



# Incident System Tracking Accountability Report Eugene L. Hernandez, Administrator of Operations

Local District Central, LAUSD

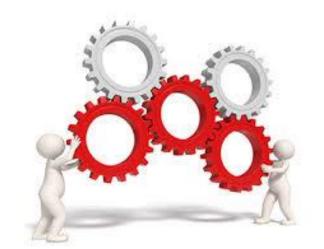


## Incident System Tracking Accountability Report

- BUL-5269.2
- Electronic tool to report and document incidents which occur on or near District schools and sites
- Incidents involve students, employees, or a member of the school community
- Enables efficient and effective mobilization and allocation of resources and supports
- Reduces potential miscommunication

## iSTAR Format

- **❖ Four Main Tabs** 
  - -Incident
  - -Persons Involved
  - -Issue Types (facilities involved)
  - -Summary
- Two Conditional Tabs
  - -Injury/Illness
  - -Risk Assessment Referral Data (RARD)





#### LOS ANGELES UNIFIED SCHOOL DISTRICT ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT



LoginUser: tony.cortez

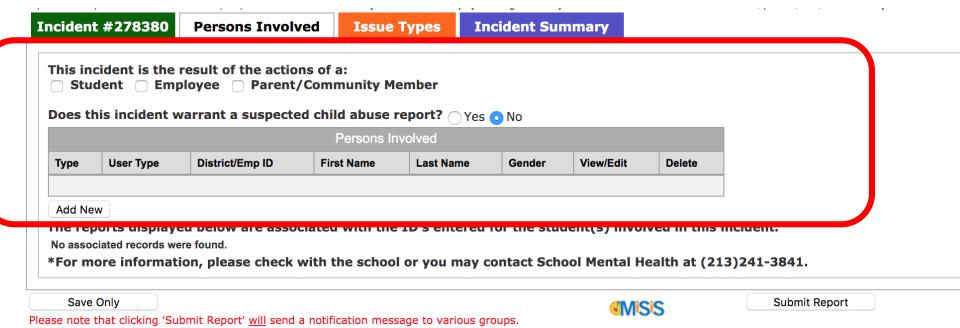
NOTIFY YOUR LOCAL DISTRICT OPERATIONS COORDINATOR (LDOC) BY TELEPHONE IMMEDIATELY

THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, body students, parents without permission from the Office of the General Counsel. This report must be completed within 24 hours of an accident involving an injury to students, employees or community member/visitor. Do not use this form for contractors. If this is an employee injury report, keep a copy of this investigation at your location in a confidential file separate from personnel files. Do not keep copies of student or community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

Incident #211266	Persons Involved	Issue Types	Incident Summary	
Cost Center		)	<u></u>	
Incident Occurred	✓ On Campus ☐ Off-Campus ☐ At another school ☐ District Office ☐ District School Bus/Vehicle			
	☐ Going to or from school ☐ Going to or from a school sponsored activity ☐ Athletics Competition/Practice			
Exact Location	Cafeteria Duri	Classroom	Other	
Incident Date			Incident Time	10:57 AM
Reporter Employee No.			~	
First Name*		<u>,                                      </u>	Last Name*	
Phone No.	()		Fax No.	()
Email*	net		Title	ASST PRIN, SECONDARY
Contact Name	Contact for Additional Upda	ates	Contact Phone	()
flood, fire)?	ered around or involve		ict School/Facilities (i.e. lost k	Yes   No
* Required Field				
Save Only			«Misis	Submit Report

Please note that clicking 'Submit Report' will send a notification message to various groups.

Most Common Errors: Missing info phone, names, fax Time/date discrepancy



**Most Common Errors: Missing Persons Involved** 

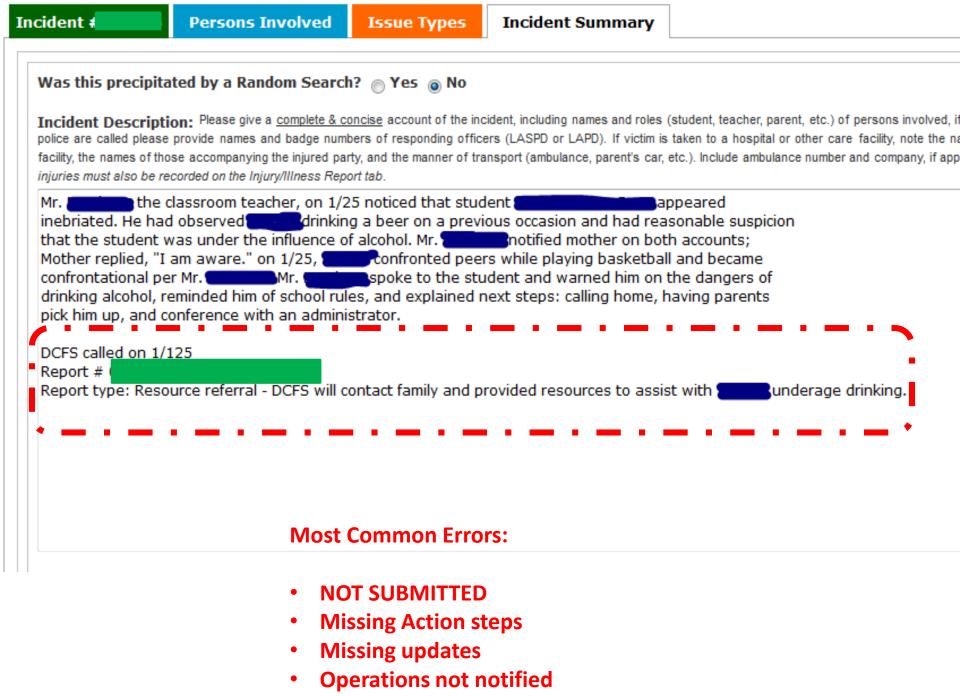
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Incident #	Persons Involved	Issue Types	Incident Summary		
				The ISTAR and a second of Warrant Hard	
Click '+' to ex  Abduction	pand.			The ISTAR system uses these issue definitions as the key element of its reporting process. Be familiar with the various incident types and definitions to use it effectively.	
■ Accident				Issue Definitions	
■ Altercation (Ve	rbal)				
■ Arrest	,				
<b>■</b> Bullying					
	e (Student as Victim 0	nly)			
	Parent Issue Type Onl				
	npted to damage scho		erty		
<b>■ Death</b>			-		
<b>■ Discrimination/</b>	Harassment (Only gra	des 4-12 for stud	lent suspension)		
<b>■ Disruptive Pers</b>	on			Most Common Er	ror: Mis-labeled
■ Disrupted School	ol-Wide Activities				
■ Fighting/Physic	cal Aggression			Incident	
Fraud Allegation	n				
■ Hate Violence (	for suspension, studen	it must be in gr 4	-12)		
<b>■ Hazing</b>					
■ Illegal/Controll	ed Substance				
- ✓ Alcohol					
· · ·	-	rst offense of man	ijuana of less than1 oz	2	
□ Drug par	aphernalia				
- Ecstasy					
; -	c Cigarettes				
- 🗆 Marijuan			_		
	a possession for first o	offense of less tha	an 1 oz		
- Methamp	ohetamine				
- □ Other	J J T-b				
□ Possessed or used Tobacco					
Seld controlled substance					
☐ Sold controlled substance ☐ Substitute of a controlled substance					
_					
■ Inappropriate C	Conduct (Employee as	Suspect Only)			
T THILLIA				I .	



Incident Status:	Open	· ·	Allegation Unfounded
moderne Status.	Open	~	Allegation officultued

(Please keep the Incident Status to "Open", if this incident need further action)

(**************************************					
Updated Information					
Date/Time	Description	Description			
Add New					
Action Details					
Date/Time	Description	Status	Created By	Updated By	
Add New					

Please note that automatic e-mail notification of the appropriate incident report will be sent to the following staff or offices for notification:to Administrator of Operations, Operations Coordinator, Board Member/Representative, Asst. Superintendent of School Operations, Employee Relations, General Counsel, School Police, OEHS, Risk Management, Facilities, Employee Performance Accountability, Student Health and Human Services, ITD, and Transportation Branch.

Additional notification at your discretion may be recorded below:

Notify Details				
Notified	Department Name	Notify Name	Date	#
	Ed. Equity Compliance			<u>Delete</u>
	Nearby Schools			<u>Delete</u>
~	Operations Coordinator	Tony Cortez	1/26/2018	<u>Delete</u>
	School Police (213) 625-6631			<u>Delete</u>
	School Services Director			<u>Delete</u>
	Special Education/IEP Unit			<u>Delete</u>
	Office of Environmental Health and Safety			<u>Delete</u>
	Employee Performance Accountability			<u>Delete</u>
	Crisis Counseling Office			<u>Delete</u>
Add New				

#### **Most Common Errors:**

- NOT SUBMITTED
- Missing Action steps
- Missing updates
- Operations not notified

#### **Jpdated Information**

Created By:

Last Updated By:

Submitted By:

Submitted Date:

#### **Documents Attached to this report**

Open V

Is the document uploaded a person disruptive letter? A Yes No



No file selected.

Created Date: 1/26/2018 10:58:19 AM

Last Updated Date: 1/26/2018 11:04:40 AM



Save Only

**MISIS** 

Submit Report



## Time to Practice

- In Pairs, read the scenario on the following slide.
- Decide what will be documented.
- Remember, the more concise and succinct, the more likely pertinent information is captured.

## Scenario

Teacher sends student, Marko, into school office. Marko has a gash (approximately 1 inch long) across the forehead. The school nurse is not at your school that day and the Principal is at a meeting.

Do you create an iSTAR?

If so, what should be doucmented?



## Reminders



- Be sure to have your principal review the iStar. Email notifications are sent to applicable District personnel when the user clicks "SUBMIT"
- An iSTAR closes automatically after 30 days, so be sure all information has been entered into every applicable tab
- The school principal must certify all injuries/illnesses, and istars created at level 2

## Classified Human Resources



- Job Description
- ON-LINE CHILD ABUSE TRAINING:
  - ☐ The on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. Classified employees may complete this training on work time.

### BREAK/LUNCH TIMES FOR UNITS D

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH	
3 or fewer	None	None	
4	One - 10 minutes paid	None	
5	One - 10 minutes paid	*Minimum 30 minutes unpaid  **(except Unit D)	
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid	

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

## Classified Human Resources



#### **TRAINING**

### My Professional Learning Network

- Visit the website at <a href="https://achieve.lausd.net">https://achieve.lausd.net</a>
- Call the office at 213-241-3440.

### Topics to Consider:

- Top Tips and Tools for Organizing Your Workday (Recorded Webcast)
- First Time Manager: Meeting Expectations
- First Time Manager: Challenges
- Time Management: Quit Making Excused and Make Time Instead
- Welligent