



HORSERACING  
INTEGRITY  
AND SAFETY  
AUTHORITY

# How a Trainer can Complete & 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.

Find the horse that you need to create the Layoff Report for and click on the three dots below the “Action” column.

The screenshot displays the 'My Horses' page in the HISA Portal. The page features a sidebar on the left with navigation icons, a header with the 'My Horses' title, and a table of horses. A red arrow points to the 'My Horses' header, another to the sidebar icon, and a third to the three dots in the Action column of the last row.

| <input type="checkbox"/> | Horse Name           | Location                         | Can Work/Race | On Vets List | Days Remaining on Vets List | Message Waiting | Status      | Action |
|--------------------------|----------------------|----------------------------------|---------------|--------------|-----------------------------|-----------------|-------------|--------|
| <input type="checkbox"/> | <a href="#">VIEW</a> | Parx Racing (L-000-000-047)      |               | NO           | 0                           | 1               | In Training | ⋮      |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Del Mar (L-000-000-040)          |               | NO           | 0                           | 3               | In Training | ⋮      |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Parx Racing (L-000-000-047)      |               | NO           | 0                           | 43              | In Training | ⋮      |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Santa Anita Park (L-000-000-045) |               | NO           | 0                           | 11              | In Training | ⋮      |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Del Mar (L-000-000-040)          |               | NO           | 0                           | 7               | In Training | ⋮      |

Rows per page: 5 | 1-5 of 27 | < > >|

Register a Horse

# Screen 2

Select “Add Post Layoff Report.”

The screenshot shows the 'My Horses' page in a web application. At the top right, there is a language dropdown set to 'English' and a user profile icon. Below the header, there is a toggle for 'Show Only Retired Horses' and a blue button that says 'Request to become the Responsible Person for a Horse'. A search bar is located above the table. The table has columns for 'Horse Name', 'Location', 'Can Work/Race', 'On Vets List', 'Days Remaining on Vets List', 'Message Waiting', 'Status', and 'Action'. There are five rows of horse data, each with a 'VIEW' link. A context menu is open over the 'Action' column of the second row, listing various actions. A red arrow points to the 'Add Post Layoff Report' option at the bottom of the menu.

| <input type="checkbox"/> | Horse Name           | Location                         | Can Work/Race | On Vets List | Days Remaining on Vets List | Message Waiting | Status      | Action |
|--------------------------|----------------------|----------------------------------|---------------|--------------|-----------------------------|-----------------|-------------|--------|
| <input type="checkbox"/> | <a href="#">VIEW</a> | Parx Racing (L-000-000-047)      |               | NO           | 0                           | 1               | In Training |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Del Mar (L-000-000-040)          |               | NO           | 0                           | 3               |             |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Parx Racing (L-000-000-047)      |               | NO           | 0                           | 4               |             |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Santa Anita Park (L-000-000-045) |               | NO           | 0                           | 1               |             |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Del Mar (L-000-000-040)          |               | NO           | 0                           | 7               |             |        |

Rows per page: 5 | 1-5 of 27 | < > >|

[Register a Horse](#)

- Update Race Data
- Update Horse Activity
- Return to Designated Owner
- Vaccine Card
- Produce Stall Card
- Change Trainer
- Share
- Change Location
- Change Location V2
- Retire Horse
- Report Horse Death
- Add Post Layoff Report**

## Screen 3

The first step is to confirm the names of the **Responsible Person/Trainer** and the **Designated Owner**.

You also need to ensure the contact information for the trainer is correct, so that a **Regulatory Veterinarian** can reach out if they have questions.

Change the horse location if it is different than what the HISA system is showing.

Click “Next”

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## Screen 4

**Select the reason for the Layoff from the drop-down menu. If you select “Other” you will need to explain in the provided field.**

**If you have a race you plan to enter, please put the name of the track and the date of the race. Otherwise, click “None planned.”**

**Click “Next” to go to the next step, or “Save” to save it and complete it at a later date.**

**Add New Post Layoff Report**

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

Step 2

Reason for Layoff \*

Please provide details, if other is selected:

Provide information for reason  0/500 Characters

Last Race Location  
Santa Anita Park (L-000-000-045)  2024-05-26

Planned Track of Entry  Planned Date of Entry   None planned

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# Screen 5

Once filled in, click “Next.”

**Add New Post Layoff Report**

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

Step 2

Reason for Layoff \*

Turf horse

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

Provide information for reason

Last Race Location

Santa Anita Park (L-000-000-045) 2024-05-26

Planned Track of Entry

Parx Racing (L-000-000-047) 2025-03-07  None planned

< Back Next > Cancel Save

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# Screen 6

The next two pages relate to treatment records for the horse. The first question asks if the horse is currently on any medications. Click “yes” or “no.”

If you click yes, you can click on the HISA Helper (the blue button with the lightbulb icon). This will bring up any relevant records that you may want to include in your report.

The second question pertains to Intra-articular joint injections done during the layoff period.

**Add New Post Layoff Report**

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

Step 3

Is the horse currently on any medication, including trainer or veterinary administrations?

Yes  No

List all current medications/treatments and applicable diagnoses: [Click here to see available records in HISA](#)

| <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 Intra-articular joint injections: [Click here to see available records in HISA](#)

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

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

## Screen 7

If you click “yes” and then click on the HISA helper, records may show up that you can add to your Post Layoff Report.

Click the box to select and click add selected.

If you know there is a missing record, click on “Add Medical Record” and follow the steps to add it. \*Only do this if you are certain that no record of this already exists.

The screenshot shows the 'Add New Post Layoff Report' process at Step 3, 'Medical Treatment'. The main question is 'Is the horse currently on any medication, including trainer or veterinary administrations?' with 'Yes' selected. A modal window titled 'IntraArticular Injection Records Viewer' is open, displaying a table of records. A red arrow points to the 'VIEW' link for a record, and another red arrow points to the 'Add Selected' button. A third red arrow points to the 'Add Medical Record' button in the background.

| <input checked="" type="checkbox"/> | Date       | Treated By | Limb | Structure   | Drug Name                         | Dosage | Condition Treated |
|-------------------------------------|------------|------------|------|-------------|-----------------------------------|--------|-------------------|
| <input checked="" type="checkbox"/> | 2024-11-22 |            | BF   | Elbow Joint | Hyaluronic Acid and Triamcinolone | 9      | Osteoarthritis    |

Buttons: Cancel, Add Selected, Add Medical Record

# Screen 8

Click "Next" to go to the next step.

Yes  No

List all current medications/treatments and applicable diagnoses: [Click here to see available records in HISA](#)

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

[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 Intra-articular joint injections: [Click here to see available records in HISA](#)

| <input type="checkbox"/> | Date       | Treated By | Limb | Structure   | Drug Name                         | Dosage | Condition Treated | Remove |
|--------------------------|------------|------------|------|-------------|-----------------------------------|--------|-------------------|--------|
| <input type="checkbox"/> | 2024-11-22 | N/A        | BF   | Elbow Joint | Hyaluronic Acid and Triamcinolone | 9      | Osteoarthritis    |        |

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

[< Back](#) [Next >](#) [Cancel](#) [Save](#)

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# Screen 9

Answer these questions in a similar manner. Use the HISA helper to generate the relevant records, if applicable.

Click “Next.”

Were any procedures or surgeries or imaging performed on this horse during the layoff?

Yes  No

If yes, provide the date, type of surgery/procedure(s)/imaging and veterinarian: [Click here to see available records in HISA](#)

| <input type="checkbox"/> | Date | Treated By | Condition Treated | Description | Limb | Structure | Remove |
|--------------------------|------|------------|-------------------|-------------|------|-----------|--------|
| No records exists        |      |            |                   |             |      |           |        |

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: [Click here to see available records in HISA](#)

| <input type="checkbox"/> | Date | Treated By | Condition Treated | Limb | Structure | Notes | Remove |
|--------------------------|------|------------|-------------------|------|-----------|-------|--------|
| No records exists        |      |            |                   |      |           |       |        |

Remove Selected Record Add Medical Record

< Back Next > Cancel Save

# Screen 10

**The notes section is important. Here, you can explain any discrepancies or anomalies in your report, so that the Regulatory Veterinarian will have a clearer picture of your horse's treatment history.**

**You can drag and drop or click to add documentation.**

**Click "Next."**

**Add New Post Layoff Report**

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

Step 5

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

Write Detailed Notes about the layoff!

**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 11

This is the top of the summary page, outlining your answers.

**Add New Post Layoff Report**

General — Reason for Layoff — Medical Treatment — Surgery/Procedure(s)/Imaging — Add Notes & Files — **6 Confirm and Submit**

Step 6

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

- **Reason for Layoff:** You answered **Turf horse**.
- **Planned Track/Date of Entry:** You answered **Parx Racing (L-000-000-047) on 2025-03-07**.
- **Medication:** You answered **NO** and we did not find a medication record, you can click below to review.
- **IntraArticular Injection:** You answered **YES** and we found 1 related intraarticular injection record, you can click below to review.
- **Surgery/Procedure(s)/Imaging:** You answered **NO** and we did not find a surgery/procedure(s)/imaging record, you can click below to review.
- **Shockwave:** You answered **NO** and we did not find a shockwave record, you can click below to review.
- You reported a Designated Owner change from what HISA has in the system. This will **NOT** change the Designated Owner in the system. Call the HISA HelpDesk if you need assistance to update the horse information. (1-877-513-2919, open 24/7).
- You added notes

**Your Answers**

| Medications                           | Injection                              | Surgery/Procedure(s)/Imaging          | Shockwave                             |
|---------------------------------------|--|---------------------------------------|---------------------------------------|
| <b>NO</b><br><a href="#">0 Record</a> | <b>YES</b><br><a href="#">1 Record</a> | <b>NO</b><br><a href="#">0 Record</a> | <b>NO</b><br><a href="#">0 Record</a> |

**HISA System Data**

| Medications              | Injection                | Surgery/Procedure(s)/Imaging | Shockwave                |
|--------------------------|--------------------------|------------------------------|--------------------------|
| <a href="#">0 Record</a> | <a href="#">1 Record</a> | <a href="#">0 Record</a>     | <a href="#">0 Record</a> |

# Screen 12

Scroll down.

You will see your answers compared to the answers in the HISA system. They may match or be different. The Regulatory Veterinarian will be able to see both.

Click the box to affirm that all the information you are submitting is complete, true, and correct to the best of your knowledge.

Click "Submit."

• **Planned Track/Date of Entry:** You answered **Parx Racing (L-000-000-047)** on **2025-03-07**.

- **Medication:** You answered NO and we did not find a medication record, you can click below to review.
- **IntraArticular Injection:** You answered YES and we found 1 related intraarticular injection record, you can click below to review.
- **Surgery/Procedure(s)/Imaging:** You answered NO and we did not find a surgery/procedure(s)/imaging record, you can click below to review.
- **Shockwave:** You answered NO and we did not find a shockwave record, you can click below to review.
- You reported a Designated Owner change from what HISA has in the system. This will NOT change the Designated Owner in the system. Call the HISA HelpDesk if you need assistance to update the horse information. (1-877-513-2919, open 24/7).
- You added notes

**Your Answers**

| Medications                    | Injection                       | Surgery/Procedure(s)/Imaging   | Shockwave                      |
|--------------------------------|---------------------------------|--------------------------------|--------------------------------|
| <a href="#">NO</a><br>0 Record | <a href="#">YES</a><br>1 Record | <a href="#">NO</a><br>0 Record | <a href="#">NO</a><br>0 Record |

**HISA System Data**

| Medications              | Injection                | Surgery/Procedure(s)/Imaging | Shockwave                |
|--------------------------|--------------------------|------------------------------|--------------------------|
| <a href="#">0 Record</a> | <a href="#">1 Record</a> | <a href="#">0 Record</a>     | <a href="#">0 Record</a> |

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.

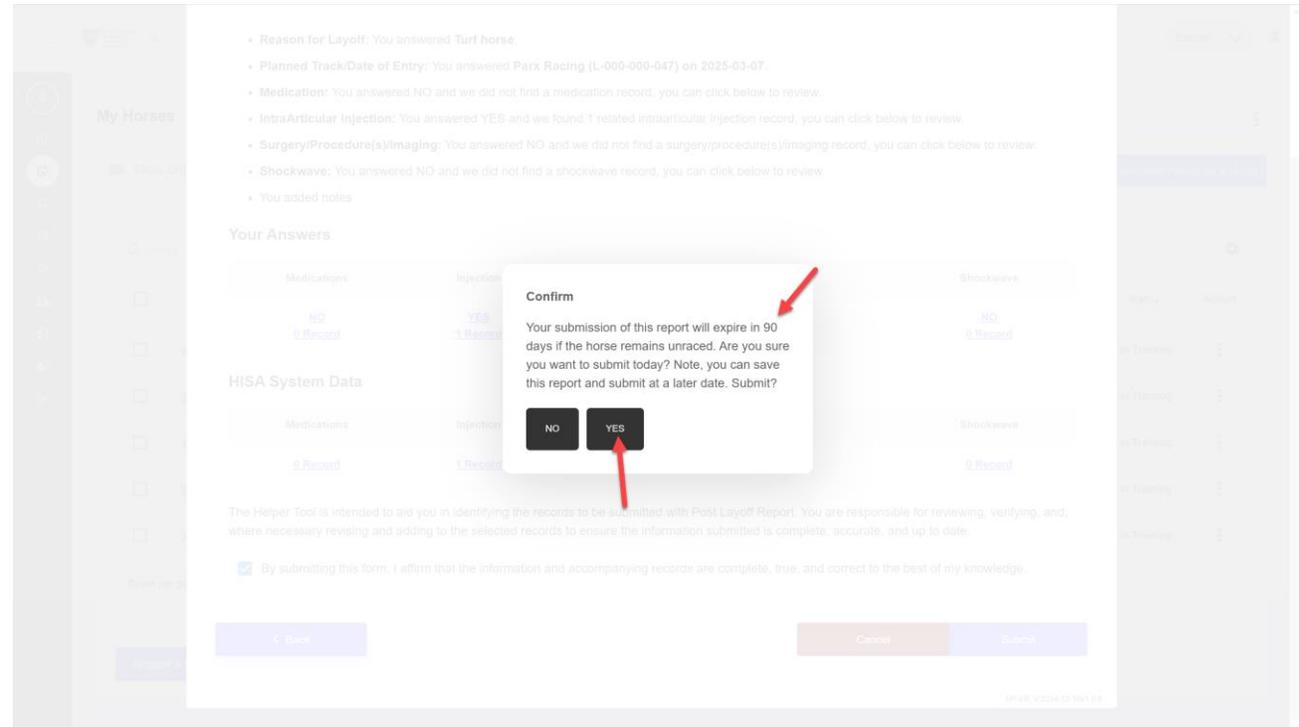
[Back](#) [Cancel](#) [Submit](#)

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# Screen 13

**Your Report will expire in 90 days.  
If you do not race within those 90  
days, you will have to complete  
and submit another report,**

**Click “Yes” to submit it.**



# Screen 14

To view or edit your report, find the horse on your “My Horses” page and click “VIEW.”

The screenshot shows the 'My Horses' page with a table of horses. The table has the following columns: Horse Name, Location, Can Work/Race, On Vets List, Days Remaining on Vets List, Message Waiting, Status, and Action. The table contains five rows of data. A red arrow points to the 'VIEW' link in the Action column of the last row.

| <input type="checkbox"/> | Horse Name           | Location                         | Can Work/Race | On Vets List | Days Remaining on Vets List | Message Waiting | Status      | Action |
|--------------------------|----------------------|----------------------------------|---------------|--------------|-----------------------------|-----------------|-------------|--------|
| <input type="checkbox"/> | <a href="#">VIEW</a> | Parx Racing (L-000-000-047)      |               | NO           | 0                           | 1               | In Training |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Del Mar (L-000-000-040)          |               | NO           | 0                           | 3               | In Training |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Parx Racing (L-000-000-047)      |               | NO           | 0                           | 43              | In Training |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Santa Anita Park (L-000-000-045) |               | NO           | 0                           | 11              | In Training |        |
| <input type="checkbox"/> | <a href="#">VIEW</a> | Del Mar (L-000-000-040)          |               | NO           | 0                           | 7               | In Training |        |

Rows per page: 5 | 1-5 of 27 | < > >|

[Register a Horse](#)

# Screen 15

Scroll down and click “VIEW” to open up the report.

If it’s in the “submitted” state, you can still edit it. If it’s marked as “Pending,” you cannot edit it.

Click on the three dots to edit it.

The screenshot displays a web application interface with two main sections: "Post Layoff Reports" and "Vets List".

**Post Layoff Reports Section:**

- Search bar: "Q Search"
- Table with columns: Submission Date, Horse, Can Work/Race, On Vets List, Current Location, Intended Track To Race, Intended Race Date, Reason for Layoff, Last Race/Days, Status, Responsible Person, Action.
- Row 1: [VIEW](#), 2025-02-05, [Redacted], [Horse Logo], N, Del Mar (L-000-000-040), Parx Racing L-000-000-047, 2025-03-07, Turf horse, 2024-05-26 255 Days, Submitted, Allison Trainer (P-000-041-701), All (P-t)
- Footer: Rows per page: 5, 1-1 of 1

**Vets List Section:**

- Search bar: "Q Search"
- Table with columns: Horse, Reason, Status, On Date, Earliest Off Date, Extended, Actual Off Date, Location, Notes.
- Row 1: [VIEW](#), [Redacted], IntraArticularInjection, Cleared, 2024-11-22, 2024-12-06, [Redacted], 2024-12-06, Del Mar (L-000-000-040)
- Footer: Rows per page: 5, 1-1 of 1

Red arrows in the image point to the "VIEW" link in the first row of the "Post Layoff Reports" table, the "Submitted" status in the same row, and a settings gear icon in the top right corner of the "Post Layoff Reports" section. A red text label "Scroll Down" is positioned above the gear icon.