Incident Logs in Kaleidacare

1. Access and Login
   - Access the website at https://solutions.kaleidacare.com/
   - Login to the website
     - Default login for *Your Name* (Username: *yname*mpa) (Password: becket1)
2. Process the incident, behaviors and intervention with other faculty and the AOD
3. CPI Physical Interventions
   - Select **"Agency Documents"**
   - Select **"NH-CPI Physical Intervention"**
   - The *Primary Faculty* will **"Add"** the report
     i. Select the Student, Date and Time that the Incident Occurred.
   - All other faculty including *Secondary/Support/Observing* use **"Edit"**
   - *Primary Faculty* is responsible for the following:

     i. **Location:** Indicate the **Campus** at which the student lives and the **Location of Incident**
     ii. **Faculty Involved:** Indicate each faculty and what role they are to complete
     iii. **Primary Account:** be thorough, thoughtful and descriptive, complete all sections fully
         1. **CPI type:** Select all that apply, use the "Ctrl" button to select multiple.
         2. **Duration:** Indicate the **Duration of Behaviors** and **Duration of the CPI Management**
         3. Be descriptive and thoughtful in both the **Precursor** and **Factual Report**
     iv. **Processing:** complete all sections, look for specific instructions in the section.
     v. **Injury:** Insure that accurate information is reported in this section, including student and faculty
     vi. **Behavioral Support Plan Update:** Please send updated BSP to Ladd R to post to the Student's Folders
     vii. **Notifications:** Names, times and specific information is important, both for PS/PC and parents
   - **Secondary/Support/Observing Faculty** complete their sections after selecting Edit and accessing the report the Primary Faculty created
   - **Reviewed and Finalized:** Ian Detamore or Jay Marshall will complete this section and "**Lock**" the report
4. Log-Out
   - Make sure you logout- never let someone else use your Kcare username and login
5. WARNING!
   - If you accidentally make a mistake your AOD can edit your report to correct the mistake but this process takes time, double check your own report before selecting "**Save**"
   - If you have a problem contact Ladd at Mount Prospect Academy