



## DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

# NEW INCIDENT REPORT IMPLEMENTATION DATE UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 06/30/2023

The Division has made revisions to the Incident Report form in consideration of feedback received from stakeholders. **Due to the updates, the Division is extending the implementation deadline from July 1, 2023, to August 1, 2023, to provide more time for Qualified Vendors and providers to take the necessary steps for full implementation.**

A summary of the updates to the Incident Report form are outlined below:

### Incident Type - Medication

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- Original: "Describe the Member's condition before the medication incident"
- Updated to: "Describe any symptoms the Member had before the medication incident"
  
- Original: "Describe the Member's condition after the medication incident"
- Updated to: "Describe any new or different symptoms the Member had after the medication incident"

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- Removed the following questions and subsequent selections:
  - "Possible Cause of Contributing Factors: (Select all that apply)"
  - "Interventions Taken: (Select all that apply)"

### Incident Type - Death

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- Original: "Did the Member complain about any unusual symptoms or were any unusual symptoms observed prior to death"
- Updated to: "Describe any symptoms the Member was exhibiting during the past 48 hours prior to the Member's death"
  
- Original: "Was anything unusual happening in the environment prior to the Member's death"
- Updated to: "Describe the environment prior to the Member's death"

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- Original: “Was the Member showing signs of agitation prior to the incident”
- Updated to: “Describe the Member’s behavior prior to the incident”

## **Incident Type - Other**

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- Original: “Was anything unusual happening in the environment before the incident occurred”
- Updated to: “Describe the environment prior to the Member’s death”
  
- Original: “Was the Member showing signs of agitation prior to the incident”
- Updated to: “Describe the Member’s behavior prior to the incident”

The Division will release the revised Incident Report form and updated User Guide / Instructions to reflect these recent changes in early July.