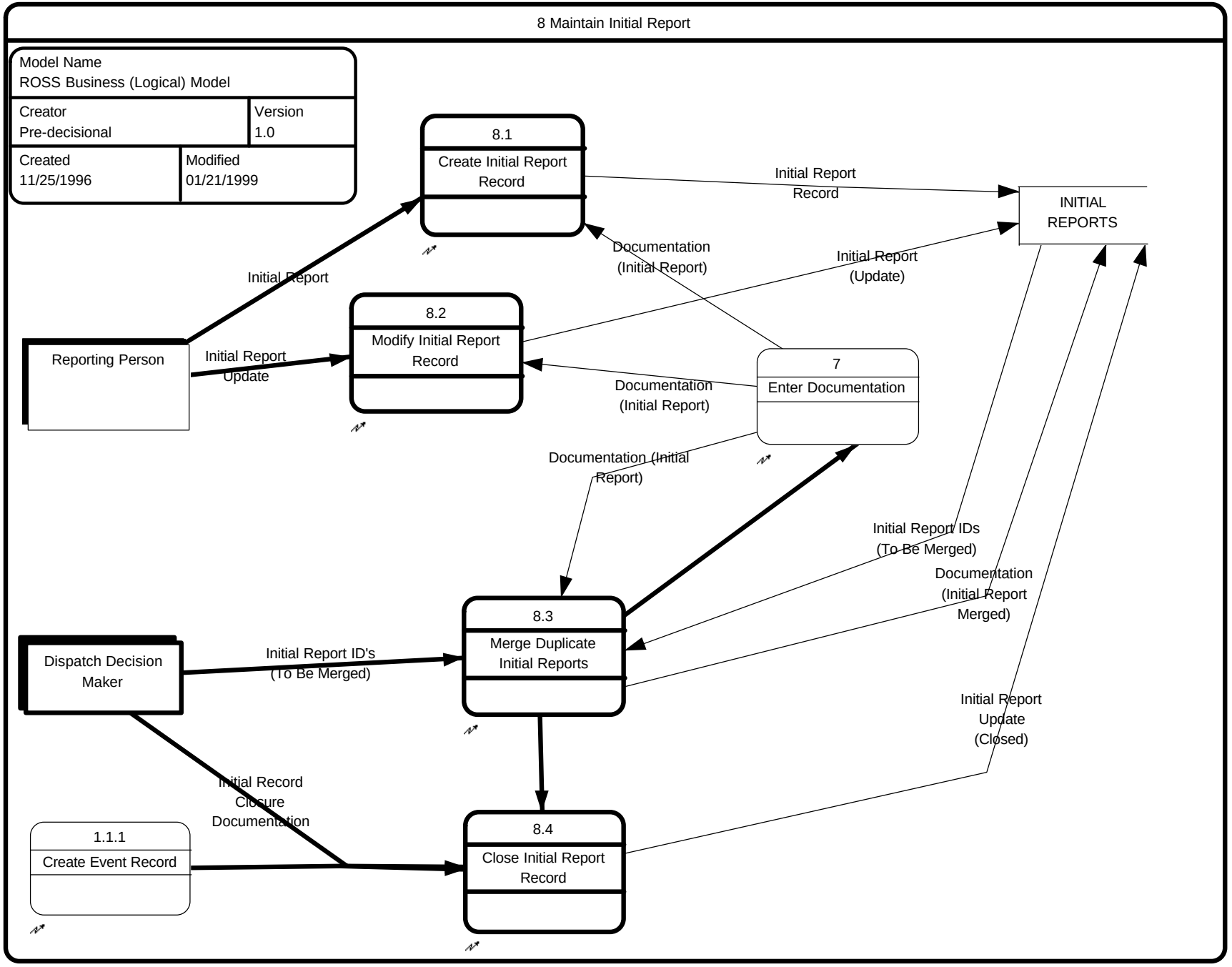
Process 7 Documentation

Process 7 is a heavily reused process. It is found on the Context Level diagram, Process 0 and has no explosion diagram. Details of the process operation are shown on the various diagrams where it is reused.

8 Maintain Initial Report



7 Enter Documentation

Documentation occurs in many ROSS processes. These include activities that affect records in the **RESOURCE INVENTORY**, **REQUESTS**, and **EVENTS** stores. Documentation exists to record the dispatcher's log of activity, decision, or action.

Data integrity: Documentation fields will be treated as a unit and may not be modified once the user indicates that their entry is complete.

1. Enter the following:

   A. DOCUMENTATION CATEGORY: Specifies the type of documentation being recorded. This data value may be automatically generated based on the process being performed.

   B. DOCUMENTATION TEXT: A free-form text block and not limited to any particular format or content. The ROSS user may record comments, feelings, management direction, suspicions, etc. Some or all of the text may be automatically generated based on information available in the process being performed.

   C. DOCUMENTATION DATE+TIME: This field will be system-generated based on current date and time.

   D. DOCUMENTATION PERSON/OFFICE (RECORDING) (mandatory), which includes:

      1) PERSON NAME to document the person who is entering the documentation. This field will be automatically filled in based on a ROSS user logon ID.

      Security: The details of the ROSS user log on procedure and Ids have been left for resolution during the design phase of the ROSS project.

      2) ORGANIZATION IDENTIFIER (DISPATCH OFFICE) to document the office of the person who is entering the documentation. Default is the ROSS Office ID at which the Documentation activity is being conducted, which is not necessarily the recording person’s home unit.

   E. DOCUMENTATION PERSON/OFFICE (DIALOG PARTNER) (optional), which includes:

      1) PERSON NAME to document the person who has reported the activity or is the partner in the dialog about which the

documentation refers.

2) ORGANIZATION IDENTIFIER (DISPATCH OFFICE) to identify the home dispatch office of the person who has reported the activity.

2. Forward *DOCUMENTATION* to originating process.

8 Maintain Initial Report Information

The INITIAL REPORT initiates a process to informally document emergency information that has not been validated as an event.

This optional process is used to enter as much of the available Initial Report information as is deemed necessary. This process may be the initial entry point for information about incident or possible incident and is entered in open text format.

1. To create an Initial Report Record,

   A. Perform the 8.1 Create Initial Report Record process.

2. To modify an Initial Report Record,

   A. Perform the 8.2 Modify Initial Report Record process.

3. To link duplicate Initial Reports so they are viewed as a single occurrence,

   A. Perform the 8.3 Merge Duplicate Initial Reports process.

4. To close an Initial Report Record,

   A. Perform the 8.4 Close Initial Report Record process.

8.1 Create Initial Report Record

This process involves a dialog between the reporting party and the receiving dispatcher. Although ROSS is not intended to be an initial attack system, business team members identified the need to provide a storage area for documenting incoming initial reports. The INITIAL REPORT provides a quick and easy storage area for unformatted text regarding a reported occurrence.

If the occurrence is determined to be a valid event, the more formal 1.1 Create Event Record process will be performed.

1. Generate the Initial Report Record by entering the following::

   A. EVENT CODE, which is made up of the following:

      1) ORGANIZATION IDENTIFIER (EVENT HOST)

         a) Select the appropriate *ORGANIZATION IDENTIFIER (EVENT HOST*) from the **ORGANIZATIONS** store. The

event host is the cooperating wildland fire organizational unit responsible for management of the event.

2) EVENT LOCAL IDENTIFIER which is a local tracking number assigned by the event host dispatch office.

3) EVENT IDENTIFIER which is a unique, sequential number system-generated by the ROSS application.

For new records, the INITIAL REPORT IDENTIFIER (SURVIVOR) is left blank.

B. INITIAL REPORT INITIAL DATE/TIME system generated, but can be overwritten by the user

C. EVENT CATEGORY which best describes the event, based on the requestor's description of the event. EVENT CATEGORY includes:

EVENT TYPE, and
FIRE TYPE NAME (required if EVENT TYPE is “Fire”)

D. INITIAL REPORT STATUS, default is “Open”.

E. DOCUMENTATION (INITIAL REPORT) to record a brief description of the initial report occurrence, location, and any other comments reported. The documentation section also records the date/time and identifies the recording dispatcher and office.
DOCUMENTATION CATEGORY = INITIAL REPORT CREATION.

1) Perform the 7 Enter Documentation process.

2. Record the *INITIAL REPORT RECORD* in the **INITIAL REPORTS** store.

8.2 Modify Initial Report Record

This process is used to edit an existing Initial Report. It can either result in 1) a changed Event Category and/or 2) documentation that amends an existing Initial Report. The original documentation text cannot be edited due to record management regulations. The Event Identifier (ROSS generated) also may not be modified.

1. Receive the *INITIAL REPORT UPDATE* from the reporting person; and update the following data items as needed:

A. EVENT LOCAL IDENTIFIER

B. UEVENT CATEGORY

C. INITIAL REPORT STATUS

D. Perform the 7 Enter Documentation process to specify the reason the record is being updated or to add new information. The documentation process also identifies the person making the change. DOCUMENTATION CATEGORY = “Initial Report Update”.

2. Send the *INITIAL REPORT UPDATE* to the **INITIAL REPORTS** store

8.3 Merge Duplicate Initial Report Records

This process is used to link multiple Initial Report Records that have been entered for the same occurrence. For example, a fire may be reported by three different people; resulting in three Initial Report Records. The result is a single surviving record, and all other duplicate initial reports are closed.

1. Identify the Initial Report Records to be merged;

   A. Select the *MERGING INITIAL REPORT RECORDS* from the **INITIAL REPORTS** store.

      Usability: This should be a pick list of active initial reports from which the affected records may be selected.

      1) Identify the INITIAL REPORT IDENTIFER (SURVIVING) of the INITIAL REPORT that will serve as the survivor of the merged records.

      2) Identify the INITIAL REPORT IDENTIFIERS (CLOSING) of the INITIAL REPORTS to be closed.

2. For each of the “Closing” records identified in 1.A.2) above,

   A. Enter the INITIAL REPORT IDENTIFER (SURVIVING) into the INITIAL REPORT RECORD.

   B. Perform the 8.4 Close Initial Report Record process.

3. For the ”Surviving” record,

   A. 7 Enter Documentation to show the details of the merger:

Documentation should identify the “Surviving” and “Closing” Initial Report IDs. Use DOCUMENTATION CATEGORY = “Initial Report Merge”.

Example:

Doc Date/Time mm/dd/yy
Doc Recorder: Joe Unit ID: xx-xxx
Doc Reporter: Kim Unit ID: xx-xxx
Doc Category: Initial Report Merge
Doc Text: Surviving Report ID: xxxxxxxxx
Closed Report IDs: xxxxxxxxx, xxxxxxxxx, xxxxxxxx

8.4 Close Initial Report

The purpose of this process is to change the status of an Initial Report record from "Open" to "Closed.”

1. Select the appropriate INITIAL REPORT IDENTIFIER;

   A. Set the INITIAL REPORT STATUS to “Closed:”

   B. Perform the 7 Enter Documentation process to indicate the reason why the report status is being changed to "Closed”. Documentation is mandatory. DOCUMENTATION CATEGORY = “Initial Report Closure”.

      1) If this process was triggered by the 1.1 Create Event Record process,

         DOCUMENTATION TEXT must include the EVENT NAME and EVENT CODE of the event that has evolved from the INITIAL REPORT.

      2) If this process was triggered by the 8.3 Merge Duplicate Initial Reports process,

         DOCUMENTATION TEXT should identify the “Surviving” and “Closing” initial report(s). DOCUMENTATION CATEGORY = “Initial Report Merge”

         Example:

         Doc Date/Time mm/dd/yy
         Doc Recorder: Joe Unit ID: xx-xxx
         Doc Reporter: Kim Unit ID: xx-xxx
         Doc Category: Initial Report Merge

Doc Text: Surviving Report ID: xxxxxxxxx
Closed Report IDs: xxxxxxxxx, xxxxxxxxx, xxxxxxxx

3) For other conditions for which an Initial Report might be closed DOCUMENTATION TEXT is free-form text as determined by the user.

2. Send the *INITIAL REPORT UPDATE (CLOSED)* to the **INITIAL REPORT** store.

Process 7 and 8 Design Notes