

Site Based Incident Reports

1. When completing the site based incident report, the reporter needs to enter the names of all individuals involved in the site based incident. Demographic information will not be populated by Meditech for site based incident reports.
2. Site based reports are tied to the site, so you will usually be able to ensure you have the right information by confirming with the names of individuals served at the site.
3. On the site based incident report you would list all those individuals to whom the report applies. If one individual is impacted differently from others, more severely for instance, then an individual incident report should be completed for that person.
4. **What if there is a site based incident involving individuals from different areas?** One site based incident report would be completed for all individuals involved. The provider would determine which Area Office should review and approve the incident report and then fax a copy of the initial and final reports to other involved areas after first redacting individual information of individuals from other areas.
5. If an agency chooses to do a site based incident report, they are responsible for notifying all areas that support an individual covered in that report. Areas other than the area that will be completing the review should have a paper copy of both the initial report and the final report faxed to them.
6. The timelines for Site Based Incidents notification are: One business day for major incidents and three business days for minor incidents.

Note: Confidentiality Considerations

There are state and federal laws, such as HIPAA and the Fair Information Practices Act, that protect the confidentiality and privacy of DMR consumers as well as staff who support them. To assure that these interests are safeguarded, any information concerning an individual which, because of name, identifying number, mark or description can be readily associated with a particular individual should be redacted.

For example, names can be substituted with initials or with descriptors such as Staff

A, Staff B or Witness C, Witness D or Reporter.