

# 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:**

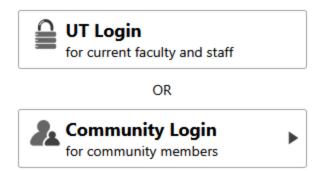
Call the Youth Protection Program Director at (512) 471-0594 or (832) 425-6251 immediately (regardless of time of day) and give a detailed explanation of the incident.

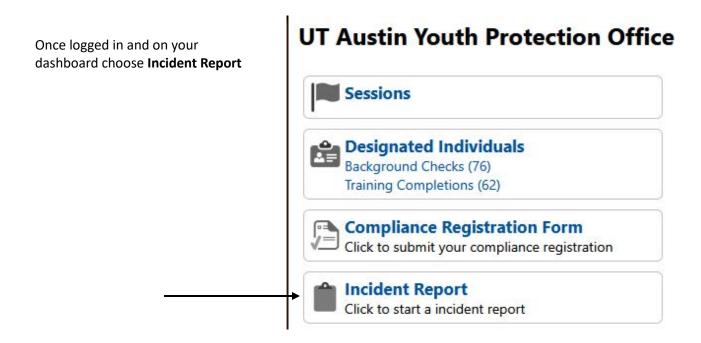
Fill out all applicable sections of this report.

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

Log into the YPP Compliance Registration System utilizing the UT Login







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.

11.

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

Date of Incident\*

Enter the date and time of the incident

Date Time 03/05/2025 10:16am

Enter the location of the incident

Location of Incident\*

<u>Dunder Mifflin</u> Office Building 1725 Slough Avenue, Suite 200 Scranton, PA

	Type of Incident*	
Check the box for the type	pe of incident  Accident  Illness  Injury  Other:	
<b>De</b> f Enter a detailed	tailed Description of Incident*	
description of the incident	Thomas encased Dwight's stapler and calculator in jello.	
Choose if medical treatm was provided	ment Was medical treatment provided?*  O Yes O 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?*  o Yes O No	

If ves. enter Witness

# Witness Information\*

Information Include name, email and phone number	jhalpert@dundermifflin.com
Choose if the incident was reported to law enforcement	Was this incident reported to law enforcement?*  Yes  No No 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  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

# Consequences of Incident\*

Enter the 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

#### **Additional Comments**

If there are any additional comments enter them in this box

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

>> Continue Incident Report Form

Incident Report Form In Progress Incident Report for LeeKeshia Williams

Cancel Incident Report Form

Hide

Once the incident report has been completed choose **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 1

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?



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.

