Report Name – Enter the name desired for the report.
2. Report Description – Enter a description of the report (this is optional, but recommended).
3. Click "Save Report Settings" at the bottom of the report – once this is clicked, a message will display showing the settings saved.

Once the report is saved, it will be accessible through the main Admin Reporting page at the bottom of the page. To run the report, click the magnifying glass icon to the left of the Report Name, all the filters will be filled in based on the saved report, at the bottom of the screen, click "Create Report".

Saved pre-defined reports can also be scheduled to automatically email on a recurring basis by clicking the "Schedule Admin Reports" button to the right of the screen. Once clicked a new window will open and the "Add New Setup" button would be clicked.

1. Select the report(s) to automatically email from the left and click the arrow to the right to move it to the box on the right.
2. Enter a title of the scheduled report.
3. Enter the email address(es) of the people that should receive the report (using a ";" to separate).
4. Enter the first date the report should run (if no date is entered, it will email the next scheduled day); the time the report should email; and ensure the time zone is set.
5. Select the recurrence pattern (different options become available based on the pattern selected.
6. Click "Save".