

A change has been made in IRMA that allows authorized users the ability to search for COVID-19 Events and click on a hyperlink in that search to display all staff members that are added to the Involved Persons Subtab of the event. IRMA users can do this on the search page and will not have to open the event to see all of the staff members involved.

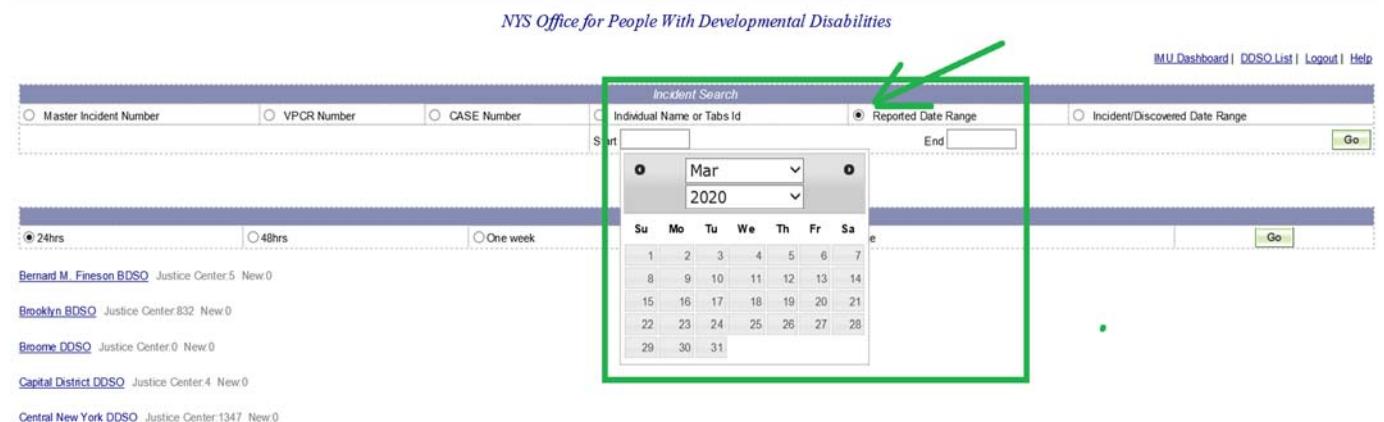
### To Search for Staff involved in an COVID-19 "Coronavirus" Event/Situation in IRMA:

You must either enter 2020 (only, *no dash after it*) into the 'Master Incident Number' search bar, or select the 'Reported Date Range' and enter a date range on the summary page. This will generate a list of all agency incidents and event/situations reported in either the year 2020 or the date range selected.



The screenshot shows the 'Incident Search' page. At the top, there are search filters: 'Master Incident Number' (radio button selected), 'VPCR Number', 'CASE Number', 'Individual Name or Tabs Id', 'Reported Date Range', and 'Incident/Discovered Date Range'. Below these are dropdowns for 'Agency/DDSO', 'Incident#', and 'Reported'. The main search area has fields for 'Name', 'Program', 'Status', and 'Action'. At the bottom, there are buttons for '24hrs', '48hrs', and 'One week'.

Or



The screenshot shows the 'Incident Search' page with a green box highlighting the 'Reported Date Range' section. The 'Reported Date Range' radio button is selected, and the date range is set to 'Mar 2020'. Below this is a calendar grid for March 2020. The page also includes the 'Master Incident Number' search bar, dropdowns for 'Agency/DDSO', 'Incident#', and 'Reported', and a list of agency names at the bottom.

Any COVID-19 "Coronavirus" Event/Situation in which 'Staff, Staff' has been entered into the Individual tab, will be listed in blue as a link.



A S 2020-00009	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/24/2020	04/24/2020	PAULSEN,GUY(ES - COVID-19 "Coronavirus") SMITH,LENNY B(ES - COVID-19 "Coronavirus") MATHURIN,NICK G(ES - COVID-19 "Coronavirus") <a href="#">STAFF, STAFF</a>	40 WAVERLY PLACE SOCR	Open	
A S 2020-000101	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/24/2020	04/24/2020	DAVOCK, CARL(ES - COVID-19 "Coronavirus")	3 OSBORNE ROAD	Open	
A S 2020-000103	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/22/2020	04/23/2020	<a href="#">STAFF, STAFF</a>	315 FRENCH ROAD	Open	
A S 2020-000104	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/23/2020	04/24/2020	LINCOLN,NEVILLE(ES - COVID-19 "Coronavirus") PERRY,STEVE E(ES - COVID-19 "Coronavirus") <a href="#">STAFF, STAFF</a>	232 W. SMITH STREET	Open	
A S 2020-000107	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/27/2020	04/27/2020			Open	
A S 2020-000109	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/28/2020	04/28/2020	NEWPORT,MARY(RS - Mistreatment) <a href="#">147</a>	141 PARK DRIVE MANOR	Pending Closure	
J S 2020-000110	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/28/2020	04/28/2020	VAN DYKE,JESSICA(RS - Seclusion) <a href="#">147</a>	17 PARKSIDE COURT	Closed	
A S 2020-000116	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	05/19/2020	05/20/2020	TURNER,GUY(ES - COVID-19 "Coronavirus")	126 THOMAS STREET	Open	

When you click on the blue Staff,Staff link, a pop-up will appear. The pop-up will include all who have been entered into the Involved Person Subtab as a Person Present or Person Reporting 'Person Type' and Staff-agency employee, Staff -contract employee, or Volunteer 'Person Sub-Type'. These are the same staff/volunteers in that Event in which a Staff COVID-19 Form was generated.

2020-000104	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/23/2020	04/24/2020	LINCOLN,NEVILLE(ES - COVID-19 "Coronavirus") PERRY,STEVE E(ES - COVID-19 "Coronavirus") <a href="#">STAFF, STAFF</a>	232 W. SMITH STREET	Open	
2020-000107	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/27/2020	04/27/2020				
2020-000109	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/28/2020	04/28/2020	NEWPORT,MARY(RS - Mistreatment) <a href="#">147</a>			
2020-000110	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	04/28/2020	04/28/2020	VAN DYKE,JESSICA(RS - Seclusion) <a href="#">147</a>			
2020-000116	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	05/19/2020	05/20/2020	TURNER,GUY(ES - COVID-19 "Coronavirus")			
2020-000119	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	05/21/2020	05/21/2020				
2020-000120	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	05/21/2020	05/21/2020				
2020-000121	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	05/21/2020	05/21/2020				
2020-000122	SYRACUSE DEVELOPMENTAL CENTER (DCY)0261	05/21/2020	05/21/2020				

**COVID-19 Staff Information**

Person Type	Person Sub-Type	Person Name
Person Reporting	Staff - agency employee	Tammy Tattler
Person Present	Staff - agency employee	Connie Corona

[Print](#) | [Close](#)