

Basic Injury Reporting

STEP-BY-STEP INSTRUCTIONS FOR ENTERING INJURY REPORTS
INTO TCFP'S FIDO SYSTEM

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For help with any injury reporting questions
or issues, please send us an email.
injuries@tcfp.texas.gov

Frequently Asked Questions & Troubleshooting

When are we required to report an injury or exposure?

Any time an injury or exposure is reported to workers compensation, it is REQUIRED to be reported to TCFP via the FIDO system.

Injuries and exposures that are not reported to workers compensation can be voluntarily reported to TCFP. We want departments to report all injuries and exposures to us so that we can collect accurate data for our yearly injury report. Having accurate data is very helpful to the Texas fire service, and we appreciate it when departments are willing to spend the time and effort to report all injuries and exposures that happen on the job.

How soon should we report an injury, illness, or exposure?

Departments must report serious injuries within 5 business days of the event. Departments must report minor injuries within 30 days of the event.

Serious injuries are those that require the firefighter to miss more than one full duty period. All others would be considered minor.

What about contagious illnesses like COVID 19 – should those be reported?

Yes. Contracting a contagious illness can be considered an injury or exposure for injury reporting purposes.

We didn't have any injuries last month, but I don't see the button that I usually click to confirm that we had no injuries. What should I do?

Please send an email to injuries@tcfp.texas.gov and let us know. Sometimes those "confirm" buttons don't populate at the beginning of the month. This is a glitch in the system. If you let us know about it, we can ask our helpdesk to fix it.

A member of our department was diagnosed with cancer. Should I create an injury report for that?

Yes. A cancer diagnosis can be considered an injury for injury reporting purposes. You can report a cancer diagnosis using the cancer reporting module.

If you didn't know there was a cancer reporting module and you previously entered a cancer report as a regular injury report, that is fine! You don't need to edit or delete that report and re-create it in the cancer reporting module.

My injury report won't close. What should I do?

The most common reason a report won't close is because an estimated return to work date was entered, but an actual return to work date was not entered. Try adding a date into the actual return to work date field and see if that gets your report to close.

Another reason we often encounter as to why the report won't close is because no individual information was added to the report. Please see the instructions for "How to create a basic injury report" > "Entering the individual's information."

If you have tried both of these suggestions and your report still won't close, please send an email to injuries@tcfp.texas.gov so we can look into it.

I have more questions about injury reporting. How can I get help? I am stuck. How can I get help?

Please send an email to injuries@tcfp.texas.gov and we can help you with all your injury reporting questions and issues.

How to create a basic injury report

1. You must be a FIDO administrator for your department to create injury reports. To become an administrator, you can have the “head administrator” of your department (as designated in FIDO) appoint you and get you set up. For more help with the FIDO administrator roles, please email certifications@tcfp.texas.gov.
2. Login to FIDO and go to your department page. From there, select **Injury Reports** on the left side of the page.
3. Click the blue **New Injury Report** button.
4. Fill in the blank fields*: **Date of Incident**, **Incident Name** (not required), **Incident Location**, **Incident Type**, and **Incident Description**. Then click the green **Create** button.

* Never enter any identifying information into the injury report such as the injured person's name or even their initials. Any information entered into our system is subject to public information requests (open records requests) and because of that we want to keep identifying information out of the injury reports. If you enter an individual's name or initials into the report we will remove it anyway, so you might as well leave it out.

Now your injury report has been created and has been assigned an incident number, so it is time to enter information about the individuals that were injured. This injury report will not “close” unless the individual's information is entered.

Entering the individual's information

1. Click the **green plus sign +** to the right of where it says **Individuals** at the top of the page.
2. Fill in all the blank fields. You will see that if the individual missed one or more duty periods and you select that box, you will then need to enter an *estimated return to work date*. If the individual has not returned to work yet, you will leave the *actual return to work date* blank and your injury report will remain “open” until you return to fill in that field at a later date.

Note: You must enter at least one exposure or illness to the individual information for the system to accept the injury report.

- a) **EXPOSURES**. If you need to enter one or more exposures, click the **green plus sign +** by **Exposures** to open additional drop down menus. When you have made your selections, click the blue **ADD** button. You can add as many exposures as you like by clicking the green plus sign again and repeating the process.
 - b) **INJURIES**. If you need to enter one or more injuries, click the **green plus sign +** by **Injuries** to open additional drop down menus. When you have made your selections, click the blue **ADD** button. You can add as many injuries as you like by clicking the green plus sign again and repeating the process.
3. After entering as many exposures and injuries as you'd like and any narrative information (narrative information is not required), click the blue **ADD** button at the bottom of the page. The individual has now been added to the injury report.

If only one individual was injured/exposed at this incident, you are finished!

If you would like to add additional individuals to this injury report, click the **green plus sign +** to the right of where it says **Individuals** at the top, and then repeat the process. You can add an unlimited number of individuals to your incident/injury report.

How to edit an injury report

1. Login to FIDO and go to your department page.
2. Click **Injury Reports** on the left side of the page.
3. Click **Incident Reports** on the **green ribbon**.
4. Click on the **Report #** for the report you wish to edit. This will open the report. You can edit the **Details** on the left side of the page and/or the **Individuals** on the right side of the page.
 - a) **DETAILS**

To edit the Details, click the **green paper/pencil icon** to the right of where it says **Details** at the top. That will open up the details section and you can make any changes that are needed. When finished, click the blue **CHANGE** button at the bottom.

b) INDIVIDUALS

To edit any individuals, click the **paper/pencil icon in the green ribbon** that is underneath where it says **Individuals** at the top. That will open up the individuals section so you can make any changes that are needed. When finished, click the blue **CHANGE** button at the bottom.

How to delete an injury report

1. Login to FIDO and go to your department page.
2. Click **Injury Reports** on the left side of the page.
3. Click **Incident Reports** on the **green** ribbon.
4. Click on the **Report #** for the report you wish to edit. This will open the report.
5. Click the red **DELETE** button to delete the injury report. You will get an "Are you sure?" prompt. Click **OK** and your report will be deleted.

How to create a cancer report

1. Login to FIDO and go to your department page.
2. Click **Injury Reports** on the left side of the page.
3. Click **Cancer Reports** on the **green** ribbon.
4. Fill in the fields on the right side of the page under **Add or Edit Report**.
5. Click the green **ADD** button.
6. Now on the left side of the page under **All Cancer Reports** you will see that your cancer report has been created and assigned a report number.

How to edit or delete a cancer report

1. Login to FIDO and go to your department page.
2. Click **Injury Reports** on the left side of the page.
3. Click **Cancer Reports** on the **green** ribbon.
4. Click the **Report #** of the report you wish to edit (go to step 5) or delete (go to step 6).
5. To edit, simply make the changes you wish to make in any of the fields under **Add or Edit Report**, then click the green **SAVE** button. You will notice your changes have been made to the report in the **All Cancer Reports** section.
6. To delete the report, click the red **DELETE** button.

How to report if there were no injuries during a given month

1. Login to FIDO and go to your department page.
2. Click **Injury Reports** on the left side of the page.
3. Go to the **Monthly Summaries** tab in the **green** ribbon.
4. Look for the month in which your department had no injuries, then click the red **CONFIRM** button. By clicking this button, you are confirming that your department didn't have any injuries to report that month.

If you encounter any errors in these instructions, please let us know. Send an email to injuries@tcfp.texas.gov and we will fix the errors as soon as possible.

We appreciate your help!