Before you begin...

In order to access the Data Collection Tool, you must be a registered user who has logged into their account. For more information on how to register & log into the system, please see the User Registration – Quick Reference Guide.

1. Click on the magnifying glass. From the facility list, select the hospital facility where the incident occurred. The grayed-out fields below will auto-fill. Do NOT type in the text field.

2. Click on the calendar icon to select the date of the incident. Do NOT type in the text field.

3. Click on the dropdown menu to select the time of incident.
Use the checkboxes, dropdown menus, or look up lists to answer questions 1 through 17. Note whether you can only check one choice and when you should check all that apply.

Hospitals are responsible for ensuring that the data entered is accurate & complete. Once you have filled out all of the required information, click on the “Submit” button.

If any required questions have not been answered, you will receive an error message. The report will not be accepted until all required information has been provided.

Once you have successfully submitted a report, you will receive an email receipt which will include all information that you have provided for that particular incident. If you do not receive an email receipt, contact us at DOSHWPV@dir.ca.gov.

For more detailed information on how to submit a report, watch the tutorials on Submitting Reports here:

Notes:

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