OAG Custodial Death Report Training Guide

Texas Office of Attorney General Custodial Death Report

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Procedure: Logging Into CDR Community

The Custodial Death Report (CDR) Community is cloud-based, which means you can log into it from any computer or mobile device as long as you know your credentials. Google Chrome is the recommended Web Browser to login from.

New users will receive emails from the Custodial Death Report Community with instructions for setting up new credentials.

Follow these steps to get logged in:

1. Navigate to the following URL: **https://oagtx.force.com/cdr/login**
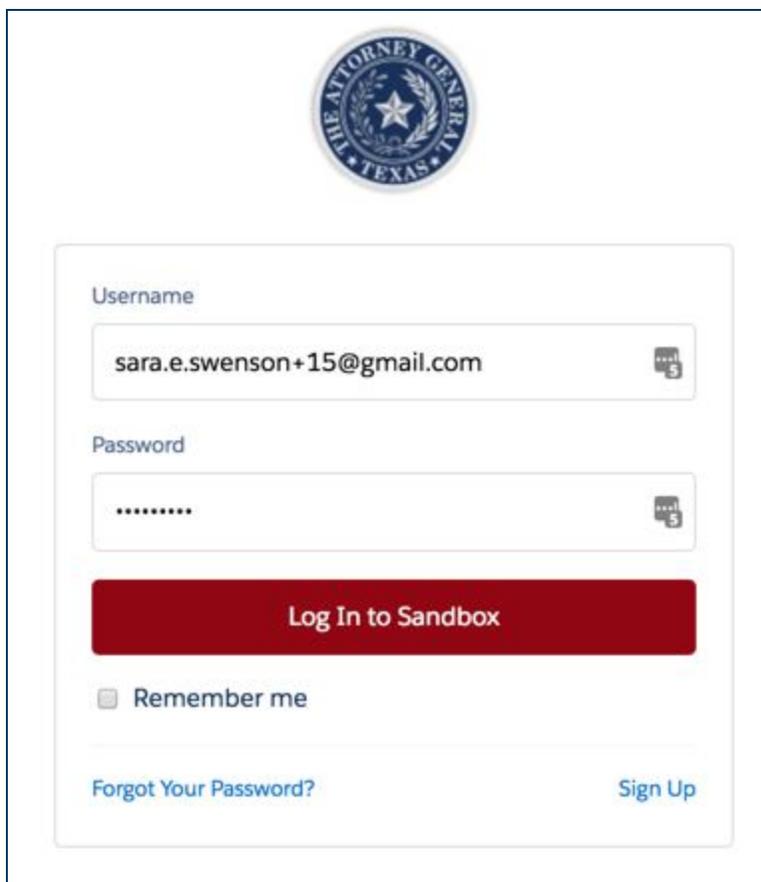
Login Credentials

2. Insert your **Username** and **Password** in the required fields.

NOTE... If you forget your password, click on the "Forgot Your Password?" link.

Navigating the CDR Community

Your home page will always default to the Agency Home tab. This tab will display any CDRs you have submitted and any CDRs that are associated with your agency.

Agency Homepage

1. **Agency Home Tab** - The default tab that will display everything you need access to as an Agency User
   a. **Create CDR** Button: Displays the CDR form to allow you to create/submit a CDR
   b. **MY CDRs:** Table that displays any CDRs you have submitted and any that are in-progress
   c. **Agency CDRs:** Table that displays any CDRs that have been submitted for your Agency
2. **My Profile** - This tab allows you to view/edit your contact information
3. **Agency Profile** - This tab allows you to view/edit your agency information
4. **Users Pending Approval** - This tab only displays if you are a Head of Agency User. It displays a list of users for your agency that have registered for access to the community and are pending approval

5. **Search Bars for each CDR Table** - These search bars allow you to filter out the CDRs that display if you search by the CDR number or name

How to Create a CDR

1. **To create a CDR click the *Create CDR* button**
2. **The CDR Form will display**

The CDR Form

3. The form is comprised of categories on the left that group CDR questions

4. You can navigate the form by clicking each category or by using the Next/Previous arrows in the top right of the form to move forward and backwards

5. As you complete sections, the category will update from *In Progress* to *Completed*

6. All required fields are indicated by an asterisk

7. If you switch to a new category without filling out all required information on the current category, the category will update to *Missing Required Data*

Category Statuses

8. **Save & Exit Button:** You have the ability to save your form in-progress and complete at a later date. Click on the *Save & Exit* button to save your current CDR in-progress.

9. **Delete & Exit Button:** If you created your CDR in error, you have the ability to delete it by clicking the Delete & Exit button if it has not been submitted. This can only be done prior to the CDR being submitted.

10. **Check for Errors Button:** This button allows you check which fields have missing information in the current category you are on.

11. There are 7 categories that make up the CDR form
    a. Law
    b. Agency Information - This information auto-populates based on your Agency
    c. Decedent Information - Captures the name, birthdate, custody date, and date of death of the decedent
    d. Manner/Cause of Death - Captures cause of death and medical condition information
    e. Location/Custody Information - Captures the location of the death and any custody information
    f. General Information - Captures the decedent's behavior, offenses, use of weapons, etc.
    g. Summary of Incident - Text area to provide a summary of the incident. The Submit Form button is located at the bottom of this category and is clicked when you are ready to submit the CDR.

12. After answering all questions on the CDR, submit your CDR by clicking the *Submit Form* button on the Summary of Incident category.

13. You can print a PDF of the form before submitting, or you can print the CDR at any point in time after submitting.

14. Once you save and/or submit a CDR, it will display in the **My CDRs** table on your home page

Tips for Creating a CDR

1. There are 7 categories for the form, if you don't see all 7 when the form opens in your browser, make sure you scroll down. The submit button lives on the Summary of Incident category which is the last category.

2. Multi-Select Picklists - These are questions that have 2 columns, one for available answers and one for the selected answers. The left column has all the available options to choose from. You can select values one by one by clicking the value with your mouse then using the arrows to move it over to the chosen column. You can also hold down the CTRL key to select more than one value, or you can double click each value to move it over. If you wish to remove values from the chosen list double click on the highlighted item.

3. "Other" fields - There are several questions that have an option of "Other" that, if selected, a new field will display for you to populate additional information.

4. --None-- Picklist Option: All picklist fields will default to --None-- when the form is first created. This does not constitute as an actual answer for the field. You must still select an answer.

Pre existing medical condition? *

--None--

How to Amend a CDR

5. To amend a CDR that has been submitted, select any CDR associated with your agency or select one that you submitted

6. To select the CDR click the blue hyperlink for the CDR Number

7. You will then view 3 buttons on the CDR detail page:

Agency Home   My Profile   Agency Profile

CDR
16-0085-PF

CDR Detail   Complete/View CDR | Print CDR | Amend CDR

CDR Name   16-0085-PF
Status   Submitted
Version Type AMENDED

Complete/View CDR | Print CDR | Amend CDR

8. To amend the CDR, click the Amend CDR button

9. This will open up the CDR in the form tool which will allow you to make any changes needed

10. After you have made a change to the CDR, navigate to the "Summary of Incident" category to submit the CDR again with the amendments

How to Print a CDR

1. To print a CDR, select any CDR associated with your agency or select one that you submitted
2. To select the CDR click the blue hyperlink for the CDR Number
3. You will then view 3 buttons on the CDR detail page as mentioned in the Amend section above
4. Select **Print CDR** button, this will display the CDR in a PDF that you can print

How to View/Complete a CDR

1. If you want to complete a CDR that you previously saved but did not submit, in order to complete it, select the CDR from the My CDRs table by clicking the blue hyperlink for CDR Number

2. Click the **View CDR** button

3. Finish filling out the form and click **Submit**