



IPRF User Guide

ICE System &
Security Services

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CCMSI'S Internet Claims Edge or iCE is a comprehensive claims analysis and reporting tool that empowers a user when tracking claims or analyzing trends. iCE is capable of processing and analyzing claims information, using built-in features for claims and summary analysis.

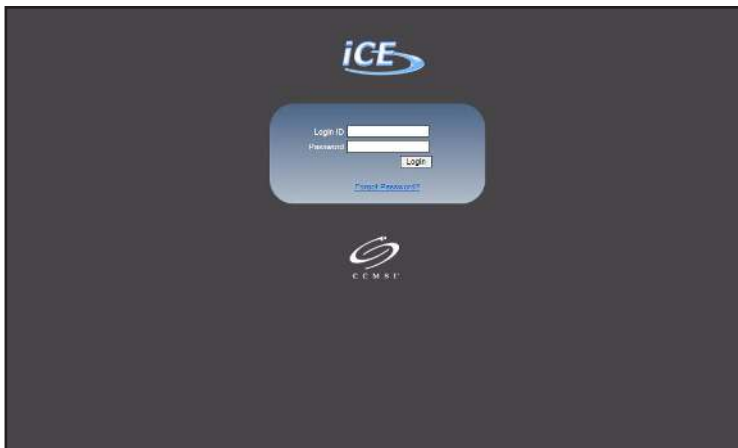
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Login & Homepage

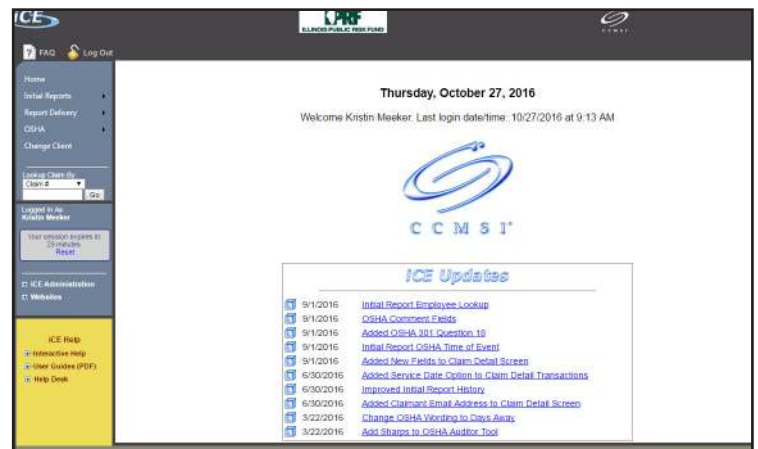
ICE Login Screen

Signing into the iCE login screen offers secured access to claims information 24 hours a day, 7 days a week. iCE is easily accessible via the Web with no additional software required for installation. Logging in allows authorized users to view their entire claims history.



ICE Homepage

The iCE home page features easy access to all program features via the left hand navigation menu. The homepage also displays recent updates made to iCE.

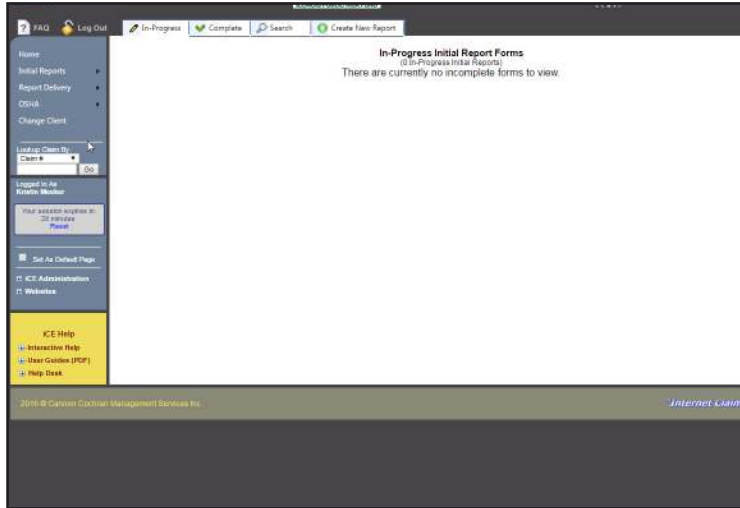


For users' protection and convenience, iCE offers:

- password protection
- security questions
- verification codes sent either via email or text message

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Initial Reports



	Created	Last Updated	Name	Status	Date of Loss	Coverage	Report Type	State of Jurisdiction	Accident Description	Policy Number	Subunit/Location
[I] [Q]	12/1/2018	12/1/2018	Man in Street City	18CE0302261	12/1/2018	ALP	CLAIM	AL	Auto created no doc	BUSINESS UNIT 2	ALABAMA OPERATIONS
[I] [Q]	11/23/2018	11/23/2018	Vogel, Rachel	13CE0301907	11/19/2018	WC	CLAIM	LA	Report on worker in the back of	BUSINESS UNIT 2	LOUISIANA OPERATIONS
[I] [Q]	11/23/2018	11/23/2018	Vogel, Rachel	13CE0301912	11/19/2018	WC	CLAIM	LA	Report on worker in the back of	BUSINESS UNIT 2	LOUISIANA OPERATIONS
[I] [Q]	11/23/2018	11/23/2018	Smith, Thomas	13CE0301992	11/23/2014	WC	CLAIM	AL	Fire at warehouse found	BUSINESS UNIT 2	ALABAMA OPERATIONS
[I] [Q]	11/23/2018	11/23/2018	Vogel, Rachel	13CE0301949	12/23/2018	WC	CLAIM	LA	Report on worker in the back of	BUSINESS UNIT 2	LOUISIANA OPERATIONS

Initial Reports Home Screen

The Initial Claim Report section gives you access to in-progress, complete, ready for review, search reports (at right) and create new reports. The ability to search Initial Claim Reports allows users to search by various categories to locate previous reports based on search criteria. When clicking on Initial Reports in the main navigation menu, the screen defaults to the In Progress screen.

Completed vs InProgress Reports

While Initial Reports are In Progress, they have not been submitted to CCMSI for processing. Some have the option to review their employees claims before they are able to submit them to CCMSI. In this case, only one designated claim manager is able to submit claims. The Ready for Review tab includes initial reports that have been submitted for internal review. Until the claim manager completes the report, it is not yet submitted to CCMSI.

Claims that appear under the Completed tab have been saved and successfully submitted to CCMSI for processing. Once a claim has been submitted, the client may make no further alterations to the report via iCE except for attaching additional documents and submitting them to the adjuster. Form filler is still accessible in the Completed state.

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Initial Reports

Initial Report Form

General Information

Claim Number: (Unassigned) Alternate Claim Number:

Occurrence Number: (Unassigned)

Location: 237 COUNTY OF KANKAKEE - C080446

Location2:

Date of Loss: Time of Loss: (00:00 - 23:59)

Date Reported: 10/27/2016

Covg Code: Report Type:

Claimant's Personal Information

Claimant ID: ☐ Social Security Num ☐ Perm. Resident ID ☐ Empl. Visa ID ☐ Federal ID

Employee ID:

Last Name: First Name: Middle Name:

Physical Address

Country: ☒ United States ☐ Canada ☐ Other

Street Address:

Street Address 2:

City: State: Zipcode:

Country:

Witnesses

Group/Analysis Codes

Group Codes: MEMBER TYPE: HOUSE BILL 0928: Special Analysis Codes:

Attachments

You must click on a "Save" button below before you can add attachments.

History

Completed By:

Name: KRISTIN MEEKER

Title:

Phone:

Created:

Last Changed:

Ready For Review:

RPO Submitted:

Claim Submitted:

New Initial Reports

The Create New Report tab displays the claim report form users fill out to create their claim or report only (report onlys can be converted to claims after submission.) Any field marked with a red asterisk is a required field. Users will not be able to submit an initial report form until all required fields have been populated.

Users can select field options from drop down menus available to them. Their selection will populate the empty input field.

Saving & Submitting

While a user works on their initial report form, they have the option to Save the report for later, Save and Continue working on the report or Submit the report for review or as a claim or RPO. Saving an initial report often ensures no data will be lost if a user leaves their screen idle for more than 29 minutes.

Initial Reports

Created	Last Updated	Name	Claim Number	Date of Loss	Coverage	Report Type
12/7/2016	12/7/2016	Have a Good Day	15ICE0332391	12/7/2016	ALP	CLAIM
11/30/2016	11/30/2016	.		11/30/2016	WC	CLAIM
11/28/2016	11/28/2016	Vogel, Rachel	13ICE0801007	11/15/2016	WC	CLAIM
12/5/2016	11/26/2016	test, test		12/1/2016	WC	CLAIM
11/28/2016	11/26/2016	Vogel, Rachel	13ICE0801010	11/15/2016	WC	CLAIM
11/23/2016	11/23/2016	Smith, Thomas	13ICE0719960	11/23/2014	WC	CLAIM
11/4/2017	11/14/2016	Vogel, Rachel	12ICE0216449	12/28/2016	WC	CLAIM

Initial Reports Search

Any initial report that has been entered into iCE by the user can be searched for via the initial reports Search feature. This is useful if a user cannot remember a claim number or a claimant name to utilize quick search.

Filling out the input fields will refine a user's search. After filling out all fields necessary, clicking Go will generate the search results.

Clicking Go on the initial report search page populates the claim results specified by the input fields. Claims will display in a grid. Submitted claims are not available for editing, in progress initial reports can be edited by clicking on the pencil icon on the left hand side of the grid. Form Filler is also accessible via this module.

The blue F at the leftmost side of the grid designates the Form Filler feature in iCE. Clicking on this icon will bring users into Form Filler where they can populate their state and other forms required for reporting.

Form Filler

Thursday, October 27, 2016 TESTIPRF Log Off

Current Claim: (0885473) BRINKMAN, ADAM - DOL: 10/17/2016 12:00:00 AM

☒ Limit to State of Jurisdiction

Form Group:
 ACCORD Forms
 Comp MC Forms
 Excess Carrier Forms
 Form Letters
 Illinois State Forms
 IPRF Forms
 OSHA
 USLM Forms

Instructions:
 1. Select a State or Form Group.
 2. Select the desired form to fill out.
 3. Click the 'Get Form' button to proceed.

This application requires the Adobe Acrobat Reader to view the completed forms.

Available Forms

☒ Split-Pane View This option will allow the user to view the data entry grid and see the PDF image at the same time. Direct data entry to the PDF form is prohibited.

☐ Single-Pane View This option will show you the data entry grid and the associated PDF form independently. Data may be entered directly on the redlined PDF, but directly entered data on the PDF is not saved!

Get Form

Thursday, October 27, 2016 TESTIPRF Log Off

Current Claim: (0885473) BRINKMAN, ADAM - DOL: 10/17/2016 12:00:00 AM

☒ Limit to State of Jurisdiction

Form Group:
 ACCORD Forms
 Comp MC Forms
 Excess Carrier Forms
 Form Letters
 Illinois State Forms
 IPRF Forms
 OSHA
 USLM Forms

Instructions:
 1. Select a State or Form Group.
 2. Select the desired form to fill out.
 3. Click the 'Get Form' button to proceed.

This application requires the Adobe Acrobat Reader to view the completed forms.

Available Forms
 EMPLOYER'S FIRST NOTICE OF INJURY - IC45.PDF
 EMPLOYER'S SUPPLEMENTARY REPORT OF INJURY - IC85.PDF

☒ Split-Pane View This option will allow the user to view the data entry grid and see the PDF image at the same time. Direct data entry to the PDF form is prohibited.

☐ Single-Pane View This option will show you the data entry grid and the associated PDF form independently. Data may be entered directly on the redlined PDF, but directly entered data on the PDF is not saved!

Get Form

Form Filler Overview

Form Filler gives users access to state forms, first report of injury forms, the OSHA 301 and multiple other forms that may be required for claim submission. While forms in Form Filler are available to users while an initial report is in progress, all forms will not be available until the user submits their initial report as a claim.

Populating Forms

Users must select the form category in the first selection box at the top of the screen. Once that selection is highlighted in blue, the reports available will populate in the lower selection box. Users must select the form they want from the selections available. Once the selection is highlighted in blue, they may navigate to the form by clicking **Get Form**.

Before navigating to the form, users have the option of viewing the form in split or single pane view. Split pane view shows the input fields and print ready form side by side while single pane view only shows the input fields.

Form Filler

Split Pane View

The gold background fields are not captured in Toolbar. If a user does not save their form, these fields will not be populated when they come back to the form later.

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Lookup Claim By

FAQ Log Out

Home

Initial Reports

Report Delivery

OSHA

Change Client

Lookup Claim By:

Claim #

15ICEG332391 x Go

Logged In As
Policyholder Member

Your session expires in:
29 minutes
[Reset](#)

ICE Administration

Websites

FAQ Log Out

Home

Initial Reports

Report Delivery

OSHA

Change Client

Lookup Claim By:

Claimant Name

DOE, JOHN Go

Logged In As
Policyholder Member

Your session expires in:
28 minutes
[Reset](#)

ICE Administration

Websites

Lookup Claim By In Side Menu

The Lookup Claim By feature is located in the side bar navigation menu. With this feature, a user can pinpoint and pull up a specific claim by claim # or claimant name. After selecting your lookup criteria from the dropdown menu and entering those specifics into the empty field below, click “Go” next to the populated field to obtain results either via the Claim Detail screen which will automatically pop up or a claim grid if there are multiple results for a particular set of search criteria.

Selection Criteria
All Claims and RPDs where Claimant Name is like 'VODEL'

	Coverage	Name	Doc. Sec. #	Date of Loss	Claim #	Claim Entry Date	Date Closed	Status	Type	Total Paid	Outstanding Reserve	Total Incurred	Policy Holder Name
1	WC	Unempl. Reserve	XXXX-XX-4750	10/28/2015	12ICEG216145	11/11/2015		P	Inc.	\$0.00	\$0.00	\$0.00	BUSINESS UNIT 2
2	WC	Unempl. Reserve	XXXX-XX-4759	10/19/2016	12ICEG301007	10/20/2016		P	Inc.	\$0.00	\$0.00	\$0.00	BUSINESS UNIT 2
3	WC	Unempl. Reserve	XXXX-XX-4759	10/19/2016	12ICEG301010	10/20/2016		P	Inc.	\$0.00	\$0.00	\$0.00	BUSINESS UNIT 2

Management Services Inc. Internet Claims Edge

Lookup/Claim Detail

Claim # 11ICEC053617 - Claimant, Ind 36 - 3/8/2016

Detail Summary Financial Notes Reserves Transactions

☐ View/Print Multiple Pages

Claim Status: Open Coverage Code: WC Claim Type: Indemnity Date Claim Closed: N/A		Adjuster: VOGEL, RACHEL Email Adjuster Supervisor: VOGEL, RACHEL Email Supervisor TCM: @ () Claim Source: ICEBar		Timeline Date Of Loss: 3/8/2016 Claimant Report Date: 3/11/2016 Claim Entry Date: 3/8/2016 Date Opened: 3/8/2016 Indemnity Date: 10/15/2016
Claimant Name: Claimant, Ind 36 Home Phone: 555-555-5555 Mobile Phone: Personal Email: Soc Sec Num: XXX-XX-7038 Age: 58 Marital Status: Married		Address: 7373 Lakewood Ave Sacramento, CA 94203 United States Gender: M Date of Birth: 8/20/1956		
Incident Date Of Loss: 3/8/2016 Loss Type: SPRAIN/STRAIN Cause Code: SPRAIN/STRAIN Description: Strain left arm shoveling debris Occurrence: Accident State: CA				
Time of Injury: 12:45 Body Part: ARM LEFT Entry Date: 3/8/2016 12:00:00 State of Jurisdiction: CA				
Codes Policy Holder: BUSINESS UNIT 1 1700 Workers Comp Code: WEST Department Type: LOS ANGELES Job Title: COMMERCIAL Department: DRIVER Member Status: Active				
School/Location: CALIFORNIA OPERATIONS				

Claim Detail Information

By selecting an individual claimant from the claims grid (or by searching via the Lookup Claim By feature), iCE allows you to view claimant information in greater detail. The **Claim Detail Information** screen displays:

- Claim status
- Claimant Information – name, address, etc.
- Employment Information – Avg. weekly wage, PPD Rate, etc.
- Accident Information – Loss type, description
- Summary of claim
- Contacts Information – Employee, Employer and Medical

Claim Detail screen options include: Three-point contact, notes section with full screen/printer friendly access and the ability to add a new note record.

If a user has additional claimant information and wants to inform the adjuster, send the adjuster or supervisor an email with one simple click of the mouse.

Claim Detail Screens

The **Summary Text Screen** displays a quick “snap shot” of the claim detail highlights.

Claim # 11ICEC053617 - Claimant, Ind 36 - 3/8/2016

Detail Summary Financial Notes Reserves Transactions

View/Print Multiple Pages

COVERAGE:
Carrier: Self-Funded
Policy No: W02011
Policy period: 1/1/2011 - 12/31/2011
Description:
Reportable to:

COMPENSABILITY DETERMINATION: Based on injured worker's recorded statement, information obtained from our claimant medical records - injured worker sustained an injury to his left shoulder when he was shoveling debris - the claim was reported timely, documentation supports the injury and the claimant was clearly in the scope of his duties at the time of injury resulting in a compensable L/Shoulder claim. There is no subrogation as the injury was a result of human error/poor body mechanics.

CLAIMANT INFO: DOB: 1/26/1963, Occupation: Industrial Driver

ACCIDENT DESCRIPTION: In the process of shoveling debris - sustained an injury to his left shoulder

WORK STATUS: EE was released to L/DV on 11/2/11 no use of left arm. L/DV is currently not available with those who

MEDICAL STATUS: EE had left shoulder arthroscopic decompression, left shoulder mini rotator cuff tear, left shoulder biceps tenodesis and left shoulder detachment of biceps and rotator cuff on 9/3/2011

He is continuing physical therapy for positive motion 2x/week. He remains in the sling. Restrictions are no use of left arm and wear sling. His ortho doctor on 11/2 and has his doc med doctor 11/2 and has 11/20. EE retains same no use of left arm.

SUBROGATION/RECOVERY: There is no subrogation as the injury was a result of human error/poor body mechanics.

LEGAL: N/A

PERM. DISABILITY/IMPACTMENT: PPD award estimated at 12% of the am - 000433.

ACTION PLAN: EE had left shoulder arthroscopic decompression, left shoulder mini rotator cuff tear, left shoulder biceps tenodesis and left shoulder detachment of biceps and rotator cuff on 9/3/2011

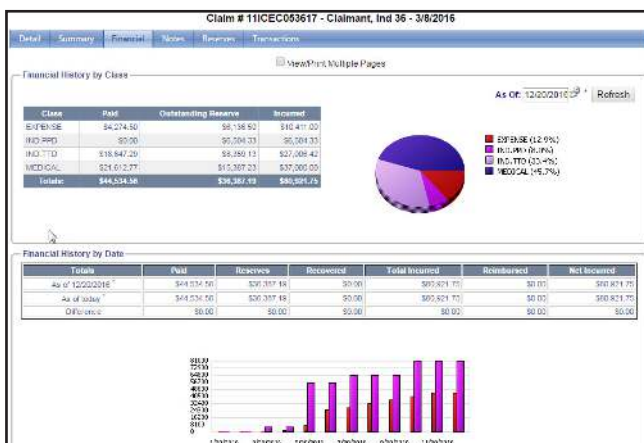
EE is 2 months post op. he was released to L/DV on 11/2/11 no use of left arm. I verified w/ location and L/DV is currently not available with those who

EE was in ortho doctor on 11/2 and has 11/214. he was also seen by doc med doctor on 11/2 and has 11/212

Have requested sick to attend 11/21 and 11/21 for returning EE back to work

Comments that EE will not be RTW full duties on 12/14. but do anticipate that he will L/DV by 12/22

The **Financial Summary** portion of the claim detail screen uses pie and bar charts to give the user a comprehensive and visual breakdown of the numbers.



The pie chart displays the financial history by class, total incurred, paid and outstanding reserve and is broken down by reserve classes.

The bar chart and columns display financial history by date of the past year paid, outstanding and recovery reserve are displayed by month.

Claim # 11ICEC053617 - Claimant, Ind 36 - 3/8/2016

Detail Summary Financial Notes Reserves Transactions

View/Print Multiple Pages

Show Only: All Documents Priority Sort By: Last Verified Date Desc

RESEVER: EE Created: 10/15/2016 10:28 AM - KBRECHTEL Last Modified: 10/15/2016 10:28 AM - KBRECHTEL

New Reserve added. See Document attachment for Reserve Worksheet details.

Reserve Information

Client: ICP (Demo Client)
Claimant: Claimant, Ind 36
Claim Number: 11ICEC053617
Date of Loss: 7/8/2011
Policy Holder: BUSINESS UNIT 1
Location: CALIFORNIA OPERATIONS

Reserve Change Worksheet

Class Code: IND/MS (Personal: EE is 2 months post op. L/DV is not available, anticipate that EE will not be full duties until 12/12)
Subclass Code: TD (Description: 849/800 x 849/811 Weekly Rate) == \$5,144.00
IND/TD Total == \$5,144.00

Class Code: MEDICAL (Rationale: EE is 2 months post op seeking PT)
Subclass Code: D03/000/000 (PT) == \$1,000.00
Item Code: 00000 (Description: Post Op diagnosis) == \$1,000.00
Subclass Code: MEDICAL (Description: Post op PT 12 x 100) == \$1,000.00
Subclass Code: MEDICAL (Description: Post op PT 12 x 100) == \$1,000.00
Item Code: 00000 (Description: Post Op diagnosis) == \$1,000.00
MEDICAL Total == \$4,000.00

Total Reserve Change == \$9,144.00

Document: Reserve Worksheet Date: 3/15/2012

MEDICAL Created: 10/15/2016 12:12 PM - KBRECHTEL Last Modified: 10/15/2016 12:12 PM - KBRECHTEL

3/15/2011 Surgery Center of report
L/DV
Left shoulder large rotator cuff supraspinatus tear accelerating back to the infraspinatus with degeneration and contraction with L-shaped tear

The **Notes Screen** allows the user to see adjuster/supervisor notes and observe the progress of the claim.

Claim Detail

Claim Detail Screens

In the **Reserve Detail** screen, users can view the amount, date, class, comments and calculations for a specific claimant. Users can also view the activity of updated reserve notes. Select date parameters then print the results.

Claim # 11ICE053617 - Claimant, Ind 36 - 3/8/2016

Detail	Summary	Financial	Notes	Reserves	Transactions
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☐ View/Print Multiple Pages

Amount	Date	User	Class	Comment
\$4,300.00	10/15/2016	BRECHTEL, KATE	MEDICAL	EE is 2 months post op receiving PT
\$5,144.08	10/15/2016	BRECHTEL, KATE	IND.TTD	EE is 2 months post op. LDW is not available, anticipate the
\$6,430.10	9/23/2016	ARMSTRONG, DIANNE	IND.TTD	CO Claim. EE has been off work since, 8/19/2011 He had six on
\$4,300.00	7/14/2016	ARMSTRONG, DIANNE	MEDICAL	CO claim EE is 2 months post op receiving PT
\$5,144.08	7/14/2016	ARMSTRONG, DIANNE	IND.TTD	CO Claim. EE is 2 months post op. LDW is not available, anti
\$6,504.33	4/25/2016	ALCOBA, ELIZABETH	IND.PPD	Anticipating 12% of the arm (loss of the arm 208 weeks X 12%
\$9,002.14	4/25/2016	ALCOBA, ELIZABETH	IND.TTD	Injured worker is having Left shoulder surgery - DX: Rotator
\$10,000.00	4/25/2016	ALCOBA, ELIZABETH	EXPENSE	Adjusting reserves to cover NCM and PPO fees
\$24,400.00	4/25/2016	ALCOBA, ELIZABETH	MEDICAL	Adjusting Medical reserves to cover L/shoulder surgery - me
\$400.00	3/14/2016	ALCOBA, ELIZABETH	EXPENSE	To cover PPO fees
\$4,000.00	3/14/2016	ALCOBA, ELIZABETH	MEDICAL	To cover MD, PT, Xrays and Meds
\$1,286.02	3/14/2016	ALCOBA, ELIZABETH	IND.TTD	To cover 2 weeks of TTD benefits - will adjust as soon as I
\$11,111.11	3/12/2016	HULVERSON, ERIN	EXPENSE	ISO Indexing Fee

Calculation field is only valid for indemnity reserves.

☐ Show Reserve Notes

In the **Transaction History** screen, users can select the transaction history detail by input dates to list all financial transactions. The selections viewed will be check number, input date, amount(s), payee name, type, category, status, printed, date printed, invoice number and comment.

Claim # 11ICE053617 - Claimant, Ind 36 - 3/8/2016

Detail

Summary

Financial

Notes

Reserves

Transactions

View/Print Multiple Pages

Dates 10/23/2016 through 12/28/2016

Transaction Dates

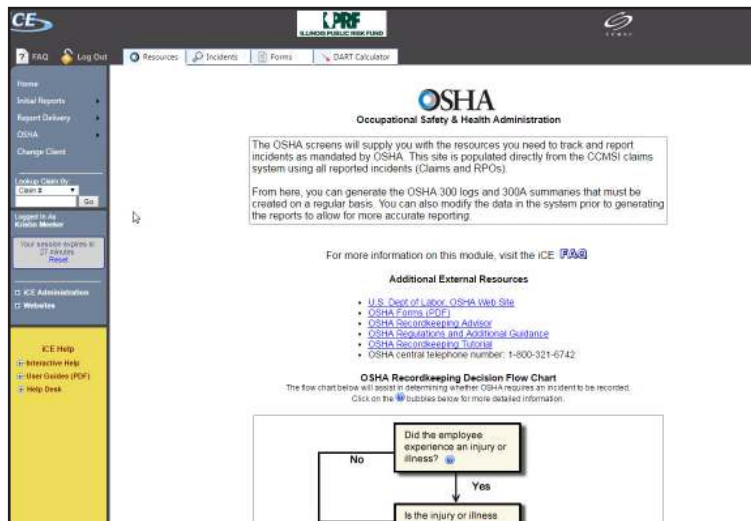
Service Dates

View Transactions

Export Transactions (Excel)

Check	CV	Input Date	Original Bill Amount	Transaction Amount	Payee Name	Trans Code	Class	Status	Printed	Date Printed	Invoice #	Service From	Service Through	Comment
101019926	C	11/6/2016	\$15.42	\$15.42	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	11/6/2016		02723230	10/2016	10/2016	09/27/16	03/28/12
101019926	C	11/6/2016	\$0.00	\$0.00	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	11/6/2016		10540019	11/2016	11/2016	11/20/16	11/20/12
101019926	C	11/6/2016	\$470.40	\$470.40	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	11/6/2016		10540019	11/2016	11/2016	11/20/16	11/20/12
101019926	C	11/6/2016	\$10.38	\$10.38	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	11/6/2016		10540019	11/2016	11/2016	11/20/16	11/20/12
101019926	C	10/20/2016	\$9.49	\$9.49	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	11/6/2016		11404010107	10/2016	10/2016	09/24/16	03/28/12
101019926	C	10/20/2016	\$0.00	\$0.00	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	10/20/2016		10540019	11/2016	11/2016	11/20/16	11/20/12
101019926	C	10/20/2016	\$315.50	\$315.50	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	11/6/2016		10540019	11/2016	11/2016	11/20/16	11/20/12
101019926	C	10/20/2016	\$0.00	\$0.00	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	10/20/2016		10540019	11/2016	11/2016	11/20/16	11/20/12
101019926	C	10/20/2016	\$12.68	\$12.68	ICE DECONSTRUCTION PAYMENT EXPENSE	PAY	Y	10/20/2016		10540019	11/2016	11/2016	11/20/16	11/20/12

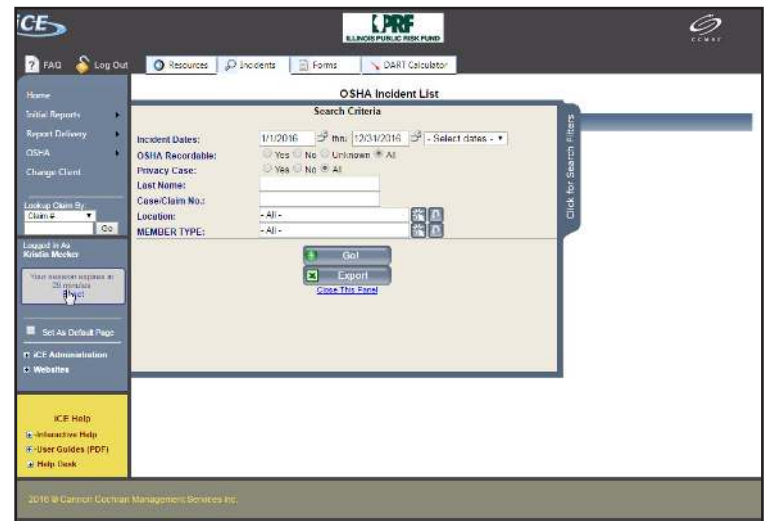
By selecting the green "i" icon on the rightmost portion of the chart, a scanned image of the medical bill, any related attachments and explanation of review (EOR) may be viewed.



OSHA Home Page

The OSHA screen supplies users with the resources they need to track and report incidents as mandated by OSHA. This module is populated directly from CCMSI claims system using all reports incidents (Claims and RPOs.)

From the main screen, users can find more information about OSHA, generate the OSHA 300 logs and 300A summaries and modify the data in the system prior to generating those reports to allow for more accurate reporting.



OSHA Incidents Search

Under the OSHA Incidents tab, users can search for incidents entered in CCMSI's claims system to establish if they have been marked as recordable or not and to narrow down reported incidents whose data should be updated.

Entering in parameters in the data fields narrows the user's search results, returning incidents which fit those parameters.

Clicking "Go" will generate a search results grid within iCE. Clicking "Export" will package the grid into an Excel file.

Printing OSHA Forms

The OSHA Forms tab houses the tools used to generate OSHA forms that users' generally need at the end/beginning of the year for their OSHA review.

OSHA Electronic Data Reporting

It is the employer's responsibility to upload the generated CSV file to OSHA.

The file can be uploaded to OSHA's ITA site at <https://www.osha.gov/injuryreporting/ita>

If editing the files using Excel, be sure to "Save As" a CSV file to avoid stripping out formatting.

This is an example of the PDF, print ready version of the OSHA Form 300.

The screenshot shows the OSHA DART Calculator interface. The top navigation bar includes links for FAQ, Log Out, Resources, Incidents, Forms, and DART Calculator. The left sidebar contains a menu with options like Home, Initial Reports, Report Delivery, OSHA, Change Client, Lookup Claim By, and a session expiration notice. The main content area is titled 'OSHA DART Calculator' and features a form with the following fields: Incident Dates (1/1/2015 thru 12/31/2015), Include Employees In (Location: - All -), and Hours Worked by All Employees. A 'Calculate' button is located to the right of the form. Below the form, there are four bullet points providing additional information:

- Click [here](#) to be directed to information from the Bureau of Labor Statistics.
- The incidence rate includes all recordable cases.
- The DART rate includes those recordable cases where the injury/illness is severe enough that it requires the individual to take time away from work, restricted duty, or a transfer to another job function.
- The Illness Rate compares illness rates by types of illness. Here 20,000,000 hours is used instead of 200,000 hours to get a rate per 10,000 full-time employees.

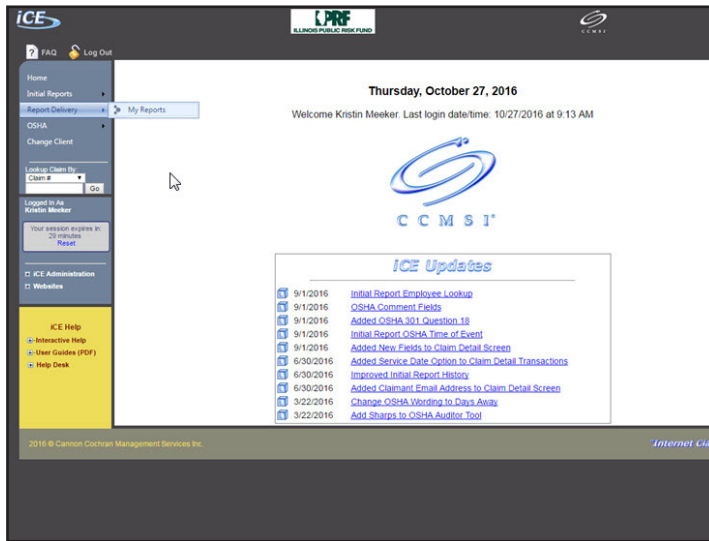
DART Calculator

The DART calculator screen is used to provide calculations/statistics for DART (Days Away, Restricted or Transferred) rates.

Computation for Incidence Rate (OSHA Example)

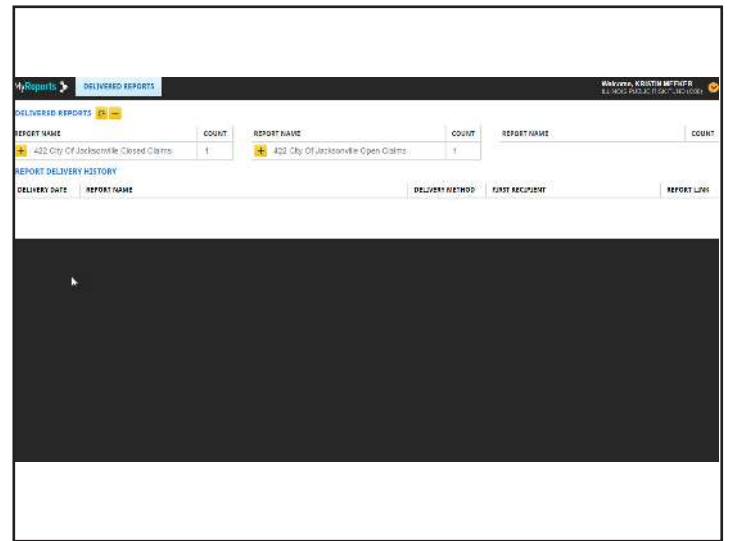
Total number of injuries and illnesses 200,000 X
 number of hours worked by all employees = total
 recordable case rate. The 200,000 figure in the formula
 represents the number of hours 100 employees
 working 40 hours per week, 50 weeks per year would
 work and provides the standard base for calculating
 incidence rates.

Reporting



Report Delivery

The Report Delivery section of iCE houses the launch portal for MyReports, where IPRF users can view and download reports specific to their needs. There are also a number of reports training videos for the user's convenience.



MyReports

MyReports is a highly sophisticated, yet user-friendly tool that places the power of up-to-date reporting within the user's hands. While iCE houses many easy-to-use reporting features, MyReports is the most customizable. For IPRF's usage, MyReports will be used to house delivered reports sent to the user on a daily, monthly, quarterly or annual basis.

Delivering What Matters Most

