

Management Info Report (MIR)

Management Information Reports (MIRs) are used to document any accident that occurs on school grounds requiring medical attention from a nurse or assistant, whether involving a student or adult.

- **Nurse/Assistant:**
Completes and submits the MIR to the designated School Administrator (MIR Contact).
- **School Administrator (MIR Contact):**
Reviews the MIR for accuracy and completeness, then submits it to the District.
- **The District:**
Reviews the submitted MIR and determines if any further action or follow-up is necessary.

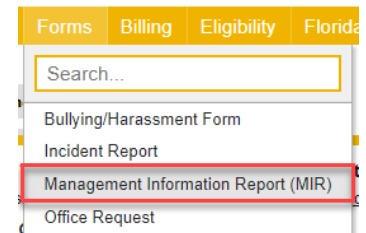
Make sure you are logged in under the correct school.

An MIR must be completed within 24 hours of the event.

All MIR's are to be submitted to the District for review.

Accessing MIR's

1. Click on the Forms tab.
2. Select Management Information Report (MIR) from the list.
3. A blank MIR form will appear, ready to be completed.



Creating an MIR

1. Add the Individual to the MIR.

To Add a Student –

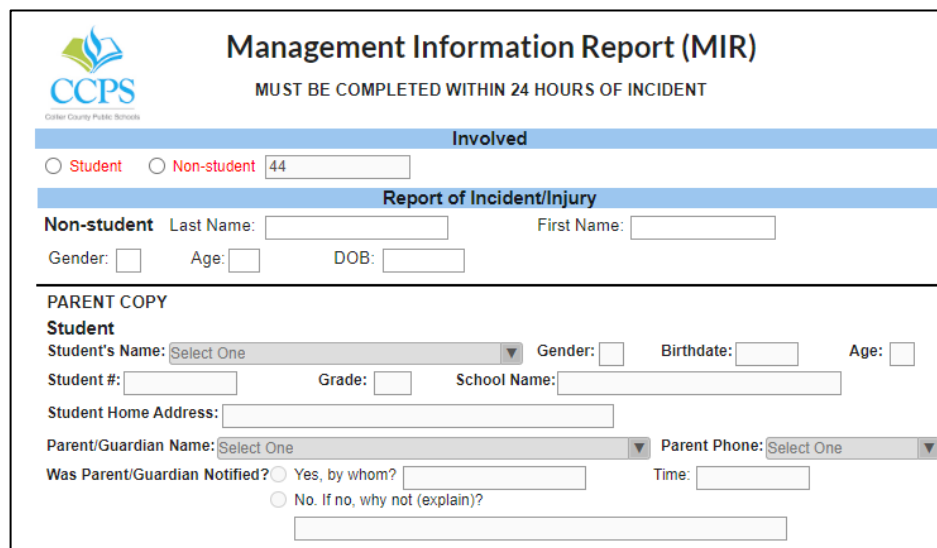
- a. In the Involved section, select Student.
- b. In the Parent Copy section, choose the Student from the student drop-down.

Note: Student information will auto-populate when selected from the drop-down.

- c. Proceed with filling out the parent copy section as needed.

To Add an Adult –

- a. In the Involved section, select Non-Student.
- b. Fill out the appropriate fields under the Non-student section in Report of Incident/Injury.



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- Proceed with filling out all sections of the MIR form.
Note: Required fields will display in red until completed.

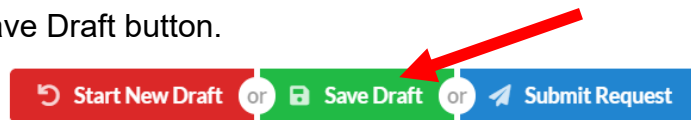
Saving an MIR

You have two options for saving the MIR:

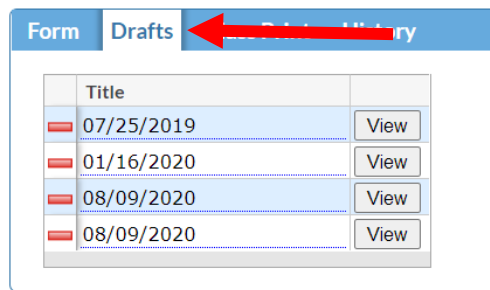
- Submit to Administrator:** Sends the completed report to the designated School Administrator (MIR Contact) for review.
- Save as Draft:** Saves your progress so you can return and complete the report later.

Save as Draft

- Click the green Save Draft button.



- The screen will spin and eventually stop, which indicates that the form has been saved.
Note: No confirmation message will appear.
- The draft MIR will be saved under the Drafts tab with the current date as the title.

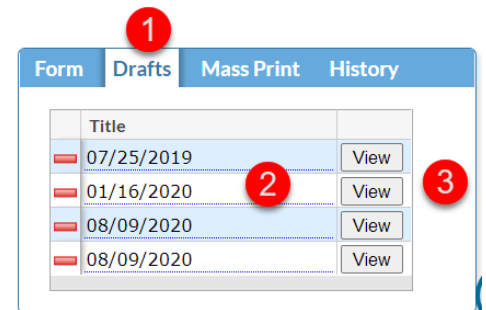


Editing a Saved MIR

Your saved MIR will appear under the Drafts tab, titled with the date it was saved.

- Click the Drafts tab.
- Locate the MIR you wish to edit.
- Click the View button to the right of the MIR.
- The MIR will open in the center of the screen.
- Make any necessary edits.

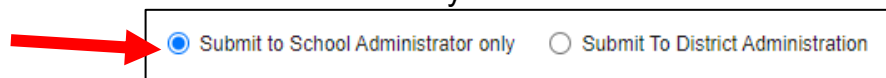
Note: Only draft MIR's can be deleted. To delete a draft, click the red minus sign (-) icon next to the MIR.



Submitting an MIR to the School Administrator

Once the MIR form is complete, it must be submitted to the designated school administrator for review.

- Select Submit to School Administrator only.

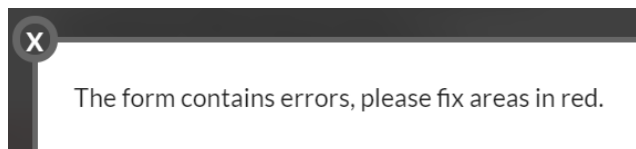


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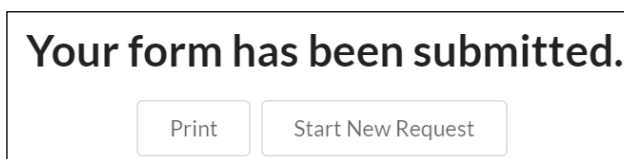
- Click the blue Submit Request button at either the top or bottom of the form.



Note: If any required fields are incomplete, a message will appear, and the MIR will **not** be submitted until all required information is entered.



Once the MIR is successfully submitted, a **“Submitted Successfully”** message will appear, and an **email notification** will be sent to the MIR contact(s) at your school.



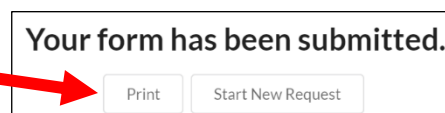
MIR's submitted to the School Administrator cannot be deleted.

Printing an MIR

After submitting an MIR, you must provide a copy to the student, parent, or adult involved.

From the confirmation screen:

- Click the print button.
 - Page 1 should be given to the student, parent, or adult.
 - Page 2 should be retained for your records.





Viewing a Submitted MIR

To access a list of MIR reports you have submitted:

- Click the History tab on the MIR screen.

Management Info Report (MIR)

Form Drafts Mass Print **History**

☒ Show All

< Prev

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723 Records

Export

Filter: OFF

Toggle Columns

InstanceID	RequestTitle	ApprovalStatus	student5	student6	student4	student2	student1	student3	school
1668	07/30/2019	Approved							Palmetto Ridge Hi
1621	08/08/2019	Approved							Golden Gate Midd
1692	08/08/2019	Denied							Beacon High Scho

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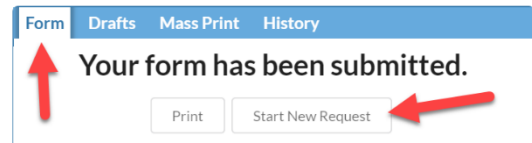
Editing / Deleting a Submitted MIR

Notify Rachel Dawes (dawesra@collierschools.com) of any MIR's created in error.
Administrators cannot delete MIR's once they have been submitted.

Starting a New MIR

From the Form tab:

1. Click the Start a New Request button.
2. A blank MIR Report form will appear.



OR



Note: To discard the current form and start a new draft, click Start New Draft at the top or bottom of the screen. This will erase any entered information and open a new, blank form.

Attaching Items to an MIR (e.g. Witness Statements)

If additional documentation is needed (such as witness statements), you can upload it in the **Misc.** section at the bottom of the screen.

1. Click the **Select** button to choose a file from your computer, OR drag and drop the file into the file upload box.

Note: If you forgot to attach a file to a MIR, open the submitted report from the History tab and attach the file there. An error message will NOT appear if the file is not attached when submitting the form – double-check before submitting.

2. (Optional) Enter a comment in the text box and click Post.

