



Policy Number: 22 Effective: May 1, 2008 Revised: September 18 <sup>th</sup> , 2017
Subject: Event Reporting

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy for adhering to the Division of Developmental Disabilities' Event Reporting Guidelines and relevant Code of State Regulations with regard to all incidents of injury, alleged/suspected abuse or neglect, death, medication errors, elopement, or other unusual events per the Division Directive 4.070 and 9 CSR 10.5.206 and 9 CSR 10-5.200.

**POLICY:**

**I. Event Reports**

Upon receipt of an event report form from a community provider for a client served on their caseload, CCDDR Support Coordination staff shall take the appropriate actions:

1. Review event reports to ensure that community providers have taken all reasonable measures necessary to protect the health and safety of clients.
2. Review event reports to assure accuracy, timeliness, completeness and conformity with reporting regulations (DOR 2.210, 4.270 and 9 CSR 10-5.200).
3. Sign form verifying the completion of the previous steps.
4. If CCDDR staff identify incidents of abuse and/or neglect during the review they shall report the incident according to 9 CSR 10-5.200.
5. Ascertain that incidents which meet the department investigation criteria are managed in compliance with DOR 2.210 and 9 CSR 10-5.200.
6. Determine the efficacy of corrective action plans and whether any additional actions must be taken.
7. Provide the form to the Director or designee for review and signature.

All Event Reports of the following nature must be sent/faxed to the Rolla Satellite Regional Office the next working day:

- Alleged or suspected abuse/neglect or misuse of funds or property
- Death
- Criminal activity involving a client
- Elopement/unauthorized absence
- Any event that results in hospitalization
- Significant unanticipated deterioration in client's physical or mental health status
- Illness or injury requiring medical intervention other than minor first aid
- Medication errors that require treatment or intervention

For all such incidents noted above, the provider must contact the CCDDR after-hours emergency contact number immediately if the event occurs after normal CCDDR business hours. All other event reports may be sent to the Regional Center within five working days of the incident/event.

Events that are unusual and not being addressed in a person's plan are to be reported to the designated quality management staff as well as any findings of concerns or issues related to health, safety/environment, money, rights, or services that were noted in the event report that require action. File all event reports separately from the client's record. Failure of CCDDR staff to report suspected or observed abuse/neglect or misuse of funds/property will be cause for disciplinary action, including dismissal.

NOTE: Event Reports are an administrative tool and not part of the clinical record; therefore, they should not be referenced in log notes or filed in client record.

## II. Review of Event Reports

Support Coordinators shall have access to the data from event reporting for personal planning purposes. Information surrounding individual issues such as behavior incidents, use of restraints, falls, environment, health, etc., should be reviewed and discussed by the interdisciplinary team when evaluating, updating, and developing individual person centered plans.

CCDDR management staff shall have access to the Regional Office data for Camden Co. clients for reviewing and trending of event report information. This is also important for identification of issues needed for further investigation due to recurring themes and serious events.

The CCDDR Director shall be notified by external bodies (Regional Office staff, other providing agencies, certification, investigators, etc.) when a pattern of incidents reveals serious systemic issues regarding the administrative operation of a facility or contracted provider agency.

The CCDDR Director or designee shall train all staff on incident reporting and notification procedures. The training is to be conducted for new employees during orientation and for all other staff during annual updates or whenever a major change in policies and procedures occurs.

### **REFERENCES:**

- ✓ Division Directive 4.070
- ✓ CARF Standards Manual, Section 1E
- ✓ 9 CSR 10-5.200
- ✓ 9 CSR 10.5.206
- ✓ DOR 2.210