DQA MISCONDUCT INCIDENT REPORTING (MIR) SYSTEM
ENTITY USER INSTRUCTIONS

Division of Quality Assurance

WISCONSIN DEPARTMENT of HEALTH SERVICES

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I. DQA MISCONDUCT INCIDENT REPORTING (MIR) SYSTEM GENERAL INSTRUCTIONS

The DQA Misconduct Incident Reporting (MIR) system is a secure, web-based system for health care providers regulated by the Division of Quality Assurance (DQA) to submit the Alleged Nursing Home Resident Mistreatment, Neglect and Abuse Report (F-62617) and/or the Misconduct Incident Report (F-62447) forms to the DQA, Office of Caregiver Quality (OCQ) as required by federal and state regulations.

Use of the MIR system to submit allegations of misconduct is required, unless you are unable to access the system. In that case, reports will be accepted via email at dhscaregiverintake@wisconsin.gov, fax, or postal mail.

The MIR system can be accessed at https://dhsapps.health.wisconsin.gov/DQAReporting/wilms.

IMPORTANT NOTES REGARDING THE MIR SYSTEM

- You may need to adjust the zoom on your browser window in order to view the entire page.
- As a security measure, if the MIR system is left idle for 20 minutes, you will be logged out. If you are logged out of the system, unsaved information will be lost. You will need to close all browser tabs to reopen the system.
- Once form F-62617 or F-62447 has been submitted, it can be viewed; however, it cannot be edited.

If you have any questions about submitting reports using the MIR system, email the HelpDesk or call 608-261-4400 or 866-335-2180 (toll free) for assistance.

LOGGING INTO THE MIR SYSTEM

Log into the MIR system using your Wisconsin Logon Management System (WILMS) username and password. This will take you to your entity’s home page.

Instructions for registering a WILMS username with the DQA MIR system can be found on our webpage under “DQA Misconduct Incident Reporting (MIR) Online System: How to Sign Up.” (DQA publication P-02312).

NOTE: If your WILMS account has been registered to submit misconduct reports for more than one entity, you will need to select the entity for which you are submitting a report from the home page.
MIR SYSTEM HOME PAGE
The home page will display incident reports that are saved in “draft” status. For nursing homes, the home page will also display incident reports that are awaiting the follow-up submission of the online Misconduct Incident Report (F-62447).
NAVIGATING BETWEEN SECTIONS

Use the “next,” “save,” or “back” buttons at the bottom of the page to save your work as a draft. **Do not use the tabs at the top to navigate, as this will result in the loss of unsaved information.**
II. SUBMITTING F-62617, ALLEGED NURSING HOME RESIDENT MISTREATMENT, NEGLECT, AND ABUSE REPORT (NURSING HOMES ONLY)

From the home page, select “Create Nursing Home Resident Mistreatment Form” to reach DQA form F-62617, Alleged Nursing Home Resident Mistreatment Report. To navigate through to the next page, click “Create New Report.”

ENTITY INFORMATION

If you are associated with multiple facilities, review the entity page to ensure you are submitting under the correct facility. If not, change the dropdown menu to the proper facility and restart the process.
SUMMARY OF INCIDENT
This tab is used to provide information pertaining to the incident including any affected residents, accused persons, the date, time, and details of the incident. You can add multiple affected or accused persons by clicking “Add Affected Person” or “Add Accused Person” again.

Once you have entered information into the “Add Affected Person Information” pop-up window, you must click “Add” to save. Clicking on “close” will result in the loss of any information that was entered.

When you are finished, click “Next: Brief Summary of the Incident.”
BRIEF SUMMARY OF INCIDENT
Write a brief summary of the incident in the space provided. When you are finished, click “Next: Person Preparing the Report.”

PERSON PREPARING THIS REPORT
In this section, provide your name, title, and the telephone and email address at which OCQ can contact you regarding this incident.

REVIEW PAGE
In this section, complete your review of the report one last time to ensure all information is correct before submitting it.
1. Tabs that are green indicate all required information has been provided and the report is ready to be submitted to OCQ.
2. Tabs that are red indicate required information is missing and must be completed before submitting to OCQ.
III. SUBMITTING DQA FORM F-62447, MISCONDUCT INCIDENT REPORT

For Nursing Homes Only: When you are ready to submit form F-62447 as follow-up to the related form F-62617, locate the incident related to form F-62617 previously submitted and click the link “Create F-62447 Report.” Do not click the “Create Misconduct Report” link.

Other Entity Types: Other entity types are not required to submit form F-62617. Create form F-62447 by clicking the link “Create Misconduct Incident Report (F-62447).”
INCIDENT SUMMARY
Provide a detailed summary of the incident and then click “Next: Affected Person Information.”

AFFECTED PERSON INFORMATION
Add additional affected persons discovered and edit the existing affected person information to include demographic and contact information. Once all information is entered for each additional affected person and existing affected person(s), click “Next: Accused Person Information.”

ACCUSED PERSON INFORMATION
Provide additional accused persons discovered and edit the existing accused person to include demographic and contact information. Once all information is entered for each additional accused person and existing accused person(s), click “Next: Law Enforcement Information.”

Note: If information is unknown for the accused, click the checkbox associated with unknown information.

LAW ENFORCEMENT INVOLVEMENT
If applicable, complete information regarding law enforcement involvement.
PERSONS WITH KNOWLEDGE
Add any persons with specific knowledge of the incident by clicking the “Add Person with Knowledge” button; then click “Next: Incident Attachment.”

ATTACHMENTS
Upload files that may be related to the incident such as word documents, pdf’s, video, etc. Add a description of the file in the free text box and click “Upload File.” Ensure that files being uploaded are not password protected. Once all documents related to the case appear under “List of Documents,” move to the “Prepared By” tab.
PREPARED BY
Complete this section with your information as the person preparing this report and click “Next: Review and Submit.”

REVIEW PAGE
Review the information entered for completeness and accuracy and click “submit Incident.” Submitted reports cannot be edited or deleted.
IV. SAVING, EDITING, AND DELETING DRAFTS

SAVING DRAFTS

In the event that a report cannot be completed in one sitting, the draft can be saved to be accessed later at any time by clicking the “Save” button at the bottom of any of the pages of both of the report forms. Once the draft has been saved, the information entered will be retained in the system and can be re-accessed at a later time.
EDITING DRAFTS
To re-access a report that has been saved in draft form --- from the “Home” screen, click on the number in the “Incident ID” column that corresponds with the draft you wish to edit.

Click on “Edit Incident.”
DELETING DRAFTS

Once a report has been submitted, it cannot be deleted. However, a draft report can be deleted by clicking on “Delete Incident” at the bottom of the page. You will be asked by a pop-up window if you are sure you wish to delete the draft. Clicking on “Delete Report” will finalize the deletion. Drafts cannot be retrieved once they are deleted.
V. SEARCHING FOR AND PRINTING PREVIOUSLY SUBMITTED REPORTS

SEARCHING FOR PREVIOUSLY SUBMITTED REPORTS

To search for a previously submitted report, select the “Incident” tab at the top of the home page and click “Search Incident.” Use the search criteria fields to find the incident you need. You must enter at least one search criteria. To view all incidents associated with your entity, select “All” next to the “Incident Status” dropdown.
PRINTING PREVIOUSLY SUBMITTED REPORTS

Forms may be printed (or viewed as a PDF) by clicking on the link in the “Report Type” column, then “Print” at the bottom of that page. Attachments included with the F-62447 will be included under the “Describe Below or Attach a Copy of the Entity’s Investigative Records Concerning the Incident” section. Attachments will not automatically print when using the “Print” button. Each attachment will need to be printed separately.