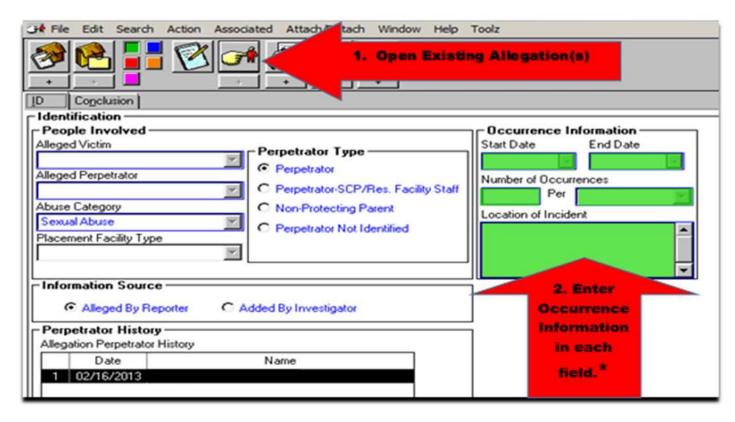# Instructions for Entering "Occurrence Information" in CWS/CMS:

In the Referral Management section, on the "ID" page of the Allegation Notebook, for each allegation, enter the "Start Date" and "End Date," "Number of Occurrences" (number and frequency), as well as the "Location of the Incident." Please note that entering this information in narrative form in other areas of CWS/CMS is not a substitute for these entries.

If the exact date of an incident is unknown, an approximate date should be entered based on the information obtained during the investigation. An approximate date range should also be entered when multiple incidents occurred over time on unknown dates. For example, when only the year is known, enter start and end dates such as 01/01/2016 – 12/31/2016, and when only the month is known, enter start and end dates such as 03/01/2016 – 03/31/2016. Do not use the referral date unless the incident occurred on that date.