



HORSERACING
INTEGRITY
AND SAFETY
AUTHORITY

How a Trainer can Fill Out & Submit a Post Layoff Report

Screen 1

When you log into the HISA Portal, you should land on your “My Horses” page. You can navigate there from the sidebar, as well.

The screenshot displays the 'My Horses' page in the HISA Portal. The page layout includes a sidebar on the left with navigation icons, a main header with the 'My Horses' title and a refresh button, a search bar, and a table listing horse records. The table columns include Horse Name, Location, Responsible Person, Designated Owner, Can Work/Race, On Vets List, Days Rem, and Action. A blue button in the top right corner reads 'Request to become the Responsible Person for a Horse'.

	Horse Name	Location	Responsible Person	Designated Owner	Can Work/Race	On Vets List	Days Rem	Action
<input type="checkbox"/>	VIEW	Santa Anita Park (L-000-000-045)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		
<input type="checkbox"/>	VIEW	(L-000-022-662)	Allison Trainer (P-000-041-701)	Hazel Owner (P-000-056-895)		NO		
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		
<input type="checkbox"/>	VIEW	Sunland Park ▲ (L-000-000-017)	Allison Trainer (P-000-041-701)	Tracy Farmer (P-999-998-902)		NO		
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		

Rows per page: 5 ▾ 21-25 of 27 < >

Screen 2

Find the horse you need to fill out the Post Layoff Report for.

Click on the three dots below “Action.”

The screenshot shows the 'My Horses' page in a web application. At the top, there is a header with the organization's logo and name, a language dropdown set to 'English', and a user profile icon. Below the header, the page title 'My Horses' is displayed with a refresh icon. A toggle switch for 'Show Only Retired Horses' is present, currently turned off. A blue button labeled 'Request to become the Responsible Person for a Horse' is located in the top right corner. A search bar is positioned above the table. The table itself has columns for selection, horse name, location, responsible person, designated owner, can work/race status, on vets list status, days remaining, and an action menu. The fourth row is highlighted with a red arrow pointing to its action menu. The footer of the table shows 'Rows per page: 5' and '21-25 of 27'.

<input type="checkbox"/>	Horse Name	Location	Responsible Person	Designated Owner	Can Work/Race	On Vets List	Days Rem	Action
<input type="checkbox"/>	VIEW	Santa Anita Park (L-000-000-045)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		
<input type="checkbox"/>	VIEW	(L-000-022-662)	Allison Trainer (P-000-041-701)	Hazel Owner (P-000-056-895)		NO		
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		
<input type="checkbox"/>	VIEW	Sunland Park ▲ (L-000-000-017)	Allison Trainer (P-000-041-701)	Tracy Farmer (P-999-998-902)		NO		
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		

Rows per page: 5 21-25 of 27 < >

Screen 3

A drop-down menu will populate.

Click on “Add Post Layoff Report.”

The screenshot displays the 'My Horses' interface. At the top, there is a search bar and a 'Show Only Retired Horses' toggle. A blue button on the right says 'Request to become the Responsible Person for a Horse'. The main content is a table with the following data:

	Horse Name	Location	Responsible Person	Designated Owner	Can Work/Race	On Vets List	Days Rem	Action
<input type="checkbox"/>	VIEW	Santa Anita Park (L-000-000-045)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		
<input type="checkbox"/>	VIEW	(L-000-022-662)	Allison Trainer (P-000-041-701)	Hazel Owner (P-000-056-895)		NO		
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)				
<input type="checkbox"/>	VIEW	Sunland Park (L-000-000-017)	Allison Trainer (P-000-041-701)	Tracy Farmer (P-999-998-902)				
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)				

At the bottom, there is a pagination bar showing 'Rows per page: 5' and '21-25 of 27'. A red arrow points to the 'Add Post Layoff Report' option in the dropdown menu.

Screen 4

The fields will auto populate with information from the portal, including the horse's name, your name as responsible person, the designated owner and the location. There is also a spot for contact information.

All of these fields can be edited.

Click "Next."

My Horses

Show Only

Search

English

Add New Post Layoff Report

1 General — 2 Reason for Layoff — 3 Medical Treatment — 4 Surgery/Procedure — 5 Add Notes & Files — 6 Confirm and Submit

Step 1

Horse

Default Responsible Person

Responsible Person's Email

Responsible Person's Phone Number (if the Covered Person possesses a mobile phone)

Designated Owner

Current Location
Sunland Park (L-000-000-017)

< Back Next > Cancel Okay

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Rows per page: 5 21-25 of 27 < >

Screen 5

This is the section where you list the reason for the 150 day (or longer) layoff.

You can also put in a planned race location and date.

It will also display the horse's last race.

Add New Post Layoff Report

Progress: General — Reason for Layoff — Medical Treatment — Surgery/Procedure — Add Notes & Files — Confirm and Submit

Step 2

Reason for Layoff *

Please provide details, if other is selected: 0/500 Characters

Provide information for reason

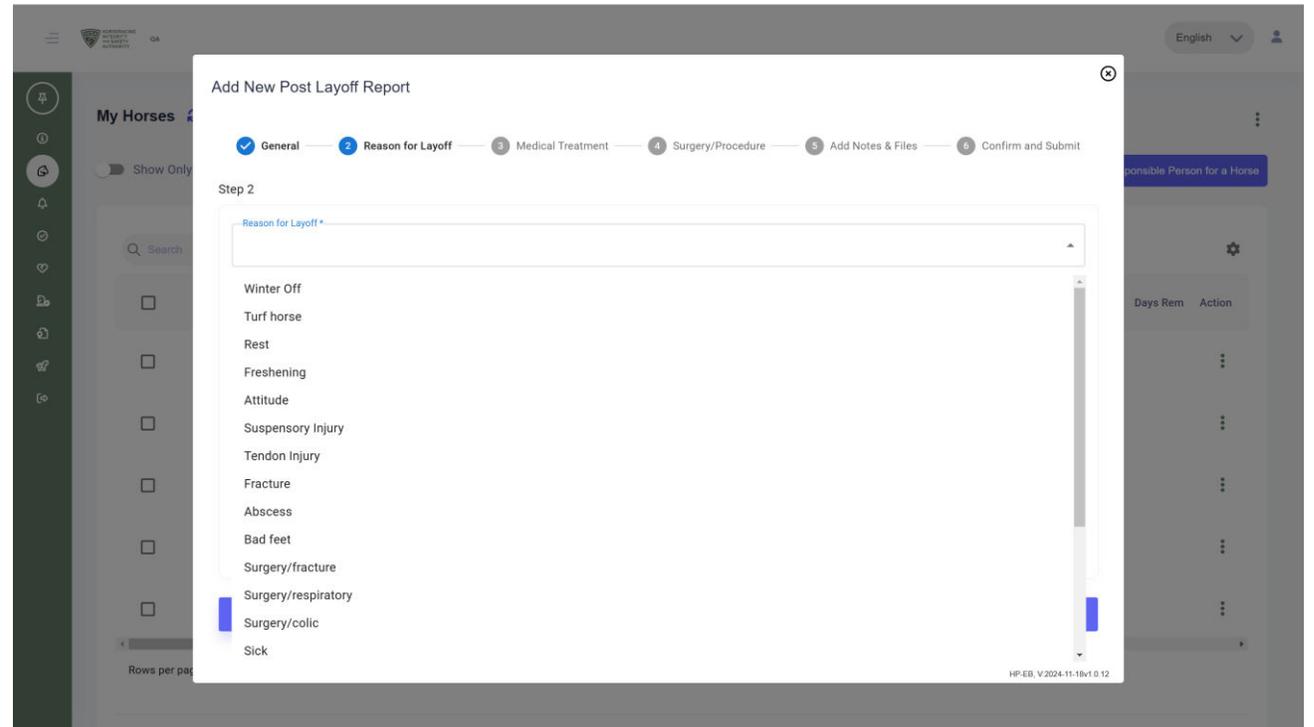
Last Race Location: Sunland Park (L-000-000-017) | 2023-04-02

Planned Track of Entry | Planned Date of Entry None planned

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Screen 6

The drop-down menu will give you common choices, but you can also select “other” and explain in the provided field.



Screen 7

Once you have filled in your reason, and your intended race, click “Next.”

Add New Post Layoff Report

Progress: 1. General (checked) 2. Reason for Layoff (active) 3. Medical Treatment 4. Surgery/Procedure 5. Add Notes & Files 6. Confirm and Submit

Step 2

Reason for Layoff *
Surgery/fracture

Please provide details, if other is selected: 0/500 Characters

Provide information for reason

Last Race Location
Sunland Park (L-000-000-017) 2023-04-02

Planned Track of Entry
Churchill Downs (L-000-000-069) 2024-12-27 None planned

< Back Next > Cancel Save

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Screen 8

This section is asking for medical records from the layoff period.

If your horse is being treated with medication, click “Yes,” then click on the green lightbulb.

Add New Post Layoff Report

General Reason for Layoff **Medical Treatment** Surgery/Procedure Add Notes & Files Confirm and Submit

Step 3

Is the horse on any medication, including trainer or veterinary administrations?
 Yes No

List all current medications/treatments and applicable diagnoses:

<input type="checkbox"/>	Date	Treated By	Drug Name	Dosage	Condition Treated	Remove
No records exist						

[Remove Selected Record](#) [Add Medical Record](#)

Intra-articular joint injections performed since last race. Provide veterinarian, dates, and details (body parts and medication):
 Yes No

List all current Intra-articular joint injections:

<input type="checkbox"/>	Date	Treated By	Limb	Structure	Drug Name	Dosage	Condition Treated	Remove
No records exist								

Screen 9

The green lightbulb, called the HISA Helper, will generate, from the portal, a list of treatments the horse has received. If the horse is currently on any medications, please select those. If the horse is on any medications not listed, click on “Add Medical Record” and follow the prompts

Click “Add Selected.”

The screenshot shows the 'Add New Post Layoff Report' form, Step 3: Medical Treatment. A modal window titled 'Medication Records Viewer' is open, displaying a table of medication records. The table has columns for Date, Treated By, Drug Name, Dosage, and Condition Treated. Three records are listed, all dated 2024-09-06, treated by Rebecca Vet, with drug name 'rx dispensed', dosage 'rx dose', and condition 'prevention'. Red arrows point to the 'Add Selected' button and the 'Add Medical Record' button. The background form shows progress indicators for General, Reason for Layoff, Medical Treatment, Surgery/Procedure, Add Notes & Files, and Confirm and Submit.

<input checked="" type="checkbox"/>	Date	Treated By	Drug Name	Dosage	Condition Treated	Remove
<input checked="" type="checkbox"/>	2024-09-06	Rebecca Vet	rx dispensed	rx dose	prevention	Remove
<input checked="" type="checkbox"/>	2024-09-06	Rebecca Vet	rx dispensed	rx dose	prevention	Remove
<input checked="" type="checkbox"/>	2024-09-06	Rebecca Vet	rx dispensed	rx dose	prevention	Remove

Screen 10

If your horse has received Intra-articular Treatments during the layoff period, select “yes” and click the Green HISA Helper Lightbulb. This will generate, from the portal, a list of Intra-Articular treatments the horse has received. Select all those treatments which you can confirm are correct. When finished, click “Add Selected”

Click “Next.”

<input type="checkbox"/>	Date	Treated By	Drug Name	Dosage	Condition Treated	Remove
<input type="checkbox"/>	2024-09-06	Rebecca Vet	rx dispensed	rx dose	prevention	
<input type="checkbox"/>	2024-09-06	Rebecca Vet	rx dispensed	rx dose	prevention	
<input type="checkbox"/>	2024-09-06	Rebecca Vet	rx dispensed	rx dose	prevention	

Intra-articular joint injections performed since last race. Provide veterinarian, dates, and details (body parts and medication):

Yes No

List all current Intra-articular joint injections:

<input type="checkbox"/>	Date	Treated By	Limb	Structure	Drug Name	Dosage	Condition Treated	Remove
No records exists								

Buttons: Remove Selected Record, Add Medical Record, Back, Next, Cancel, Save

Screen 11

Follow the same steps for procedures, surgeries and shockwave.

The screenshot displays a multi-step form for recording a horse's medical history. The current step is 'Surgery/Procedure'. The form asks if any procedures or surgeries were performed during the layoff, with 'Yes' selected. A red arrow points to the 'Yes' radio button. Below this, a text prompt asks for the date, type of surgery, and veterinarian, with a red arrow pointing to a green question mark icon. A modal window titled 'Surgery Records Viewer' is open, showing a table of existing records. A red arrow points to the 'Add Selected' button at the bottom of the modal. The table contains one record:

<input checked="" type="checkbox"/>	Date	Treated By	Condition Treated	Description	Limb	Structure
<input checked="" type="checkbox"/>	2024-08-20	Rebecca Vet	surgery condition	SURGERY descr	RF	Fetlock

At the bottom of the modal, there are three buttons: 'Cancel', 'Add Selected', and 'Add Medical Record'. A red arrow points to the 'Add Selected' button. The background form also has a 'Remove Selected Record' button at the bottom right.

Screen 12

If you have knowledge of an Intra-Articular treatment, procedure, surgery, or Shockwave Therapy that isn't on the list from HISA's database, please click "Add Medical Record" and follow the steps to add it.

If you don't want to take ownership of a particular record, you can click on the trash can icon to remove it from the report.

Click "Next."

Step 4

Were any procedures or surgeries performed on this horse during the layoff?
 Yes No

If yes, provide the date, type of surgery and veterinarian: ?

<input type="checkbox"/>	Date	Treated By	Condition Treated	Description	Limb	Structure	Remove
<input type="checkbox"/>	2024-08-20	Rebecca Vet	surgery condition	SURGERY descr	RF	Fellock	

Remove Selected Record Add Medical Record

Has the horse been treated with shockwave therapy since its last race?
 Yes No

If yes, provide the veterinarian, dates, and the area of the horse's body treated for all treatments: ?

<input type="checkbox"/>	Date	Treated By	Condition Treated	Limb	Structure	Notes	Remove
<input type="checkbox"/>	2024-09-06	Rebecca Vet	sore back	N/A	back	may not breeze for 14 days; may not race for 30 days	

Remove Selected Record Add Medical Record

< Back Next > Cancel Save

Screen 13

Add detailed notes about the reasons for the layoff. You can also add any other details that will assist the Regulatory Veterinarian in processing the report expediently.

Add a document by dragging and dropping the file or by clicking to add.

Click “Next.”

English

Add New Post Layoff Report

General Reason for Layoff Medical Treatment Surgery/Procedure **5 Add Notes & Files** 6 Confirm and Submit

Step 5

Is there any additional medical information to report? If yes, add your notes below.

Write a detailed note to the Reg Vet reviewing your report.

Upload Files

You can either:
a) Drag and drop files or;
b) You click here and use the file explorer to select files

< Back Next > Cancel Save

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Screen 14

Review the summary of your report.

You will see your answers compared to HISA's records.

Your answers may not necessarily match the HISA report. If that is the case, you can submit as is, review the records again, or click back to add a note explaining why you did not select certain records.

General Reason for Layoff Medical Treatment Surgery/Procedure Add Notes & Files Confirm and Submit

Step 6

HISA Helper has reviewed your answers and found the following for your review:

- Reason for Layoff: You answered Surgery/fracture.
- Planned Track/Date of Entry: You answered Churchill Downs (L-000-000-069) on 2024-12-27.
- Medication: You answered YES and we found 3 related medication records, you can click below to review.
- IntraArticular Injection: You answered NO and we did not find an intraarticular injection record, you can click below to review.
- Surgery: You answered YES and we found 1 related surgery record, you can click below to review.
- Shockwave: You answered YES and we found 1 related shockwave record, you can click below to review.
- You added notes

Your Answers

Medications	Injection	Surgery	Shockwave
3 Records	0 Record	1 Record	1 Record

HISA System Data

Medications	Injection	Surgery	Shockwave
3 Records	0 Record	1 Record	1 Record

The Helper Tool is intended to aid you in identifying the records to be submitted with Post Layoff Report. You are responsible for reviewing, verifying, and, where necessary revising and adding to the selected records to ensure the information submitted is complete, accurate, and up to date.

By submitting this form, I affirm that the information and accompanying records are complete, true, and correct to the best of my knowledge.

Screen 15

Then you must click the you are affirming that the information you are providing is complete, true and correct to the best of your knowledge.

Click “Submit.”

HISA Helper has reviewed your answers and found the following for your review.

- **Reason for Layoff:** You answered **Surgery/fracture**.
- **Planned Track/Date of Entry:** You answered **Churchill Downs (L-000-000-069) on 2024-12-27**.
- **Medication:** You answered YES and we found 3 related medication records, you can click below to review.
- **IntraArticular Injection:** You answered NO and we did not find a intraarticular injection record, you can click below to review.
- **Surgery:** You answered YES and we found 1 related surgery record, you can click below to review.
- **Shockwave:** You answered YES and we found 1 related shockwave record, you can click below to review.
- You added notes

Your Answers

Medications	Injection	Surgery	Shockwave
3 Records	0 Record	1 Record	1 Record

HISA System Data

Medications	Injection	Surgery	Shockwave
3 Records	0 Record	1 Record	1 Record

The Helper Tool is intended to aid you in identifying the records to be submitted with Post Layoff Report. You are responsible for reviewing, verifying, and, where necessary revising and adding to the selected records to ensure the information submitted is complete, accurate, and up to date.

By submitting this form, I affirm that the information and accompanying records are complete, true, and correct to the best of my knowledge.

[< Back](#) [Cancel](#) [Submit](#)

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Screen 16

To view the status of your report, click “VIEW” next to the horse on your “My Horses” list.

The screenshot shows the 'My Horses' page in a web application. At the top, there is a header with the organization's logo and name, a language dropdown set to 'English', and a user profile icon. Below the header, the page title 'My Horses' is displayed with a refresh icon. A toggle switch for 'Show Only Retired Horses' is present, currently turned off. A blue button labeled 'Request to become the Responsible Person for a Horse' is located in the top right corner. A search bar is positioned above the table. The table has columns for 'Horse Name', 'Location', 'Responsible Person', 'Designated Owner', 'Can Work/Race', 'On Vets List', 'Days Rem', and 'Action'. A red arrow points to the 'VIEW' link in the 'Action' column of the fourth row, which corresponds to a horse at Sunland Park. The footer of the table shows 'Rows per page: 5' and '21-25 of 27'.

<input type="checkbox"/>	Horse Name	Location	Responsible Person	Designated Owner	Can Work/Race	On Vets List	Days Rem	Action
<input type="checkbox"/>	VIEW	Santa Anita Park (L-000-000-045)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		
<input type="checkbox"/>	VIEW	(L-000-022-662)	Allison Trainer (P-000-041-701)	Hazel Owner (P-000-056-895)		NO		
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		
<input type="checkbox"/>	VIEW	Sunland Park ▲ (L-000-000-017)	Allison Trainer (P-000-041-701)	Tracy Farmer (P-999-998-902)		NO		
<input type="checkbox"/>	VIEW	Parx Racing (L-000-000-047)	Allison Trainer (P-000-041-701)	Allison Owner (P-999-998-810)		NO		

Screen 17

Scroll down to “Post Layoff Reports.”

You can view your report and see the status.

You can edit a report if it’s still set to “Submitted.” A report that is marked “Pending” or “Complete” cannot be edited.

The screenshot displays a web application interface with a dark green sidebar on the left containing navigation icons. The main content area is divided into several sections:

- Top Section:** A table with columns for 'VIEW', 'M081b//14//', 'Dispensed Meds', 'rx dispensed', 'prevention', and '2024-09-06'. Below this is another row with 'VIEW', 'M081702008', 'Shockwave', 'sore back', and '2024-09-06'. A pagination bar shows 'Rows per page: 5' and '1-5 of 19'.
- Post Layoff Reports Section:** A heading 'Post Layoff Reports' with a red arrow pointing to it. Below is a search bar and a table with columns: 'Submission Date', 'Responsible Person', 'Horse', 'Current Location', 'Reason for Layoff', 'Status', 'Last Updated', and 'Action'. A red arrow points to a 'VIEW' link under the 'Submission Date' column. Another red arrow points to the 'Submitted' status in the 'Status' column of a row with the following data: Submission Date: 2024-12-04, Responsible Person: Allison Trainer (P-000-041-701), Current Location: Sunland Park (L-000-000-017), Reason for Layoff: Surgery/fracture, Last Updated: Allison Trainer P-000-041-701.
- Vets List Section:** A heading 'Vets List' with a search bar and a table with columns: 'Horse', 'Reason', 'Status', 'On Date', 'Earliest Off Date', 'Extended', 'Actual Off Date', and 'Location'. A red arrow points to the 'Submitted' status in the 'Status' column of a row.