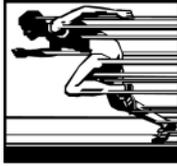


INCIDENT REPORTING (May)

Thursday, December 29, 2016 8:00 PM

This training resource includes both general incident reporting protocol and agency specific policy and procedure



Incident Reporting

Incident reporting – when an incident report is required?

INCIDENT REPORTING – What Needs to Be Reported?

Injury to consumer	Medical emergency	Hospitalization
Death of consumer	Seizure of Unusual Nature	Medication/Charting Error
Lost or Missing Person	Aggression Towards Others	Self-Injurious Behavior
Property Damage	Theft or Vandalism	Stolen Property
Unusual Behavior	Alleged Mistreatment, Abuse, Neglect, Exploitation	Use of Safety or Emergency Control Procedures

If an incident occurs, contact appropriate agency personnel and complete the necessary forms immediately (see attached SAMPLE Incident Report)

Independent contractors will know the following after this training:

- ◆ What is an incident report (written report documenting an incident that has occurred)
- ◆ When is an incident report required (see above)
- ◆ The agency procedure for filing an incident report

Critical, or SERIOUS incidents must be reported to the CCB within 24 hours. Serious incidents include: 1) allegations of mistreatment, abuse, neglect, or exploitation, 2) injuries which require emergency medical treatment or hospitalization, or 3) death of a consumer.

Supplemental Materials

What follows is a standardized incident report form, developed by the CACCB Standardization of Forms Committee, and then a guide for completing the form which may assist staff.

The following related courses are currently offered at the following Agencies:

Agency	Topic
Developmental Disabilities Resource Center (DDRC)	Incident Report Writing
Developmental Pathways	Incident Report Writing
North Metro	Incident Report Writing

Angels Service LLC & Partners, Helping Build Bridges to the Stars - With Colorado Massage Agency

Incident Report

Reporting Information

Date of Report:

Reporting Provider's Name, Specialty, Contact Information, and Provider's Business Name:

PASA Agency: Ar **Date provider writes the report, must be within 24 hours of all incidents**

Identifying Information

Name of Person who the Report is for, Address, Phone, and County ("same as" if same as guardian):

DOB:

Guardian's Name, Address, Phone, and County:

Other people involved (if clients use reference numbers not names):

Service Coordinator::

Incident Information

This includes people involved in the incident and witnesses

Date of Incident: **This information can be found on the service plan or on the clients details page**

Type of Incident:

-

Did you observe this incident?:

-

If no, how did you obtain the information?:

Please describe incident / situation including events leading up to it (who, what, when, where, why). If other client's are involved use reference numbers, not clients names.:

Is there any relevant history that should be known:

Is there a behavior support plan or other plan? **Be detailed, include events that happened before the incident, the incident, any restraints**

Is this incident likely to occur again:

Please record any recommendations or input:

Please record any consequences to services due to this incident or action plan :

Supporting Documentation

Name of File in Clinical Documentation:

Please detail any documentation available, such photos, police reports, etc. :

Notified Persons

Service Coordinator:

Program Manager:

Director:

Dept. of Human Services:

Other: Depending on what type of incident it is will determine who must be notified. See policy and procedure and refer to your MANE training to determine the proper authorities.

Follow Up Actions Taken

Community Center Board Investigation

Specific Community Center Board:

Angels Service LLC Investigation

Social Service Report

Resources Provided / Community Referrals - This is section is for Agency use, Start, Parents as Teachers, etc.

Other Follow Up

What is the "other" follow up, if other was selected:

Detailed Follow Up Explanation, Including Dates and Name of Person Entering Information:

Check list for incidents for Providers:

___ Provider knows and understand what should be reported as an incident, see above and MANE training

When an incident occurs:

___ Within 60 minutes of end of incident, create a contact log that an incident has happened and the type, sign this contact log in the case file

___ Directly after creating the contact log, use the Theranest chat option to have a private conversation with your agency contact or Serena Akinahew, include the client's ID number

___ Directly after using the Theranest chat option call or text your agency contact or Serena Akinahew that an incident has happened and what type, include the client's ID number

___ You have 24 hours to complete a formal written incident report, for example if the session where you became aware of an incident or witnessed on was on 1/12/2017 at 8am then the report would need to be completed and signed by 1/13/2017 at 8am.

Or ___ If your company has a different incident report form you may choose to use that and upload a copy to the clinical documents with the label "Incident 1/12/2017." If you choose to do this option all the information on the Theranest form must be included and you still must create a Theranest Incident Report, add the client name and write a note saying that you used your own form, uploaded to clinical documents and include the file name. Then sign the incident report.

___ You must sign everything as you go, that date stamps the documents to make sure that they are in compliance.

Note to Provider:

If a family expresses a concern regarding a provider, independent contractor, administration, etc. An incident report will be completed so that there is documentation of a concern and the action plan to

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If a family expresses a concern regarding a provider, independent contractor, administration, etc. An incident report will be completed so that there is documentation of a concern and the action plan to address the concern

Relevant Agency Policy and Procedures: Incident Reporting, you must also read and understand this policy and procedure in order to meet mandated minimum training under agency specific training.