



*This fact sheet is intended to be a quick guide that addresses a number of topics that are relevant when reporting incidents in HCSIS. It is not intended to provide all necessary information about incident reporting. For more detailed information about Incident Management, please refer to the **HCSIS Incident Management Guidelines, Incident Categories Guide, Significant Behavioral Incident Decision Tree, and the Incident Report Instructions.***

1. Behavior Plans and Incident Reports

Events for a perpetrator that involve a **behavior tracked through a behavior plan** do not require that an incident report be completed as long as the behavior plan addresses the specific event and data is kept and shared to make changes as needed. An incident report must always be completed if the individual is the alleged victim, if there is an injury, and/or if law enforcement or a member of the community is involved. **The use of behavior plans in lieu of an incident report is fully outlined in the Incident Management Guidelines.**

2. Hospital Visits

If an individual at any time during an event is taken to the hospital on an emergency basis, the incident must be reported as a hospital visit with the appropriate secondary category unless the situation calls for the categorization of “unexpected/suspicious death” or “suicide attempt”. The reason for the hospital visit must always be answered. Determining the reason for the hospital visit can be done by evaluating whether the event would have fallen under a different incident category except for the fact the individual went to the hospital, such as a significant behavioral incident.

3. Medical or Psychiatric Intervention Not Requiring a Hospital Visit

The following events should trigger an incident report in this category if an emergency visit to the hospital is not required:

- a. Ingestion of a non-food item
- b. Medication and/or medical directive refusal that could pose a potential health concern of a serious and immediate nature without a plan
- c. Suicidal threat or ideation without a plan
- d. Use of the Heimlich

4. Major/ Minor Level of Review Incidents

Some incident categories automatically default for a “major” level of review, such as “Theft – Alleged Perpetrator”. Other incidents that default to a “minor” review must be escalated for a second level review if they:

- a. Involve the Police in any capacity
- b. Cause or could cause a negative impact in the community
- c. Involve the ingestion of non-edible items by the individual
- d. Consist of a fire allegedly started by an individual



5. Mistreatment

The category of mistreatment should only be used if the abuse is by a caretaker. If the abuse is by someone other than a caretaker, such as a boyfriend or girlfriend, the category could be “Other Criminal Activity – victim.”

Restraint is not allowed with individuals receiving ABI or MFP services. An incident of suspected mistreatment with a secondary category of “Suspected Physical Abuse” must be filed when unauthorized restraint is used, unless the hold is done to protect the individual’s immediate safety. For individuals supported through the ABI and “Money Follows the Person” (MFP) services, if the restraint is determined to protect the individual from imminent physical harm such as running into traffic, the appropriate incident category should be used and the narrative should describe the hold used for protection.

6. “Other” Category

The category of “Other” should rarely be used to report an event through HCSIS. Reporters should check all other categories to determine which, if any, is most appropriate for the event. Events that do not fit into any category, and therefore may not rise to the level of an incident report as identified in the incident categories, can be documented and communicated outside of the HCSIS Incident Reporting System.

7. Site Based Incident Reports

Site Based Incident Reports are filed for incidents involving a group of individuals supported by DDS. Site Based Incidents are those where the direct effect on individuals is very small, such as a minor traffic accident not requiring a hospital visit or theft of money at the residence. In the latter case, the provider reimburses and the event causes no disruption for the individuals involved. Site Based Incident Reports should only be used for events in which the impact is identical for all involved individuals and where there is no injury, illness or victimization by another individual. In the event that an individual is responsible for an event which resulted in a Site Level Incident Report for a group of individuals, an Individual Incident Report would be filed for the individual who caused the event, and the remaining individuals would be included in the site level incident report.

8. Classification Questions

A number of questions are asked on the incident classification page. These include whether the incident included the unauthorized use of drugs or alcohol, medication or medical directive refusals, and suicidal threats or ideation. Reporters only have to acknowledge if the specific issue is present and not whether it contributed to the incident. This will be determined through the review process.