

Reportable Incident Screen

The screenshot shows the 'Reportable Incidents List' interface. At the top, there is a header bar with the title 'Reportable Incidents List' and a 'New' icon on the right. Below the header, there are three tabs: 'Reportable Incident', 'File Upload', and 'Users'. The 'Reportable Incident' tab is selected. Below the tabs, there are two buttons: 'Show Active' and 'Show All'. Below these buttons is a table with the following columns: Incident ID, Person Reporting, Situation, Incident Date, Investigation Due Date, Status, Doc Sent, Sent On Time, Overdue, Open, and Delete. A red circle with the number '1' is around the 'Reportable Incident' tab, and a red circle with the number '2' is around the 'New' icon. A red arrow points from the '1' to the 'Reportable Incident' tab, and another red arrow points from the '2' to the 'New' icon.

1. This tab is used to manage Reportable Incidents. The reportable incident is the initial notification that a reportable event may have occurred; it defines the event, who may have been involved, and the initial measures taken to ensure protection/safety of any involved residents.
2. The **New** icon is selected each time a “new” event is to be added to the portal.

Reportable Incident Close Save Send

Reportable Incident File Upload Users 7 8 9

NEW REPORTABLE INCIDENT

INCIDENT TYPE 1

<input type="checkbox"/> Accident involving facility-sponsored transportation resulting in resident injury	<input type="checkbox"/> Accidental death of a resident
<input type="checkbox"/> Activation of the facility's Emergency Action Plan for any reason, other than as a test of the system.	<input type="checkbox"/> Activation of the facility's evacuation plan, for any reason other than as a system test.
<input type="checkbox"/> An unexpected death of a resident; may be related to injuries while under care of the facility, or some other cause	<input type="checkbox"/> Any fall where the resident receives one or more injuries
<input type="checkbox"/> Fire of any type, with or without physical damages, in any part of the facility or its grounds.	<input type="checkbox"/> Interruption of the facility's fire alarm system for four or more hours.
<input type="checkbox"/> Interruption of the facility's fire suppression system lasting 10 or hours.	<input type="checkbox"/> Misappropriation of resident property by staff (includes contractors)
<input type="checkbox"/> Mistreatment	<input type="checkbox"/> Neglect
<input type="checkbox"/> Power outage lasting one or more hours.	<input type="checkbox"/> Resident abuse or misappropriation of property by family or visitor.
<input type="checkbox"/> Resident death, from any cause, that occurred while the resident was restrained or in seclusion.	<input type="checkbox"/> Resident Elopement of any duration
<input type="checkbox"/> Resident injury of Unknown Origin	<input type="checkbox"/> Resident suicide or attempted suicide
<input type="checkbox"/> Resident-to-Resident incidents (verbal, physical, mental or sexual)	<input type="checkbox"/> Staff abuse

INCIDENT DETAIL 2

Date/Time of Incident

Incident Description

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Resident(s) Involved [Click to add residents](#) 4

Parties Accused [Click to add party accused](#) 5

Immediate Protective Action Plan

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This is the screen that appears when the New icon is selected. All fields are required fields.

1. **Incident Type:** Reporter selects the incident type from the supplied list. Please note: when any of these four types is selected, the reporter will be required to supply a staff members/non-employees name in the Parties Accused area: *Mistreatment, Misappropriation of resident property by staff (including contractors), Neglect, or Staff abuse.*
2. **Time/Date incident:** indicate when the event occurred, or is alleged to have occurred, not when it was reported to the portal.
3. **Incident Description:** detailed description of the occurrence that caused the report to be created; that is, the what, when, where, and how of the event.
4. **Resident(s) Involved:** select Click to add residents to enter the information for the involved residents, regardless of the residents' role in the event, e.g. victim or aggressor.

5. **Parties Accused:** select Click to add party accused to enter the information for a non-resident who may have been named as being involved in the event – this is now a required field when any of the four incident types (item 1 above) has been selected.
6. **Immediate Protective Action Plan:** Provide all measures taken to ensure the immediate safety/protection of the involved resident. A reviewer should be able to readily determine appropriate protective measures were taken for this event. While the reporter may add information about future steps, this area is intended to demonstrate what was done at the time of the event. This area is not the place to add any information regarding a determination of the validity of an event nor investigation activities - those should be reported in the File Upload tab.
7. **Close:** selecting this button, before the report to close. When selected before a Date/Time has been entered, selecting the Close button will delete the event. If selected after a Date/Time has been entered it will merely close the event.
8. **Save:** this allows the reported to temporarily save the report without uploading it to the portal. There may be any number of reasons for the reporter to choose to Save the report without uploading it, however, saving the report does NOT upload it to the portal nor will it meet the time requirements for the reporting of an event.
9. **Send:** once the information has been entered all the required fields, the reporter should click the **Send** icon. This completes the reporting requirement. Only by clicking the Send icon is the reporter able to complete the requirements for reporting the event; clicking the Save icon does not upload the event to the portal – even though it would allow the person responsible for uploading the investigation results to select the event number to upload the investigation.

Reporting an event is simply that, an event is reported to the Portal. A thorough investigation, by the facility, will support the accuracy of the reported information, identification of involved individuals, as well as actions taken relating to the event, if any are indicated. Information supplied under **Parties Accused** is not an indicator of that individual's involvement/role; that will be determined through the investigation report which will be due within five business days