Creating a new Reportable Incident report

May be accomplished by any portal user.

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Creating a new Reportable Incident Report

- Log on to portal
- Select the "Reportable Incident" tab
- Click the "New" icon

Enter required information

NEW REPORTABLE INCIDENT

INCIDENT TYPE ①

☐ Accident involving facility-sponsored transportation resulting in resident injury
☐ Activation of the facility's Emergency Action Plan for any reason, other than as a test of the system.
☐ An unexpected death of a resident; may be related to injuries while under care of the facility, or some other cause
☐ Fire of any type, with or without physical damages, in any part of the facility or its grounds.
☐ Interruption of the facility's fire suppression system lasting 10 or hours.
☐ Mistreatment
☐ Power outage lasting one or more hours.
☐ Resident death, from any cause, that occurred while the resident was restrained or in seclusion.
☐ Resident injury of Unknown Origin
☐ Resident-to-Resident incidents (verbal, physical, mental or sexual)

☐ Accidental death of a resident
☐ Activation of the facility's evacuation plan, for any reason other than as a system test.
☐ Any fall where the resident receives one or more injuries
☐ Interruption of the facility's fire alarm system for four or more hours.
☐ Misappropriation of resident property by staff (includes contractors)
☐ Neglect
☐ Resident abuse or misappropriation of property by family or visitor.
☐ Resident Elopement of any duration
☐ Resident suicide or attempted suicide
☐ Staff abuse

INCIDENT DETAIL ②

Date/Time of Incident [＿＿＿＿＿] [▽] [▽] [▽]

Incident Description

③

Resident(s) Involved Click to add residents ④

Immediate Protective Action Plan

⑤

04/23/2018

Required information

- 1. Select the Incident Type by checking the appropriate box
- 2. Date and time of incident
  - First box shows a calendar
  - Second box is for hour (time of day)
  - Third box is for minutes (time of day)
  - Fourth box is the AM or PM indicator
- 3. Enter a description of the incident
- 4. Click the link "Click to add residents" to enter information for any person involved (e.g., victim, perpetrator, staff member, etc)
- 5. Detail steps taken immediately to ensure resident(s) properly protected until results of investigation are complete.

Submitting Reportable Incident

- ➡ 1. Selecting this option will delete the entered information

- ➡ 2. Selecting this option saves the entered information but does not send the report

- ➡ 3. Selecting this option saves the entered information and sends the report to the portal

- ➡ Option #2 should only be used when the person submitting the report needs to stop what they are doing to tend to more urgent events, with the intent of returning to the report shortly and then sending it to the portal. Option #2 does not stop the clock used to determine if the report was submitted in a "timely manner". Option #3 does stop that clock.

- ➡ Reportable incidents are based on when the event occurred not when it is reported to the portal. For example: if an event occurred on Friday evening but is not reported to the portal until Monday morning, the reporting will indicate it is late for reporting purposes.

Reportable Incident transmission options

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