

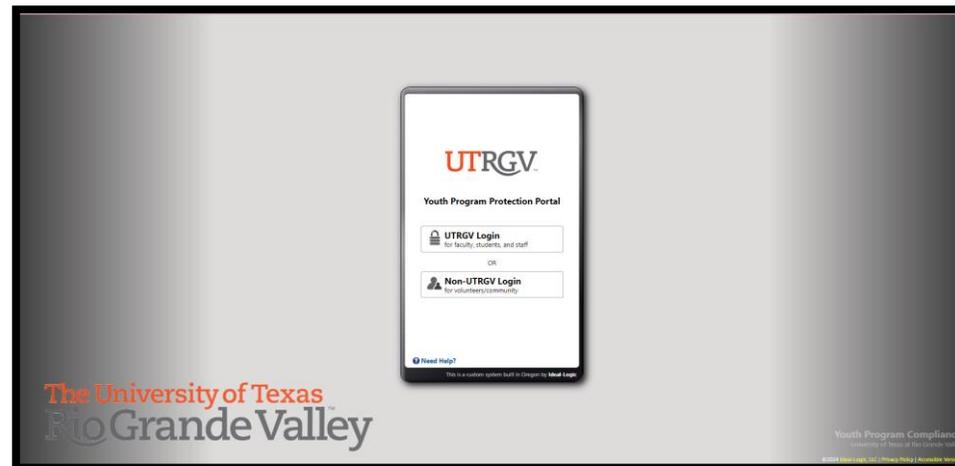
How to submit an Incident Report on Ideal-Logic.

Effective 6/10/2024

Step 1

- Log onto the UTRGV Ideal-Logic Compliance Portal using the link listed below.

<https://apps.ideal-logic.com/utrgvypp>



Step 2

- Select the “Incident Report Form” on the Home tab.

The screenshot shows the UTRGV Youth Program Protection dashboard. At the top left is the UTRGV logo and a 'Home' tab. Below the logo is a red banner that says '1 Action Required For [redacted]' with a 'Hide' link. Underneath is a 'Youth Program Training' section with a 'Continue' button. In the center, there is a button for 'Incident Report Form' with a clipboard icon and the text 'Click to start a report form'. A red arrow points to this button. To the right of this button is a 'Resource Center' section with a 'User Training Video' link. Below that is a 'Your Compliance' section with a table of requirements:

Requirement	Status
Test Camp - YPP Jun 3-Aug 30, 2024	
Youth Program Training	X
Background Check	X

Below the table is a 'View All Requirements' link. At the bottom is an 'Other Actions' section with an 'Edit Your Profile' link and the text 'Update your contact information'. On the right side of the dashboard is an 'Announcements' section with a 'CBC Updates!' announcement and a 'Dismiss' link.

Step 3

- Include the Involved Parties for this incident. For staff member reporting please include yourself as a “reporter” and the youth as a “victim”.

New Report

Involved Parties
For staff member reporting please include yourself as a 'reporter' and the youth as a 'victim'.

No Involved Parties have been added.

+ Add Party

Full Name*

Gender
 Male
 Female
 Other:

Role*
 Reporter
 Victim

Youth's DOB (YYYY-MM-DD)

Step 4

- Add the Youth Program Director (Camp Director).
- Input the information applicable to your program and details of the incident.

New Report

- 1. Involved Parties
- 2. Questions***
- 3. Review

Questions

This form is to be used by staff and to report all incidents of illness, medical treatment, accident and/or Youth Program violations.

Background Information

Youth Program Director

 **Sarahi Cardoza**
Youth Programs Support Mgr [Remove](#)

[Add New Person](#)

Youth Program

TEST - Youth Program Protection [Remove](#)

[Select](#)

Youth Program Phone Number

Nature of this report*

Abuse/Neglect (Call DFPS 1-800-252-5400 or <https://txabusehotline.org/Login/Default.aspx>)

Medical

Behavioral (fighting, bullying, property damage, theft, substance, drugs, alcohol abuse)

Travel

Other:

Urgency of this report*

Normal

Urgent

Date of incident*

[Cancel Report](#) [< Previous](#) [Save for Later](#) [Next >](#)

[More Below - Scroll Down ↓](#)

Step 5

- Complete the following requirements.
- Provide a **Detailed Description** of the incident.

New Report

1. Involved Parties

2. Questions*

3. Review

Time of incident

8 00 am

Location of incident*

On campus
 Off campus
 Residence Halls
 Other:

Questions

Detailed Description of Incident*

Was medical treatment provided?*

Yes No

If yes, where was treatment provided?*

Youth Program (Staff)
 Student Health Services
 ER

Were there any witnesses to the incident?*

Yes No

Witness contact information:*

Was this incident reported to PD?

[More Below - Scroll Down ↓](#)

[Cancel Report](#) [< Previous](#) [Save for Later](#) [Next >](#)

Step 6

- Complete the following requirements.
- Provide in **DETAIL** how you handled the incident.

New Report

1. Involved Parties

2. Questions

3. Review

Was this incident reported to PD?
 Yes No

Were Parents or Legal Guardians Notified?*

Yes No

If yes, when?

How was the incident handled?*

Be as detailed as possible.

Additional Comments*

Youth Participant Emergency Contact Name & Phone Number*

Supporting Documentation

Supporting Documentation
Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

or

Step 7

- Review all the information provided. Confirm that the Reporter and Victim's information is correct.
- Select "Submit Report".

New Report

1. Involved Parties
2. Questions
3. Review

Detailed Description of Incident

Was medical treatment provided?
Yes

If yes, where was treatment provided?
Student Health Services

Were there any witnesses to the incident?
Yes

Witness contact information:

Was this incident reported to PD?
No

Were Parents or Legal Guardians Notified?
Yes

If yes, when?
Jun 10, 2024

How was the incident handled?

Additional Comments

Youth Participant Emergency Contact Name & Phone Number

Involved Parties

Full Name	Gender	Role	Youth's DOB (YYYY-MM-DD)
Test Child2	Male	Reporter	Empty
	Male	Victim	01/01/2008

Cancel Report < Previous Save for Later **Submit Report**

Step 8

- You will receive an email copy of this page after submitting the incident report.
- Our office will then review this report, reach out to you if we have any question, and provide guidance regarding the matter.

The screenshot shows a web browser window with a 'Thank You' title bar. The main content area features a yellow confirmation message: 'Your report has been received. An email copy of this page has been sent to [redacted]. You may view this report at any time by logging back into this system. You will be notified when approval has been obtained for Youth Program Incident Report Form.' Below this is a green 'Print Confirmation' button. The report details are shown in a table-like format:

Report
Youth Program Protection Youth Program Incident Report Form [Details...] Waiting for Approval Jun 10, 2024 8:56am

Below the report details is the 'Submitter' section, which includes a placeholder for a profile picture. The 'Background Information' section lists:

- Youth Program Director:** Sarahi Cardoza, Youth Programs Support IV
- Youth Program:** TEST - Youth Program Protection
- Youth Program Phone Number:** 956-665-2522

At the bottom of the main content area is a green 'Done' button. On the right side of the browser window, there is a sidebar for 'UTRGV Youth Program Protection' with contact information: (956) 665-2522 and youthprogramprotection@utrgv.edu. The sidebar also includes sections for 'Report Status' (Submitted), 'Submitter' (with a placeholder), 'Report' (Youth Program Incident Report Form), and 'Need Help?' (with a link to send an email or call).