

## 6002-E INCIDENT REPORTS

REVISION DATE: 11/29/2017, 3/2/2015

EFFECTIVE DATE: July 31, 1993

The Incident Management System (IMS) is the computerized database for incidents and reports.

A. All incidents meeting the criteria of the IMS including serious incidents must be entered into the IMS as defined in this policy.

B. Reporting an Incident

Providers may use either of the following to record/report incidents:

- Division's *Incident Report (DD-191-FF)* form
- A provider's own internal incident report form, as defined in this policy.

C. Incident Reports must:

1. Be written clearly, objectively, and in order of occurrence without reference to the writer's opinion (incident reports may be available to family/guardians and are considered legal documentation)
2. Include demographic information (i.e., full name, address, date of birth and Focus ID number) about the member
3. Include the names and job titles of staff that witnessed or were involved in the alleged incident
4. Include a description of the incident including all known facts, location, and the date and time the incident occurred
5. Include causes of injury (if applicable)
6. State whether the responsible person was notified and, if not, why
7. Include whether or not law enforcement, Adult Protective Services, Department of Child Safety or Tribal Social Services were contacted
8. Include signatures and names of the person completing the report and his/her supervisor and any additional comments  

Note: If electronic incident reports are completed/submitted from a hand-written document, those documents must be maintained and provided to the Division, upon request.
9. Be completed for each individual involved in the incident and reference other individuals by initials only
10. Be included in the member's primary record maintained by the Support Coordinator and by the provider completing the report.