




Q: How do you attach documents to the form?

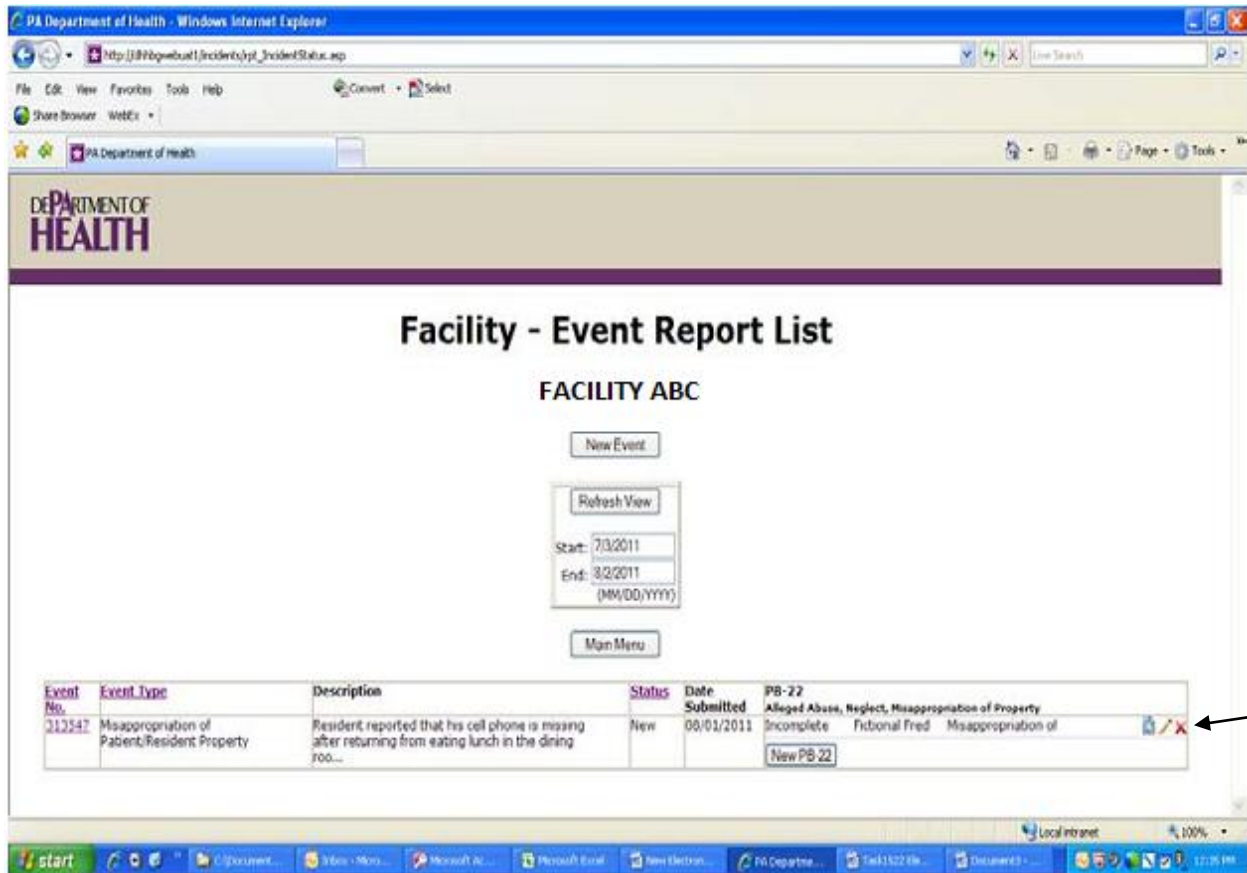
A: Documents that are to be attached should be scanned to the submitter's own computer files. Select the "Browse" button on the PB-22 form next to the field relevant to the subject of the attachment (i.e. witness written statement, signed accused statement etc.), locate the document to attach and select. Next click on the "Attach" button. Once the document is attached, a "Delete" or "View" button appears. Select "View" to see the document that you have attached. Use "Delete" to make any changes and re-attach.

Tips:


- If there is an attached document, there may not be text entered in the text field next to the attachment. If there is no attached document, text may be entered in the field.
- File names for attachments should be as short and concise as possible. Extremely long file names are likely to cause problems in the attachment process.
- Do not use any numerals in the name that you give the file.
- Files to be attached can be no larger than 10 megabytes. Consequently, should you scan numerous documents into a single file you want to attach, make sure that the file is less than 10 megabytes.
- Users sometimes receive error messages indicating "Invalid URL or invalid input." When this occurs, check the length of the file name. In the short history of the electronic PB22, we have found that some users who received this error message were able to successfully attach the file after changing the file format from Word to PDF or vice versa.

Q: How do you withdraw an event with a PB-22 attached?


A: If a facility is attempting to withdraw an ERS submitted event with an attached PB-22, the PB-22 should be cancelled before withdrawing the event. To cancel a PB-22, use the “X” icon  located in the PB-22 column. (See below)



The screenshot shows a web browser window displaying the 'Facility - Event Report List' for 'FACILITY ABC'. The page includes a 'New Event' button, a 'Refresh View' button, and date filters for 'Start: 7/3/2011' and 'End: 8/2/2011'. Below these are 'Main Menu' and 'New PB-22' buttons. A table lists event reports with columns for Event No., Event Type, Description, Status, Date Submitted, and PB-22. The first row shows event number 212547, type 'Misappropriation of Patient/Resident Property', and a description about a missing cell phone. The PB-22 column for this event contains the text 'Alleged Abuse, Neglect, Misappropriation of Property' and 'Incomplete Tribunal Fred Misappropriation of', with a red 'X' icon next to it. An arrow points to this icon.

Event No.	Event Type	Description	Status	Date Submitted	PB-22
212547	Misappropriation of Patient/Resident Property	Resident reported that his cell phone is missing after returning from eating lunch in the dining room...	New	08/01/2011	Alleged Abuse, Neglect, Misappropriation of Property Incomplete Tribunal Fred Misappropriation of 

Q: Why are two PB-22's showing for the same perpetrator? How are changes made to a PB-22 which has been rejected?

A: When additional information or changes are needed to be added to PB-22 which was previously submitted and rejected, use the “Edit”  icon, also located in the PB-22 column next to the identified PB-22. If the “New PB-22” button is clicked, a new PB-22 will be created.

