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| |  |  |  | | --- | --- | --- | | **Follow-up Scope and results :** |  |  | | Service Grouping | Licensure level and duration | # Indicators std. met/ std. rated | | Employment and Day Supports | 2 Year License | 1/1 | |  |  |  | | |  |

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| |  | | --- | | **Summary of Ratings** | |  |
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| |  |  | | --- | --- | |  |  | | |  |  | | --- | --- | | **Employment and Day Supports Areas Needing Improvement on Standard not met - Identified by DDS** | | | **Indicator #** | L91 | | **Indicator** | Incident management | | **Area Need Improvement** | Not every Incident Report was finalized by the required due date. The agency needs to ensure all incident reports are generated and finalized by their required due dates. | | **Process Utilized to correct and review indicator** | Any incident involving a person served at the day program will be reviewed by the Director/VP of Day and a report will be completed in AWARDS. The Director of QA will then input the report in to HCSIS. The Case Manager/Designated staff will contact via email the Residential Provider within 24 hours to gather information resulting from the incident. Once that information has been gathered, the QA Director will finalize the report in HCSIS within 7 days of the incident. Should the need for an extension arise, the QA Director will Request an Extension in HCSIS to ensure that timelines have been met. | | **Status at follow-up** | Although there have been zero instances in which the program has had to enter an incident report into HCSIS, the team feels confident that the report would meet all required timelines for entering as well as finalizing the report. | | **Rating** | Met | |  | |  |  | | |