



THE UNIVERSITY OF TEXAS AT AUSTIN

YPP INCIDENT REPORT HOW-TO GUIDE



This form is to be used for all incidents of illness, medical accident/injury, and program rule violations including all incidents where campers are given a warning in which consequences are stated, or any early departures. Incidents are to be documented completely.

Instructions:

Call the Youth Protection Program Director at (512) 471-0594 or (832) 425-6251 immediately (regardless of time of day) and give a detailed explanation of the incident.

Fill out all applicable sections of this report.

The incident report form must be completed within twelve (12) hours.

Log into the YPP Compliance
Registration System utilizing the
UT Login



UT Login

for current faculty and staff

OR



Community Login

for community members

Once logged in and on your
dashboard choose **Incident Report**

UT Austin Youth Protection Office



Sessions



Designated Individuals

Background Checks (76)

Training Completions (62)



Compliance Registration Form

Click to submit your compliance registration



Incident Report

Click to start a incident report

Under Program Name
Choose Select a Program and
Select the program where the
Incident occurred

Program Name*

Select a Program

Select	MFEA
Select	2023 Subiendo Academy
Select	DYNAMC
Select	MFEA 2024
Select	2024 Subiendo Academy
Select	DYNAMC 2024

Enter the description of your program

Program Information *

Scott's Tots is a program dedicated to helping high school seniors navigate the college admissions process by providing support, resources, and mentorship to ensure they have the tools needed for success in higher education.

Enter the Camp Director's Name in the Program Director Name field

Program Director Name*

Michael Scott

Enter the name of the person who originally reported the incident

Person who Originally Reported Incident*

Dwight Schrute

Enter the reporter's email address in the reporter information field

Reporter Information*

dschrute@dundermifflin.com

Enter the date the report was completed

Date Report Completed*

3/6/2025

Information About the Incident

Enter the date and time of the incident

Date of Incident*

Date

03/05/2025

Time

10:16am

Enter the location of the incident

Location of Incident*

Dunder Mifflin Office Building
1725 Slough Avenue, Suite 200
Scranton, PA

Type of Incident*

Check the box for the type of incident

☒ Behavioral

☐ Accident

☐ Illness

☐ Injury

☐ Other:

Detailed Description of Incident*

Enter a detailed description of the incident

Thomas encased Dwight's stapler and calculator in jello.

Choose if medical treatment was provided

Was medical treatment provided?*

☐ Yes

☒ Not Applicable

☐ Other:

If Yes is chosen choose where the treatment was provided

Where was treatment provided?*

☐ On-site

☐ UHS

☐ ER

☐ Other:

Choose if there were witnesses to the incident

Were there any witnesses to the incident?*

☒ Yes ☐ No

If yes, enter Witness Information
Include name, email and phone number

Witness Information*

Jim Halpert
jhalpert@dundermifflin.com

Choose if the incident was reported to law enforcement

Was this incident reported to law enforcement?*

- ☐ Yes
☐ No
☒ Not Applicable

If Yes is chosen enter the date the incident was reported to law enforcement

Date Reported to Law Enforcement*

mm/dd/yyyy

Choose if CPS was contacted

Did you contact The Texas Department of Child Protective Services*

- ☐ Yes
☐ No
☒ Not Applicable

Choose if parent(s) or legal guardians were notified

Were parent(s) or legal guardian notified?*

- ☒ Yes ☐ No

If Yes, enter date and time

If so, when? *

Date	Time
3/5/2025	10:30am

Enter the
Consequences of
Incident

Consequences of Incident*

Camp Director Michael laughed and thought the prank was harmless. After Dwight had talked to Toby, Michael called Thomas's parents about the prank. Thomas received a warning, but was able to continue to participate in the program.

Choose Yes or No
If follow-up contact
was initiated

Was there follow-up contact?*

☒ Yes ☐ No

Enter Follow-up
Contact Date

Follow-up contact date:*

3/6/2025

Enter the name of
the person who made
the follow-up contact

Who made the contact?*

Michael Scott

If there are any
additional comments
enter them in this box

Additional Comments

Thomas understood what he did was wrong and promised not to do it again.

If you have not completed
the report and need to verify
more information
choose **Save for Letter**

Save for Later

If **Save for Letter** was chosen go to the Dashboard and choose **Continue Incident Report Form**

1 Action Required For LeeKeshia Williams

Hide

Incident Report Form In Progress

Incident Report for LeeKeshia Williams

Continue Incident Report Form

Cancel Incident Report Form

Once the incident report has been completed choose **Next**

Next >

Review the incident report details and then choose **Submit Incident Report Form**

Program Information

Scott's Tots is a program dedicated to helping high school seniors navigate the college admissions process by providing support, resources, and mentorship to ensure they have the tools needed for success in higher education.

Program Director Name

Michael Scott

Person who Originally Reported Incident

Dwight Schrute

Reporter Information

dschrute@dundermifflin.com

Date Report Completed

Mar 6, 2025

Information About the Incident

Date of Incident

Mar 5, 2025

Location of Incident

Dunder Mifflin Office Building
1725 Slough Avenue, Suite 200
Scranton, PA

Type of Incident

Behavioral

Detailed Description of Incident

Thomas encased Dwight's stapler and calculator in jello.

Was medical treatment provided?

Not Applicable

Were there any witnesses to the incident?

More Below - Scroll Down ↓

Cancel Incident Report Form

< Previous

Save for Later

Submit Incident Report Form

If you are ready to submit the incident report form

Are you sure you are ready to submit this incident report form?

Yes

No

A copy of the Incident report will be sent to your email
You can also **print a confirmation** for your records

Your incident report form has been received. An email copy of this page has been sent to lw377@eid.utexas.edu. You may view this incident report form at any time by logging back into this system.

 **Print Confirmation**