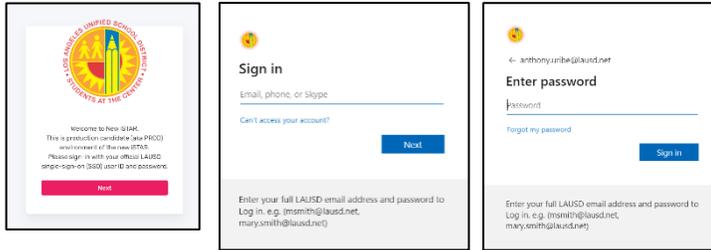


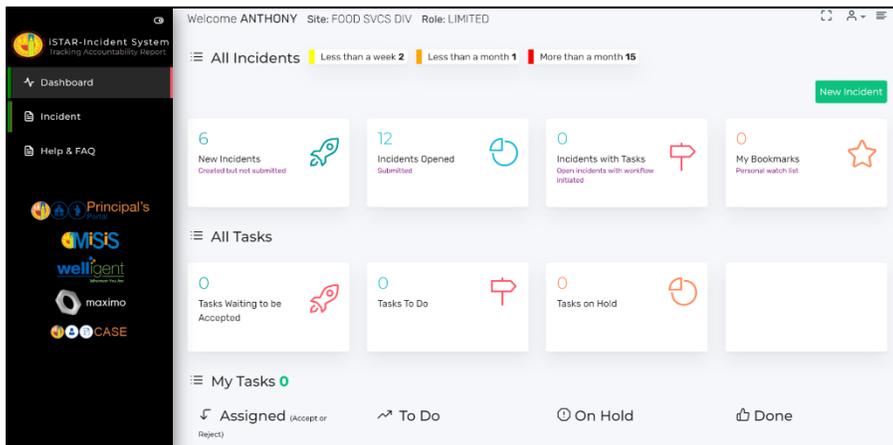
iStar Instructions

Log into iStar by typing in the url address: <http://istar.lausd.net> .

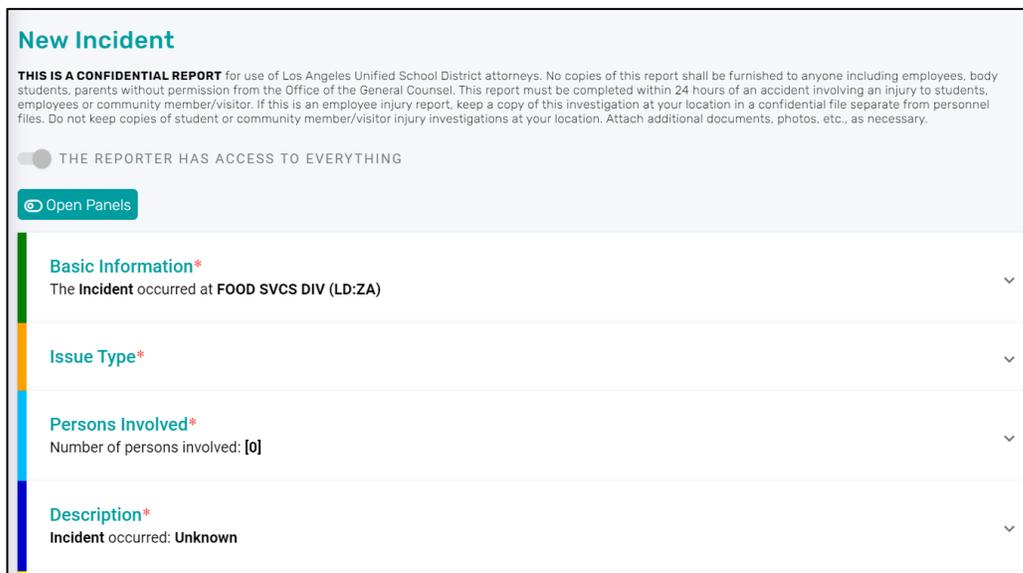
After clicking “Next” on the welcome screen, input your SSO username and password.



After logging on, you will arrive at the Dashboard of the home screen. To submit a new incident, select the “New Incident’ button.



The New Incident screen will have various sections to complete. Start at the top of the list and select the drop down arrow for “Basic Information” to begin.



BASIC INFORMATION

The contact information will be filled out based on your SSO login. Scroll down to fill in other relevant information.

Basic Information*
The incident occurred at **FOOD SVCS DIV (LDZA)**
Please complete the Basic Information Additional Form.
Please provide the location where the incident occurred.

Please enter incident information especially location. You can enter an address to find it on map. Please be as specific as possible.

Reporter Info Change Reporter

FIRST NAME	LAST NAME
ANTHONY	URIBE
PHONE NUMBER	FAX NUMBER
E-MAIL	TITLE
anthony.uribe@lausd.net	FOOD SERVICE TRAINING SPECIALIST
CONTACT NAME	CONTACT PHONE

Complete this section as accurately as possible.

Basic Information System Form

Incident Basic Information Additional Form

- Is this incident centered around or involve an issue (i.e. lost keys, flood, fire) with District School/Facilities? *

Yes No
- Related to LAUSD? *

Yes No
- Has the Disruptive Person Letter been uploaded? *

Yes No
- This ISTAR is a result of an Anonymous Reporting Event *

Yes No

Location

LOCATION
1147501 - FOOD SVCS DIV (LDZA) Search

INCIDENT OCCURRED*

On Campus Off Campus At Another School District Office District School Bus Trip To From School
 Trip To From School Sponsored Activity Athletic Cafeteria Lunch Period Other

OTHER EXACT LOCATION

search for location

ISSUE TYPE

When selecting the issue type, use the information icon (i) to provide more information about each issue type. If the incident is an “Accident” select what type of accident in the sub menu.

Issue Type*
Please provide the Issue Type.

This is very important information. Please click on the (i) icon for more information about each issue type.

Selected SEARCH

All Facility

- > ABDUCTION (i) [BUL-6364](#)
- ▼ ACCIDENT (i)
 - Accident With Injuries
 - Accident-Near Miss
 - Vehicular Crash-Medical Transport
 - Vehicular Crash-No Medical Transport
- > ALTERCATION (VERBAL) (i)
- > ARREST (i)
- > BULLYING (i) [BUL-5212](#)
- > BURGLARY (i)

PERSONS INVOLVED

Add all persons involved in the incident by selecting the “Add New Person Involved” button.



Persons Involved*
Number of persons involved: [0]

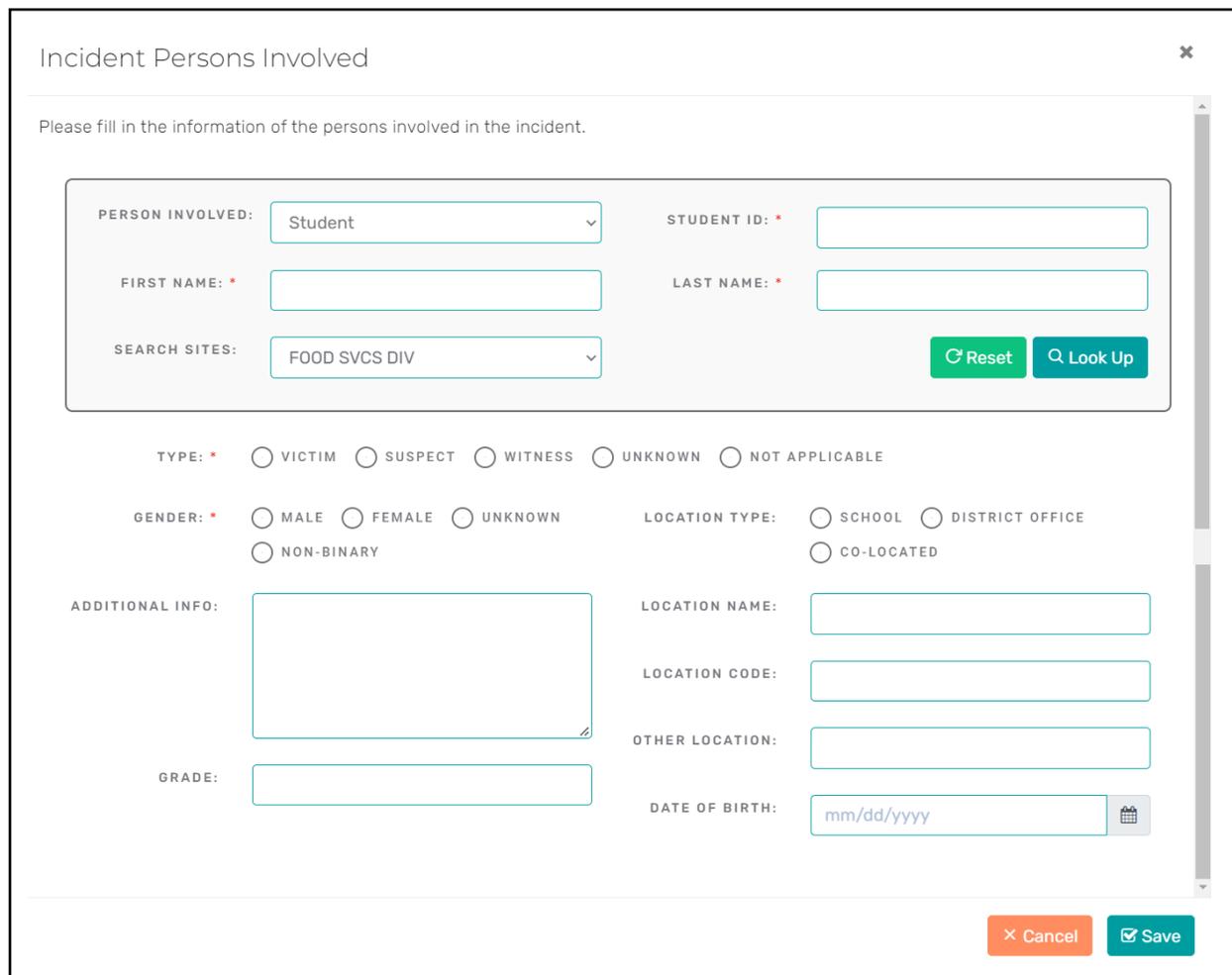
This is a list of persons involved in this incident. Please specify their type accurately.

[+ Add New Person Involved](#)

If incident is for an employee, type Employee ID in Student ID box. This section cannot be left blank.

If a student is involved and you do not have the Student ID, you can “Look Up” to find ID.

If there is more than 1 person involved in the incident, select “Save” and then “Add New Person Involved.” Repeat the process until all parties have been entered.



Incident Persons Involved

Please fill in the information of the persons involved in the incident.

PERSON INVOLVED: Student STUDENT ID: *

FIRST NAME: * LAST NAME: *

SEARCH SITES: FOOD SVCS DIV [Reset](#) [Look Up](#)

TYPE: * VICTIM SUSPECT WITNESS UNKNOWN NOT APPLICABLE

GENDER: * MALE FEMALE UNKNOWN NON-BINARY LOCATION TYPE: SCHOOL DISTRICT OFFICE CO-LOCATED

ADDITIONAL INFO: LOCATION NAME: LOCATION CODE: OTHER LOCATION: DATE OF BIRTH: mm/dd/yyyy

GRADE:

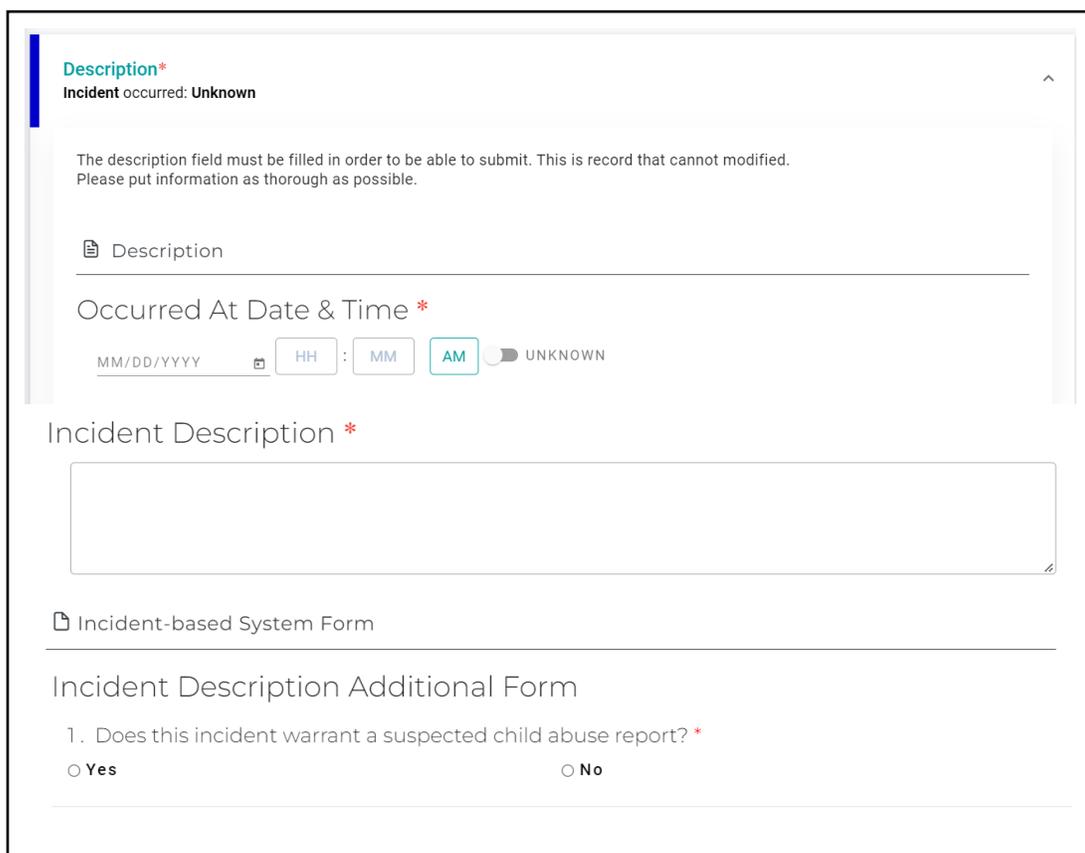
[Cancel](#) [Save](#)

DESCRIPTION

In this section it is vital that there is as much detail necessary to the incident. Describe incident using specific date, time of day, location, actions, items, body parts, etc.

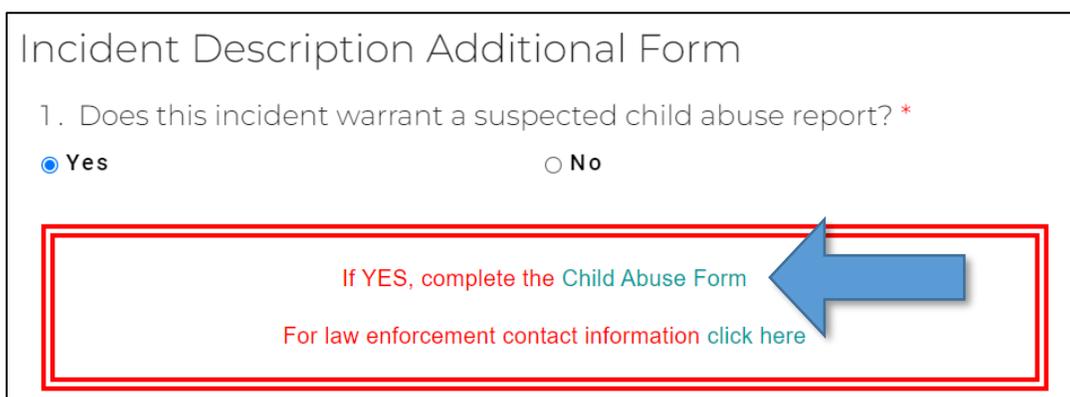
If date is unknown select the “Unknown” button.

Do not use general statements. For example, instead of, “they hurt themselves during work,” be more specific and write: “(Name of person) injured their right shoulder during lunch after lifting a box of apples to restock lunch line.”



The screenshot shows a web form titled "Description*" with a sub-header "Incident occurred: Unknown". Below this is a note: "The description field must be filled in order to be able to submit. This is record that cannot modified. Please put information as thorough as possible." The form includes a "Description" text area, an "Occurred At Date & Time *" field with input boxes for MM/DD/YYYY, HH, MM, and AM, and a toggle switch for "UNKNOWN". Below the date field is a large "Incident Description *" text area. At the bottom, there is a section titled "Incident-based System Form" with a question: "1. Does this incident warrant a suspected child abuse report?*" and two radio button options: "Yes" and "No".

If the incident does warrant a suspected child abuse report, after selecting “Yes,” you will have the opportunity to complete the form before continuing.



This is a close-up of the "Incident Description Additional Form" section. It shows the question "1. Does this incident warrant a suspected child abuse report?*" with the "Yes" radio button selected. Below the question, there is a red-bordered box containing the text: "If YES, complete the Child Abuse Form" and "For law enforcement contact information click here". A blue arrow points from the right side of the box towards the "Child Abuse Form" text.

NOTIFICATIONS

** This section can be left blank**

The screenshot shows the 'Notifications' section of a software interface. It features a header with the title 'Notifications' and a yellow vertical bar on the left. Below the header, there is a section for 'Email Notification' with a table containing columns for 'Subject', 'From', 'To', and 'Date'. Underneath is a 'Notification Checklist' section with a '+ Add New' button. The checklist is a table with the following data:

Notified	Department Name	Actions Taken (e.g., Voicemail, Phone Call, Text, Email.)	Date/Time	Action
<input type="checkbox"/>	Ed Equity Compliance			
<input type="checkbox"/>	Nearby Schools			
<input type="checkbox"/>	Operations Coordinator			
<input type="checkbox"/>	School Police (213) 625-6631			

ADDITIONAL FORMS

If there are supporting forms to the incident such as head injury and injury/illness forms, attach here. All other forms should be included under "Attachments."

The screenshot shows the 'Additional Forms' section of a software interface. At the top, there are buttons for 'Exit' and 'Save Draft Only'. Below this, a message states: 'You can edit the following sections after saving the incident draft'. The section contains four expandable items:

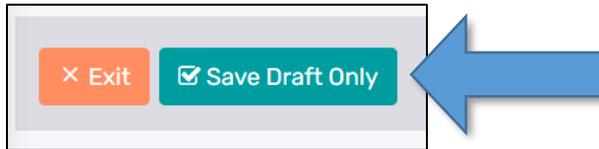
- Updates**: Total Updated Information: 0
- Task Assignments (Optional)**: Number of Tasks Assigned: 0
- Additional Forms (RARD, Medication/Protocol Error, Head Injury, and Injury/Illness)**: Reported Forms: 0
- Attachments**: Total Attachments: 0

A large blue arrow points to the 'Additional Forms' section.

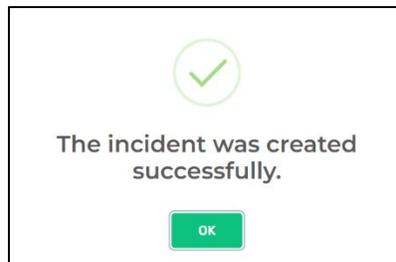
The screenshot shows the 'Additional Forms' form in a software interface. The title is 'Additional Forms (RARD, Medication/Protocol Error, Head Injury, and Injury/Illness)' and it shows 'Reported Forms: 0'. Below the title is a section for 'Additional Forms' with a header and a table. The table has columns for 'Form Title', 'Form Type', 'Created', 'Last Updated', 'Status', and 'Action'. Below the table, there are two input fields: 'FORM TITLE' with a text input field containing 'Form Title', and 'FORM TYPE' with a dropdown menu containing '--Select Form Type--'. To the right of these fields is a green '+ Add' button.

SAVE AND SUBMIT

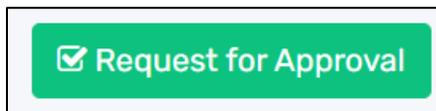
Before saving, review the information for accuracy. Once complete, select the “Save Draft Only” button.



After you have saved you will receive this message:



After selecting OK, it now time to submit for approval. Until submitted, it is only a draft in the system. Find the “Request for Approval” button and select.



After selecting “Request for Approval” button, your incident report has been submitted and needs to be approved.

