

# Incident Response Improvement System (IRIS) Updates

## 11-25-09

### **IRIS TEST SITE**

- This is a copy of the IRIS system where you may go to enter “practice” incident reports and familiarize yourself with the new web based system.
- DO NOT ENTER REAL DATA OR CONSUMER NAMES INTO THIS TEST SITE.
- The current test site address is <http://hrdhhs63.dhhs.state.nc.us:8000/default.aspx>
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### **IRIS Website Address**

- This address is not to be used until IRIS “goes live”.
- Must be accessed through Internet Explorer
- The information entered into this site is confidential and should not be accessed through public areas such as public libraries, etc.
- The official IRIS website address is <https://IRIS.dhhs.state.nc.us>

### **Transition from Paper Version of IRIS Forms**

- We will continue to accept paper and faxed versions of the incident reporting form for 90 days after IRIS is implemented. After 90 days incident reports will need to be submitted via the IRIS system. The LME will be responsible for entering the incident data into IRIS for each paper copy submitted. .
- If submitting a fax to DMH/DD/SAS Quality Management, please use fax number 919-508-0986.

### **Manual, Grid and FAQ’s Updates**

- Information such as the Frequently Asked Questions, guidance manual and updated memos regarding the information process are available on the DMH/DD/SAS website at <http://www.ncdhhs.gov/mhddsas/statspublications/manualsforms/index.htm>.
- The incident leveling grid and manual are currently being updated.

### **Rules**

Rules governing Incident Reporting can be found on the Office of Administration (OAH) website. The rules are under 10A NCAC 27G .0600 to .0610. These rules can be found at <http://reports.oah.state.nc.us/ncac.asp>. Once you reach this address, locate the boxes under the title of the page and type in 10A NCAC 27G .0601 (or applicable rule). Click on Look-Up and you will be taken to the specified rules.

### **Contact Information:**

- Providers should contact their LMEs with any questions regarding IRIS and incident reporting.
- The DMH/DD/SAS Quality Management fax number is 919-508-0986.