

Incident Reports

Incident reports are used to document events or incidents involving a recipient that are out of the ordinary and serious in nature.

Incident Reports are to be completed and submitted to the Recipient Rights Office within 48 hours or 2 business days. Filing an Incident report includes but is not limited to:

1. Death.
2. Serious physical injury.
3. Serious illness.
4. Serious challenging behavior.
5. Alleged abuse, neglect, or sexual abuse.
6. Significant medication error – i.e., an error which could have caused or did, in fact, cause impairment of bodily function, permanent disfigurement, or death.
7. Suspected criminal offenses involving a recipient. 8. Vehicular accidents.
8. Bio-hazardous accidents.
9. Use of physical management
10. Violation of client rights
11. Other-check with your program coordinator if you are unsure whether or not an incident report is needed.

Steps to Filling out the Incident Report

1. Fill out all of the requested information blanks completely, legibly and accurately.
2. Only Group Homes need to put a license number in; CLS homes just write N/A.
3. Use a separate incident report for each consumer that is involved.
4. Only use one consumer's name on each form; if another consumer is involved, use only their initials.
5. Include the names of all staff present
6. When describing the incident, list only facts, not what you think happened. What did you observe?
7. Incident Reports are to be completed and submitted to the Recipient Rights Office within 48 hours or 2 business days.