## Dear Licensee,

Community Care Facilities Licensing has completed a database system change related to the electronic incident reporting process.

There is a new log in process with the computer system change related to the electronic incident reporting process and you will need to create a new account. Please find the instructions below.

- 1. Go to https://myhealthdepartment.com/island-health
- 2. Click on the "Sign Up" button on the top right hand side of the page

	My Health Department	Home	Features	How It Works	Log In	Sign Up
island health	<b>Island Hoalth</b> 1952 Bay Street Victoria, B.C. V8R 1J8 <u>  Visit Official Website</u>					
	Login					
	Use the form below to login to your MyHD account. Need an account? <u>Register here</u>   Forgot your password? <u>Reset here</u>					
E	mail Address					
	Enter a value for Email Address					]
P	assword					
	Enter a value for Password					
S	Suomit					

3. Enter the required fields and ensure that you are registering with the facility contact email address listed as follows:

Company Name		
Example Community Care Facility		
First Name		
John		
Last Name		
Doe		
Email Address		
example@example.com		
Cell Number		
Enter a value for Cell Number		
Password		
✓ I agree to <u>Terms of Use</u> .		
Confirm You're a Real Person		
l'm not a robot	reCAPTCHA Privacy - Terms	

4. Once the registration is submitted the page will redirect to the login page

5. Enter the login credentials you just created and click on "Submit"

	Login
	Use the form below to login to your MyHD account.
	Need an account? Register here   Forgot your password? Reset here
Email Ade	dress
example	dress @example.com
example Password	stress Gesample.com

6. Once logged in, there will be a heading for "Incident Report" and a link to associate a facility with your account. Click on the link that says "click here"

			My Health Departmen	t				Dasl	nboard	Accoun	t S	aved Drafts	Logout
		island health		<b>Island Health</b> 1952 Bay Street Vict	oria, B.C. V8R 1J8   <mark>Visit</mark>	: Official Website	e						
		Incid	lent Rep	ort									
		There are n	no facilities associ	ated with your accou	nt. <mark>Click here</mark> to associa	ate your account	with your f	acility.					
7.	Ent NC	ter the potential	private fa	cility ID: re the priv	ate facility id	d with a	nvone						
8.	Clie	ck on "A	Add facilit	y"									
			ly Health Department			D	ashboard	Account	Saved Dra	fts Lo	gout		
		island health	<b>Island</b> 1952 Ba	<b>Health</b> ay Street Victoria, B.C. V8I	R 1J8   Visit Official Website								
		Find y	our Facilit	ty									
		Enter privat	e Facility ID						Add Fac	ility			

9. The facility is now connected with your account and you can submit an incident report by clicking on the "Incident Reporting" button, and then "Submit a New Incident Report"

My Health Department							
island Health 1952 Bay Street Victoria.	B.C. V8R 1J8   Visit Official Website			Department			
		1	sland health	Island Health 1952 Bay Street Victoria, B.C. V8R 1J8   Visit Official Website			
Incident Report			Submit a New Form				
Incident Reporting			Subm	it a New Incident Reporting			

Please call your Licensing Office at the contact information listed below.

## SOUTH ISLAND - VICTORIA

201-771 Vernon Ave Victoria, B.C. V8X 5A7 250-519-3401 Fax: 250-519-3402

## **CENTRAL ISLAND - NANAIMO**

29 - 1925 Bowen Rd Nanaimo, B.C. V9S 1H1 250-739-5800 Fax: 250-740-2675

## NORTH ISLAND - CAMPBELL RIVER AND COURTENAY

200 -1100 Island Hwy Campbell River, B.C. V9W 8C6 250-850-2110 Fax: 250-850-2455

Courtenay, B.C. 250-331-8620 Fax: 250-331-8596

If you have any questions or require any support with electronic incident reporting.

Sincerely,

**Community Care Facilities Licensing** 

Island Health

Email: Natalie.Kroschinsky@islandhealth.ca