

## Excel Reports for Incident Reporting

Parklane's new Excel reports are designed, formatted and print-ready. They may also be edited as the user sees fit. Below is a list of reports currently available in **Incident Reporting**.

*Please read descriptions carefully.*

We recommend viewing the [video](#) provided on Parklane's Resource Page for information on the reports.

### **Special notes:**

- All reports (when applicable) include REOs and Approved/Denied/NFA. This can be filtered if necessary on the report.
- Instruction on the use of Microsoft Excel is not available through Parklane Support, however, many helpful tutorials can be found online.
- **NEW** Labels will change in cost reports for Schedule 2 clients

Report Name	Report Code	Report Details
<b>YTD Incidents by Class</b>	DHA Inc Date Key Number Classification Last/First Name Department Group Status Desc (claim)	Reports the classification details of incidents occurring in the CURRENT year. <ul style="list-style-type: none"> <li>• Main sheet: Charts of each classification YTD and a table with numbers by month and classification YTD.</li> </ul>
<b>YTD Incidents by Type</b>	DHB Inc Date Key Number Inc Type Desc Classification Department Group Status Desc (claim)	Reports the incident type details of incidents occurring in the CURRENT year (regardless of status of claims). <i>REOs are included in totals but can be removed after the report is run.</i> <ul style="list-style-type: none"> <li>• Main sheet: Chart of number of incidents by type YTD. Chart of number of incidents by month and type YTD. Table of incidents occurring by month and by type YTD.</li> </ul>
<b>YTD Incidents by Class/Type</b>	DHC Inc Date Key Number Last/First Name Department Group Classification Inc Type Desc Status Desc (claim)	Reports the incident types and classification of incidents occurring in the CURRENT year (regardless of status of claims). <ul style="list-style-type: none"> <li>• Main sheet: Pie charts of each class and percentage of type of incident. Chart with number of incidents by class and type.</li> </ul>
<b>Days Lost Analysis</b>	DHD Inc Date Key Number Last/First Name Department Group Inc Type Desc Classification Days Lost Status Desc (claim) Dept Description Union	Shows analysis of the <u>total</u> days lost incurred of <i>incidents occurring in date range.</i> <ul style="list-style-type: none"> <li>• Main sheet: Bar chart of total days lost by type of incident. Chart of total days lost by union.</li> <li>• Second sheet: Table of days lost by type of incident, summarized by Dept/Group. Includes Inc Date, Name, Status of claim.</li> </ul>

<b>Costs Analysis</b>	<b>DHE</b> Inc Date Key Number Last/First Name Department Group Inc Type Desc Classification Cost Other Cost Status Desc (claim) Dept Description Year End Rehab Cost Health Care Cost Compensation Cost Pension Cost SIEF Cost Other 1 Cost Other 2 Cost Other 3 Cost Other 4 Cost Other 5 Cost Firm Number Rate Number Employee ID Claim Number NAICS Code	Shows analysis of the <u>total</u> costs incurred of <b>ONLY incidents occurring in date range</b> . (for <i>actual</i> costs, see DHF). <b>NEW</b> Report allows user to filter by firm or rate number. <ul style="list-style-type: none"> <li>• Main sheet: Bar chart of total Lost Time Costs and total Health Care Costs, charts of costs by classification, chart of costs by type, charts of costs/other costs by year (if date range permits). Charts of other costs by classification, chart of other costs by type.</li> <li>• Second sheet: <b>NEW</b> Detailed table of costs by classification and year.</li> <li>• Third sheet: <b>NEW</b> Detailed table of costs by incident type and year.</li> <li>• Fourth sheet: Cost and Other Costs totals table by Dept/Group and by year.</li> <li>• Fifth sheet: Table by Dept/Group, employee name, with total detailed costs of the claims that occurred in date range.</li> <li>• Sixth sheet: Table by Dept/Group, employee name, with total detailed other costs of the claims that occurred in date range.</li> </ul>
<b>Actual Monthly Days/Costs</b>	<b>DHF</b> Month Department Group Lost Days Cost Other Cost Year Dept Description Rehab Cost Health Care Cost Compensation Cost Pension Cost SIEF Cost Other 1 Cost Other 2 Cost Other 3 Cost Other 4 Cost Other 5 Cost NAICS Code	Shows <b>actual</b> days lost and costs generated per month (regardless of date of incident) for the year chosen. <ul style="list-style-type: none"> <li>• Main sheet: Pie chart of percentage of costs applied by type of cost. Pie chart of percentage of days lost by month. Charts of actual days applied each month, actual costs applied each month and other costs applied each month.</li> <li>• Second sheet: Table of detailed costs by month and detailed other costs by month for organization. Summary table of total days lost, costs and other costs.</li> <li>• Third sheet: Table of detailed costs by Dept/Group and month.</li> <li>• Fourth sheet: Table of detailed other costs by Dept/Group and month.</li> <li>• Fifth sheet: Summary table by Dept/Group of total lost days, costs and other costs by month.</li> <li>• Sixth sheet: Summary table by Dept/Group of total lost days, costs and other costs by month with page break.</li> </ul>
<b>Incident Type &amp; Attributes</b>	<b>DHG</b> Inc Date Key Number Department Group Last/First Name Inc Type Desc Attribute Status Desc (claim) Classification Dept Description Year End Union	Analysis of a type of incident by attributes. (1 type, up to 10 attributes) <ul style="list-style-type: none"> <li>• Main sheet: Pie chart of classification for that inc type, pie of attribute for that inc type. Bar chart of attribute totals by year. Chart of incident type totals by year and month.</li> <li>• Second sheet: Table of number of incidents (of that inc type) occurring with selected attributes by attribute, month and year.</li> <li>• Third sheet: Table of number of incidents (of that inc type) occurring with selected attributes by Dept/Group.</li> </ul>

Summarized attribute and year.		
<b>Incident Totals</b>	<b>DHH</b> Inc Date Key Number Department Group Last/First Name Status Desc (claim) Classification Inc Type Desc Dept Description Year End Dept Code Union Current Position Incident Position	Incident totals by year, class, type and department. <ul style="list-style-type: none"> <li>Main sheet: Pie chart of Incidents by class. Pie chart of incidents by union. Bar chart of # of incidents by type. Chart of top 10 highest incidents by Dept/Group.</li> <li>Second sheet: Table of incident type totals by class.</li> <li>Third sheet: Table of incident type totals by class and year.</li> <li>Fourth sheet: Table of incident class totals by type and year.</li> <li>Fifth sheet: Table of dept/group totals by incident type.</li> <li>Sixth sheet: Table of dept/group totals by incident class.</li> </ul>
<b>Incident Causes</b>	<b>DHI</b> Inc Date Key Number Department Group Last/First Name Status Desc (claim) Classification Cause Dept Description Year End	Incident Causes detail. <ul style="list-style-type: none"> <li>Main sheet: Chart of causes and number of times it was applied* to incidents.</li> <li>Second sheet: Table of causes including which Dept/Group had those causes and the number of times per year (if date range permits).</li> </ul> <p><i>(*any one incident can potentially have up to 5 causes applied)</i></p>
<b>Incident Corrections –</b>	<b>DHJ</b> Inc Date Key Number Department Group Last/First Name Status Desc (claim) Classification Correction Person Assigned Date Assigned Target Date Completion Date Comments Inc Type Desc Dept Description Happened Doing Attribute Action Taken Worksite Detailed What Happened Detailed Doing Supervisor (PD) Employee ID Recommendation Dt Email Sent Dt Action Taken	Incident Corrections detail chosen by date range (of inc date) and additional <u>option</u> to filter results by choose 1 associated attribute. <ul style="list-style-type: none"> <li>Main sheet: Bar chart of # of corrective actions vs. # of completed by classification. Bar chart of # of corrective actions vs. # of completed in total. Bar chart of # of corrective actions vs. # of completed by Incident Type.</li> <li>Second sheet: Bar Chart of # of corrective actions the # of them that are complete by corrective action type.</li> <li>Third sheet: Details of which corrective actions are assigned and to whom, name of employee, type, what happened, correction, action comments, and target dates.</li> <li>Fourth Sheet: Detailed table by who is responsible including date of inc, class, inc type, name, detailed happened, detailed doing, correction, total corrections by who is responsible and how many are complete.</li> <li>Fifth Sheet: <b>NEW</b> Detailed (<i>legal size</i>) table by Inc Date including emp name, inc type, detailed what happened, detailed doing, correction, action comments, action taken, target date and completion date.</li> </ul> <p><i>(*any one incident can potentially have up to 5 corrections applied)</i></p>
<b>Attributes Report</b>	<b>DHK</b> Inc Date Key Number Department Group Last/First Name	Analysis of up to 30 attributes. <ul style="list-style-type: none"> <li>Main sheet: Pie chart of percentage of attributes – one for each 4 classifications. Chart of attribute and total number of times it was used in that date range. Stacked</li> </ul>

	Status Desc (claim) Classification Inc Type Desc Attribute Dept Description Union Injury Location Injury/Critical/Illness Employee ID Employee Status Supervisor Year End	bar chart of attribute totals by class. Chart of top 10 highest number of Dept/Groups in which those attributes occurred. <ul style="list-style-type: none"> <li>Second sheet: Table of total attributes* by classification.</li> <li>Third sheet: Table of attributes and incident types and how many times* that attribute occurred.</li> <li>Fourth sheet: Table of attribute counts by year.</li> <li>Fifth sheet: Table of Dept/Group and the attribute totals.</li> </ul> <p>(*count of attribute, not incident)</p>
<b>Time Report</b>	<b>DHL</b> Inc Date Key Number Department Group Last/First Name Status Desc (claim) Classification Inc Type Desc Time Dept Description	Analysis of incident occurrence times – 99:99 and blank times on incidents are <u>not</u> included <ul style="list-style-type: none"> <li>Main sheet: Chart of incidents and time of day they occurred. Charts of all incidents, health care incidents and lost time incident times.</li> <li>Second sheet: Table of Dept/Group and their incident types.</li> </ul>
<b>Incident Trend</b>	<b>DHM</b> Inc Date Key Number Department Group Last/First Name Status Desc (claim) Classification No active employees in dept group Inc Type Desc Dept Description Year End Union Supervisor (PD) Employee ID	3 year* analysis of incidents. <ul style="list-style-type: none"> <li>Main sheet: <b>NEW</b> Line graph of incident totals by year and month. Chart of incident totals by type over 3 years. Chart of incident totals by class over 3 years.</li> <li>Second sheet: Table of each Dept/Group and incident totals over 3 years by Inc Type.</li> <li>Third sheet: Table of incident types and incident totals by years and month.</li> <li>Fourth sheet: Table of classification and incident totals by year and month.</li> <li>Fifth sheet: <b>NEW</b> Table of incident type totals by year and classification.</li> </ul> <p>(*up to 3)</p>
<b>Days &amp; Costs Trend</b>	<b>DHN</b> Inc Date Key Number Department Group Last/First Name Status Desc (claim) Classification No active employees in dept group Total Costs associated with that Other Cost Total days associated with that Inc Type Desc Year Month Dept Description Year End Claim Number Union Rehab Cost Health Care Cost Compensation Cost Pension Cost SIEF Cost	Up to 3 analysis of <b>ACTUAL</b> days and costs generated within that time frame (regardless of when the incident occurred). <b>NEW</b> Can filter by firm and/or rate number. <ul style="list-style-type: none"> <li>Main sheet: <ul style="list-style-type: none"> <li>Chart of days lost in that year(s).</li> <li>Chart of costs in that year(s).</li> <li>Chart of other costs in that year(s).</li> <li>Chart of days lost in that year(s) by incident type.</li> <li>Chart of costs in that year(s) by incident type.</li> <li>Chart of other costs in that year(s) by incident type.</li> </ul> </li> <li>Second Sheet: <b>NEW</b> Detailed costs by incident type and year.</li> <li>Third sheet: Detailed costs applied by year and month.</li> <li>Fourth sheet: Detailed costs applied by year and incident type.</li> <li>Fifth sheet: Days lost by year and type, Days lost by</li> </ul>

	Other 1 Cost Other 2 Cost Other 3 Cost Other 4 Cost Other 5 Cost Firm Number Rate Number Employee Number NAICS Code	month and year. <ul style="list-style-type: none"> <li>Fifth sheet: Dept/Group summary table with Costs, Other Costs and Days Lost by year.</li> </ul>
<b>YTD Injuries</b>	<b>DHP</b> Inc Date Key Number Classification Last/First Name Department Group Status Desc Location Inc Type Desc Injury Was Non-Occupational Worksite	Reports the Year to Date Injury and Location details of the CURRENT year. Particularly for those who utilize the Injury and Location tables in Incident Reporting or use Online Incident Reporting. <ul style="list-style-type: none"> <li>Main sheet: Bar chart of top 10 injuries, pie charts of Lost Time and Health Care injuries, bar chart of top 10 locations, line chart of incident types by classification.</li> <li>Second sheet: Table of Location and Injury numbers by classification</li> <li>Third sheet: Table by Dept/Group of injury numbers by classification.</li> <li>Fourth sheet: Table of injury numbers by classification.</li> <li>Fifth sheet: Injury numbers by type.</li> <li>Sixth sheet: Location numbers by classification.</li> <li>Seventh sheet: Location numbers by type.</li> </ul>
<b>Incident Statistics</b>	<b>DHR</b> Inc Date Key Number Department Group Last/First Name Status Desc Classification Inc Type Desc Department Desc Injury Location Miscellaneous Year End Was Non-Occupational Worksite Union Supervisor (PD) Employee ID	Pull report by date range and dept/group. Reports various incident statistics. <ul style="list-style-type: none"> <li>Main sheet: 3 pie charts of LT, HC and FA of percentage of incident types. Stacked bar chart of incident types &amp; classification. Bar chart of LT, HC and FA by year. Line chart of LT, HC and FA by month. Bar chart of incident types by year.</li> <li>Second sheet: Bar charts of top 10 Locations and Injury totals by classification for range.</li> <li>Third sheet: Table report numbers of incident types &amp; years by classification.</li> <li>Fourth sheet: Table report by Dept/Group – of incident types and years.</li> <li>Fifth sheet: Table report of numbers of injuries by year <i>(best if injury table is used)</i></li> <li>Sixth sheet: Table report of incident locations by year <i>(best if location table is used)</i></li> </ul>

<b>Frequency and Severity</b>	<b>DHS</b> Year Department Group Department Desc Pd Hrs Wkd Frequency Factor No of Incidents Frequency Rate Severity Factor No Lost time Days Severity Date Range Chosen Factor	<p>This report has multiple options to pull depending on your preference, including: date range, which classification of incident(s) to pull, count days lost for incidents occurring in range or days lost for in the range regardless of incident date, dept/group.</p> <ul style="list-style-type: none"> <li>• Main sheet: Bar graph of organization frequency by year. Bar graph of organization severity numbers by year. Table of organizational frequency and severity by years.</li> <li>• Second sheet: Table report of numbers by year and Dept/Group, including hours worked, number of incidents, frequency, number of lost time days and severity.</li> <li>• Third sheet: Bar graphs for Frequency and Severity by year and individual department/group (choose dept/group from drop down to display information).</li> <li>• Fourth sheet: Frequency by Dept/Group and year.</li> <li>• Fifth sheet: Severity by Dept/Group and year.</li> </ul>
<b>Who's Off</b>	<b>DHT</b> Inc Date Key Number Department Group Last/First Name Status Desc Classification Inc Type Desc Department Desc Injury Location Miscellaneous Claim No Managing Staff Last Day worked Expected RTW Guidelines RTW Date Days Lost Review Date Activity Year End Union User Notes Supervisor Emp ID Position Additional Dept 1 Additional Dept 2 Employee Status First Day Off Closed Closed Date Adjudicator Name Adjudicator Phone No	<p>Pull by dept/group and managing staff. Displays all LT and LT-REO claims with no RTW date.</p> <ul style="list-style-type: none"> <li>• Main sheet: <b>NEW</b> Pie chart of Who's Off by claim status. Pie of Who's off by Managing staff. Pie chart of Who's Off by Incident Type. Chart of who's off numbers by type. Chart of Who's off numbers by claim status.</li> <li>• Second Sheet: <b>NEW</b> Table report sorted by name including date, name, claim#, claim status, managing staff, classification, incident type, Injury, expected RTW, days lost to date.</li> <li>• Third Sheet: <b>NEW</b> Table sorted by managing staff, includes name, claim status, injury, inc type, claim number, expected RTW, last review date and activity.</li> <li>• Fourth Sheet: Sorted by dept/group, date of incident, name, claim#, managing staff, class, incident type, expected RTW days lost and case count by dept/group.</li> <li>• Fifth Sheet: Sorted by Managing staff, includes name, Union, claim#, class, injury, inc date, last day worked, expected RTW and case count by managing staff.</li> <li>• Sixth Sheet: Sorted by year of incident, includes date of incident, name, claim #, class, injury, last day worked, expected RTW, case count.</li> </ul>

**Claims Report**
**DHU**

Inc Date  
 Key Number  
 Department Group  
 Last/First Name  
 Status Desc  
 Classification  
 Inc Type Desc  
 Department Desc  
 Injury  
 Claim No  
 Managing Staff  
 Last Day worked  
 Expected RTW  
 RTW Date  
 Days Lost  
 Location  
 Miscellaneous  
 Closed  
 Closed Date  
 Year End  
 Was Non-Occupational  
 Worksite  
 Returned to Mod Duties  
 Limitation period  
 Mod Duties Start  
 Mod Duties Stop  
 Union  
 Supervisor (PD)  
 Employee ID  
 Position  
 Additional Dept 1  
 Additional Dept 2  
 Status Date  
 Treatment Date  
 Employee Status  
 Cause Description 1  
 Department Code  
 Inactive

Report pulls by date range, dept/group and managing staff.  
 Includes all LT, HC, REO and HREO claims open and closed.

- Main sheet: Bar graph with # of claims sorted by classification and year. Bar graph with # of claims open and closed by year. Pie chart of claims by percentage of managing staff.
- Sheet two: **NEW** Table of # of claims by claim status, class and year.
- Sheet three: Table report sorted by dept/group, includes employee name, inc date, claim #, inc type, last day worked\*, expected RTW\*, RTW date\*, managing staff, # of closed claims, days lost\* and incident count.
- Sheet four: Table report sorted by managing staff, includes name, department, inc date, claim#, class, injury, last day worked\*, expected RTW\*, RTW date\*, # of claims closed, days lost\* and incident count.
- Fourth Sheet: Table report sorted by managing staff, includes name, inc date, claim #, class, injury, expected RTW, RTW, Return to mod duties (Y/N), Limitation period, mod duties start, mod duties stop and # of closed claims.

*\*if applicable*

**Workplace Violence  
Report**
**DHW**

Last/First Name  
 Current Position  
 Incident Position  
 Supervisor  
 Location  
 Current Union  
 Incident Union  
 Dept Code  
 Department  
 Incident Date  
 Incident Time  
 Reported Date  
 Reported Time  
 Incident Summary  
 Injury  
 Status  
 Classification  
 Incident number  
 Key number  
 Year End  
 VIOLENCE  
*All Violence Headings*  
 HARASSMENT  
*All Harassment Headings*  
 WEAPON(S)  
*All Weapons Headings*  
 AGR-Worker  
 AGR-WrkrNm  
 AGR-3rdPty  
 AGR-Rel1  
 AGR-ROth1  
 AGR-Rel2  
 AGR-ROth2  
 AGR-Info  
 Domestic  
 PriorInc  
 PriorExp  
 POLICE-CALL  
*All Police Headings*  
 MOL-ADVISED  
*All MOL Headings*  
 Witness1  
 Witness2  
 Dept-Group  
 Investigation completed  
 CorrAct Identified  
 Claim Number  
 Corr Act 1  
 Person 1  
 Date Assigned 1  
 Target Date 1  
 Recommendation 1  
 Action Taken 1  
 Completed Date 1  
 Corr Act 2  
 Person 2  
 Date Assigned 2  
 Target Date 2  
 Recommendation 2  
 Action Taken 2  
 Completed Date 2  
 Corr Act 3  
 Person 3  
 Date Assigned 3

Report pulls by date range and dept/group. Displays all incidents of workplace violence in which the violence and harassment panel was completed.

- Main sheet: Pie charts showing percentage of V&H incidents that included violence, those that included harassment and those involving weapons. Bar chart of # of V&H with type intersecting on a line. Bar chart breakdown of violence, harassment and weapons detail #s by year.
- Sheet two: Bar charts of violence, harassment, weapons, police involvement, and MOL involvement all by year. Bar chart of # of V&H incidents by year with type intersecting on a line.
- Sheet three: Table report of dept/group stats by year which includes # of those that include violence, harassment, weapons, police involvement and MOL contacted.
- Sheet four: Table reports of unions and positions by year showing numbers of V&H incidents broken down into violence, harassment and weapons.
- Sheet five: Detailed table report sorted by department includes – name, reported date, class, injury and totals of violence, harassment, weapons, police involvement, MOL contacted.

Target Date 3  
Recommendation 3  
Action Taken 3  
Completed Date 3  
Corr Act 4  
Person 4  
Date Assigned 4  
Target Date 4  
Recommendation 4  
Action Taken 4  
Completed Date 4  
Corr Act 5  
Person 5  
Date Assigned 5  
Target Date 5  
Recommendation 5  
Action Taken 5  
Completed Date 5  
What Happen Details  
What Doing Summary  
What Doing Details

**Corrective Action  
Details**
**DHX**

Inc Date  
 Key Number  
 Department Group  
 Last/First Name  
 Status Desc  
 Classification  
 Correction  
 Person Assigned  
 Position or Company  
 Telephone  
 Email  
 Date Assigned  
 Target Date  
 Completion Date  
 Comments  
 Inc Type Desc  
 Department Desc  
 Worksite  
 Happened  
 Doing  
 Add Info  
 Attribute  
 Happened Detail  
 Doing Detail  
 Emp Number  
 Action Taken  
 Recommendation  
 Date Email Sent  
 Date Action Taken Received

Report pulls by corrective actions by date range and dept/group. If desired, this report also allows you to view all corrective actions where the incidents are tagged with a specific attribute.

- Main sheet: Bar/line chart demonstrating # of corrective actions assigned and # of completed. Bar chart of assigned vs completed corrective actions by those responsible.
- Sheet two: Report table by month of incident, incident type, happened, doing, comments, target date, action taken and completion date.
- Sheet three: **NEW** Table of Inc Date, month, type, detailed happened, detailed doing, action taken, target date and completion date. Can filter by person assigned, worksite and/or department.
- Sheet four: Table report of worksite corrective actions by those responsible and include the chosen correction, comments, target date, and completion date. Also includes number of assigned and number completed by worksite.
- Sheet Five: **NEW** Table reports on numbers by corrective action chose, assigned and completed.

<b>Appeals Summary</b>	<b>DHY</b> Inc Date Employee Key Number Last/First Name Employee ID Claim Number Status Desc Incident Type Incident Class Injury WSIAT Initial Decision Date Final Decision Date Estimated Costs Final Decision Costs Estimated Savings Appeals Comments Hearing Type Issue Initiating Party Form Date Completed Decision Hearing Date Hearing Time Hearing Decision Date Hearing Decision Comments Location IW rep Employer rep Decision Maker Witness 1 Witness 2 Witness 3 Panel 1 Panel 2 Panel 3 3rd party 1 3rd party 2 3rd party 3 Cost Avoided Cost Recovered Dept Code Dept Desc Group Closed	<p>Report pulls by date range and dept/group. Displays all incidents with appeals.</p> <ul style="list-style-type: none"> <li>• Main sheet: Bar chart of initiating party – by person (eg. employer, worker) and by year. Bar chart of hearing decisions by year. Bar chart of type of hearing by year. Pie chart of all decisions in percentage.</li> <li>• Sheet two: Summary of all appeals in date range by year including name, claim number, class, injury, WSIAT, final decision date, hearing date, hearing type, issue, and decision. Includes a count of those that are completed. Report can be filtered by employer rep. This report will also highlight any hearing dates coming this week, next week or next month.</li> <li>• Sheet three: Table report of all appeals in date range by name and includes WSIAT#, hearing date, hearing time, hearing type, issue, IW rep, decision date, decision and hearing decision comments. Report can be filtered by employer rep. This report will also highlight any hearing dates coming this week, next week or next month.</li> </ul>
<b>Incident Dashboard</b>	<b>DHZ</b> EE Key Last/First Name EE ID Gender D O B Age Dept Code Dept Desc Group Description Current Status Current Union Employment Date Inc Date Inc Time Incident Position Classification Rate Group Firm Number	<p>Report pulls up to 4 years of data by dept/group and provides option to exclude Employee name and Emp ID. Reports high level view of Incident Reporting activity.</p> <ul style="list-style-type: none"> <li>• Main sheet: Click sample to view data on the dashboard. Notes: Days lost and costs are claim totals based on the date the incident occurred.</li> </ul>

Date Returned  
Approved Denied  
Account Number  
Incident Type  
Incident Type Desc  
Cause Description 1  
Cause Description 2  
Cause Description 3  
Cause Description 4  
Cause Description 5  
No of corrective actions  
No of completed corr actions  
Corr Act 1  
Corr Act 2  
Corr Act 3  
Corr Act 4  
Corr Act 5  
Claim Number  
Equipment  
Location  
Date Reported  
Date Entered  
Entered By  
No days btwn Date of Inc and Rep  
No days btwn Rep and Date Entered  
No days btwn Inc Date and RTW Date  
Returned to Modified Duties  
Modified Start Date  
Modified Stop Date  
Days Lost  
Total WCB Costs  
Compensation Costs  
Health Care Costs  
Rehabilitation  
Pension Costs  
SIEF  
Total Other Costs  
Other Cost 1  
Other Cost 2  
Other Cost 3  
Other Cost 4  
Other Cost 5  
Reo Orig Date  
Claim Status  
Claim Approval Date  
Comp Start Date  
Comp Stop Date  
Inactive Flag  
Closed Flag  
Closed Date  
Managing Staff  
Modified Limit Period  
Modified Limite Type  
Month of Incident  
Year End  
Injury  
Current Position

**Detailed Cost Report**
**DH1**

EE Key  
 Last/First Name  
 EE ID  
 Gender  
 D O B  
 Age  
 Dept Code  
 Dept Desc  
 Group Description  
 Invoice Number  
 Invoice Date  
 Claim Number  
 Benefit Type  
 Benefit Type Desc  
 Special  
 Award  
 Health Care Code  
 Date Paid To  
 Date Paid  
 Benefit Amount  
 Classification  
 Inc Type Desc  
 Firm No  
 Rate No  
 Class Unit  
 NAICS Code  
 Class Subclass  
 Location Code  
 Business Number  
 Inv Month  
 Year End  
 SIEF-ADJ  
 Comp No  
 Injury  
 Incident Date

Report pulls information dept/group and by date range of invoice date. Include/exclude name and ID.

- Main sheet: Table of costs entered or imported into Parklane. Sorted by Invoice/Statement Date, claim number, Date Paid to (if applicable), Date Paid (if applicable), benefit type and amount. Other costs not included on this sheet.
- Second sheet: Table sorted by invoice/statement date, claim number and costs divided by type. Other costs not included on this sheet.
- Third sheet: Total costs by firm, year and benefit type. Other costs not included on this sheet.
- Fourth sheet: Costs by year and month, and cost type. Includes Other costs.
- Fifth sheet: Costs by claim number. Includes invoice/statement date, date paid to, date paid, type and amount.
- Sixth sheet: Costs by name (if included in report), invoice/statement date, claim number, incident class, incident type, benefit type and amount.

**Weighted Claims Cost Report**
**DH2**

Firm Number  
 Inc Year  
*All Year Costs*  
 Total Cost  
 From Year  
 To Year  
 Formula

Report pulls WSIB Costs for a specific year.

- Main sheet: Table of Weighted costs entered or imported into Parklane. All data organized by Year.
- Second sheet: Same as Main sheet, but for Projected costs rather than Weighted costs.

**Statistics and Averages**
**DH3**

Key Number  
 Department Group  
 Dept Description  
 Last/First Name  
 Employee ID  
 Position  
 Job Status  
 Inc Date  
 Month of Incident  
 Inc Time  
 Claim Status  
 Managing Staff  
 Date Reported  
 No days btwn Date of Inc and Rep  
 Last day worked  
 First day off  
 Expected RTW date  
 Date Returned  
 No days btwn First Day off and RTW date  
 Month of First Day Off  
 Year of First Day Off  
 Month of Date Returned  
 Year of Date Returned  
 Classification  
 Claim Number  
 Incident Type Desc  
 Cause Description 1  
 No of corrective actions  
 No of completed corr actions  
 Entered By

- Report of statistics and averages. Report auto calculates days lost by business days or calendar days. Choice to calculate all claims (using today's date for those not returned) or just those who have returned to work. Also included is the calculation of days to a threshold number – this is a number of the users' choosing. This figure calculates days lost up until the number of your choice.
- Main sheet: Bar graphs include – Total claims started in date range, active cases in range, claim started in range by year, claims closed by year closed, average days lost by year, average days lost by type, average # of days to report incident by year, avg # days to report by class, avg #days on modified duties by class, average length of claims by class, average # days on mod duties by year. Pie charts include % of claims that are closed, % of incidents ever on modified duties, % of incidents currently on modified duties.
- Second sheet: Table of HC and LT claim stats only include – sorted by inc type: # of inc in range, # of corr actions, # of completed corr actions, # of outstanding corr actions, total WCB costs, average WCB costs/claim, average # days to report inc, average # days btwn inc date and entry date, # of claims on mod duties, # claims completed mod duties, average # days on mod duties.
- Third sheet: Table of lost time claim stats only include: Same as sheet two, but includes average days lost,

	Date Entered No days btwn Rep and Date Entered Returned to Modified Duties Modified Start Date Modified Stop Date Total Days on Modified off Days Lost Total WCB Costs Compensation Costs Health Care Costs Rehabilitation Pension Costs SIEF Total Other Costs Other Cost 1 Other Cost 2 Other Cost 3 Other Cost 4 Other Cost 5 Status Desc Claim Approval Date Inactive Flag Closed Flag Closed Date No of Days btwn Inc Dt & Cls Dt Days off up to Threshold Percentage Threshold Number Business Calendar Days Date Range Entered Year End Claims In Range Year of Closed Date NAICS Code	average days lost up to threshold. <ul style="list-style-type: none"> <li>Fourth sheet: Table of all incidents (excluding hazards and reos) that include: Sorted by year, table of total incidents started in range, total WCB costs, average # days to report, average # days to enter, average total days on modified, total # of corr actions, total completed corr actions, % of corr actions completed.</li> </ul>
<b>Attributes and Costs</b>	<b>DH5</b> Inc Date Key Number Last/First Name Department Group Inc Type Desc Classification Cost Other Cost Status Desc Department Desc Year End Rehab Cost Health Care Cost Compensation Cost Pension Cost SIEF Cost Other1 Cost Other2 Cost Other3 Cost Other4 Cost Other5 Cost Firm Number Rate Number Emp ID Claim No Attributes NAICS Code	Report of attributes and costs. Choose up to 30 attributes. <ul style="list-style-type: none"> <li>Main sheet: Pie graphs with total costs by attribute and total other costs by attribute. Bar graphs include cost of all selected attributes by type of cost and a bar graph for other costs. Bar chart of number of incidents per attribute by year.</li> <li>Sheet two: Table of attributes by year. Includes total costs per attribute and total other costs.</li> <li>Sheet three: Table by attribute and incident type. Includes cost breakdown by cost type and totals.</li> <li>Sheet four: Same as above by other costs</li> <li>Sheet five: Table of incident classifications and attributes with cost breakdown and totals</li> <li>Sheet six: Same as above by other costs</li> <li>Sheet seven: Table by year and attributes with breakdown of costs and totals.</li> <li>Sheet eight: Same as above by other costs.</li> </ul>

<b>SIEF Report</b>	<b>DH6</b> Incident Date Last/First Name Employee ID Union Department Department Desc Status of Employment Claim Number Incident Type Desc Classification Status Desc Pension Amount Pension Date Comments Non-Eco Loss Capital Amount Date Pension Comments 2 SIEF Date Req SIEF Date Rec'd Percentage Excludes Voc Rehab Excludes Pension Excludes Compensation Excludes Health Care Comments 3 Claim has Recurrence Firm/Account Rate NAICS Class/Sub-Class Managing Staff WSIB Costs Compensation Costs Health Care Costs Rehabilitation Pension Costs SIEF Total Costs minus SIEF Percentage of Calc Amt Total WSIB Costs Applicable Costs Calculated SIEF Credit Owing Key Number Year End	Report of all SIEF Information. <ul style="list-style-type: none"> <li>Main sheet: Table of all information; Customizable by Group/Department and Month, within a date range, with optional Name/Employee ID</li> </ul>
<b>Corrective Action Responses</b> <b>NEW</b>	<b>DH7</b> Inc Date Key Number Department Group Last/First Name Status Desc Classification Correction Person Assigned Position or Company Telephone Email CC Email Date Assigned Target Date Completion Date Comments	Report of corrective actions and all responses <ul style="list-style-type: none"> <li>Main Sheet: Table of employee, incident date, corrective action, target date, date action taken, name of person who submitted action, action taken.</li> </ul>

	Inc Type Desc Department Desc Worksite Happened Doing Add Info Attribute What Happened DTL What Doing DTL Employee ID Action Taken Recommendation Dt Email Sent Dt Action Taken Recv From WEB Date Action Taken Date Received Name on Action	
<b>Days and Costs Detail</b>	<b>DH8</b> Inc Date Key Number Department Group Last Name First Name Status Desc Classification No active employees in dept group Costs associated with that claim Other Cost Days associated with that claim Inc Type Desc Department Desc Year End Claim Number Union (ATOI) Rehab Cost Health Care Cost Compensation Cost Pension Cost Refund Other1 Cost Other2 Cost Other3 Cost Other4 Cost Other5 Cost Firm Number Rate Number Emp ID NAICS Code What happened Details What doing details Additional Information Last Comp review date Last Comp review activity Next review date Next review activity Last general comment User notes First day off Date reported Expected RTW Date returned Managing Staff Injury Closed checkbox Date closed	Reports on HC and LT claims and includes costs and days occurring in the date range, AND total costs and days of those claims. Also includes detailed incident information. <ul style="list-style-type: none"> <li>• Main sheet: 4 graphs of costs in range by inc year, costs in range by class, days lost in range by inc year, active vs closed cases by inc year.</li> <li>• Sheet 2: Table of incidents including class, days and costs in range and total.</li> <li>• Sheet 3: Health Care claims, including inc types, modified duties and costs</li> <li>• Sheet 4: Lost time claims, including inc types, first day off, expected RTW, modified duties and costs</li> <li>• Sheet 5: Worksheet includes all active claims (claims not closed), type, what happened and doing, last general comment, last completed review date and activity, next review date and activity</li> </ul>

Inactive  
Sub-classification  
Position(ATOI)  
Location  
Mod duties start  
Mod duties Stop  
Employee Status(ATOI)  
Causes 1  
Causes 2  
Causes 3  
Causes 4  
Causes 5  
Corr Action 1  
Corr Action 2  
Corr Action 3  
Corr Action 4  
Corr Action 5  
Total Cost  
Total Other Cost  
Total Rehab Cost  
Total Health Care Cost  
Total Compensation Cost  
Total Pension Cost  
Total Refund  
Total Other1 Cost  
Total Other2 Cost  
Total Other3 Cost  
Total Other4 Cost  
Total Other5 Cost  
From Date Range  
To Date Range  
Total Days Lost