



Incident and Event Reports



BEACON
Specialized Living

What are IR/ERs?

Incident Reports and Event Reports are reports written following an occurrence that is either significant or unusual.

These reports get communicated to outside agencies such as the Licensing Division, Recipient Rights Office, Case Manager, and Guardian.

Reports must be completed before the end of the shift and must be written by the staff who observed or was involved in the situation

When to Write an Event Report?

Medication errors, refusals, or running out of a medication.

Any unexplained injury, fall, an/or accident that could have caused injury to the resident

Elopement from the home (Resident still in line of sight from staff)

Any "unusual incident." Examples include but are not limited to:

1. Stealing
2. Environmental emergencies that could have resulted in a need for medical care but did not.
3. Problem behavior not addressed in their plan such as physical aggression, smoking in the home
4. Inappropriate sexual acts such as public masturbation, etc.
5. Aggressive behaviors that disrupt the home but did not result in serious injury

When to Write an Incident Report?

Death of a resident.

Hospitalization of a resident.

Emergency department visits.

Attempts at self-inflicted harm or harm to others

Instances of greater property destruction

Arrest or conviction of a resident

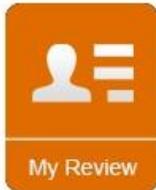
Resident AWOL (Resident out of line of sight and hearing range or unknown whereabouts)

Any use of physical intervention/CPI

Any suspected abuse or neglect of a resident (this is followed by an immediate call to ORR)

Calling 911/police contact

IR/ER Reporting in Clarity



What is the Portal?

An online reporting and work request tool – the portal is for resident incident and event reporting, the reporting of employee injuries and safety concerns, compliance reporting including HIPAA violations, general reporting, and workflow requests. The portal will evolve over time with the addition of new features and new reporting forms.

How to use the Portal?

Select and click – to submit a report, click the center "Submit Event" button. From there, you can select the form you want by clicking on it. Data entry is intuitive through drop-down menus, check buttons and text fields. If you get lost at any time, simply select the "Reset" button to clear the form and start over.

Submit Event



IR/ER Reporting in Clarity



Select Form

Please select a form from the list below.



Resident Reporting Form

For the submission of resident incident and event reports

Employee Reporting Form

To report your workplace injury or an unsafe condition or event that could have resulted in an injury

Compliance Reporting Form

For the reporting of suspected compliance violations

Compliance Tracking Form

FOR ADMINISTRATIVE USE ONLY

Clinician Weekly Report

FOR CLINICIAN USE ONLY

EOC Monthly Checklist

FOR ADMINISTRATIVE USE ONLY

Beacon Bucks/Incentives

FOR ADMINISTRATIVE USE ONLY

IR/ER Reporting in Clarity

*** Report Type:**
 Event Report Incident Report

*** Event Date/Time:**
05/28/2020 Hour: 1 Min: 29 AM

*** Date Submitted:**
05/28/2020

*** Home:**
Chesterfield

*** Region:**
East

*** District:**
East

*** Specific Location:**
Medication Room

*** License Designee/Administrator Name:**



Staff should be completing each selection with the appropriate information.

Look Up Demographics will search the resident's name and complete the demographics section automatically.

Look Up Demographics

*** Resident Number:**

*** Resident First Name:**

*** Resident Last Name:**

*** Facility Address:**

*** Facility City:**

*** Facility State:**

*** Facility Zip Code:**

*** Facility Phone:**

IR/ER Type

- Staff should be choosing the closest IR/ER type. This will help track trends of behaviors.
- Some selections generate more questions. Staff should fill out every section of the IR/ER to collect the data needed.

*Event/Incident Type:

Abuse/Neglect

Adverse Client Behavior

Death

Illness & Injury

Med Errors

Med Refusal

Medical Hospitalization

Psychiatric Hospitalization

...d to Resident (if Applicab

...nesses?

...ction

...declined to get out of bed to

- Staff should complete the first two sections in full.
- When reviewing an IR/ER, check every section to ensure accuracy. Edit any spelling or grammatical errors.
- If something is unclear, reference the NextStep notes.

*** Describe the Event:**
Despite staff prompts, Resident declined to get out of bed to receive his scheduled 8:00 am medications.

*** Action taken by Staff/Treatment Given:**
Staff offered encouragement and education regarding the importance of complying with scheduled medications.

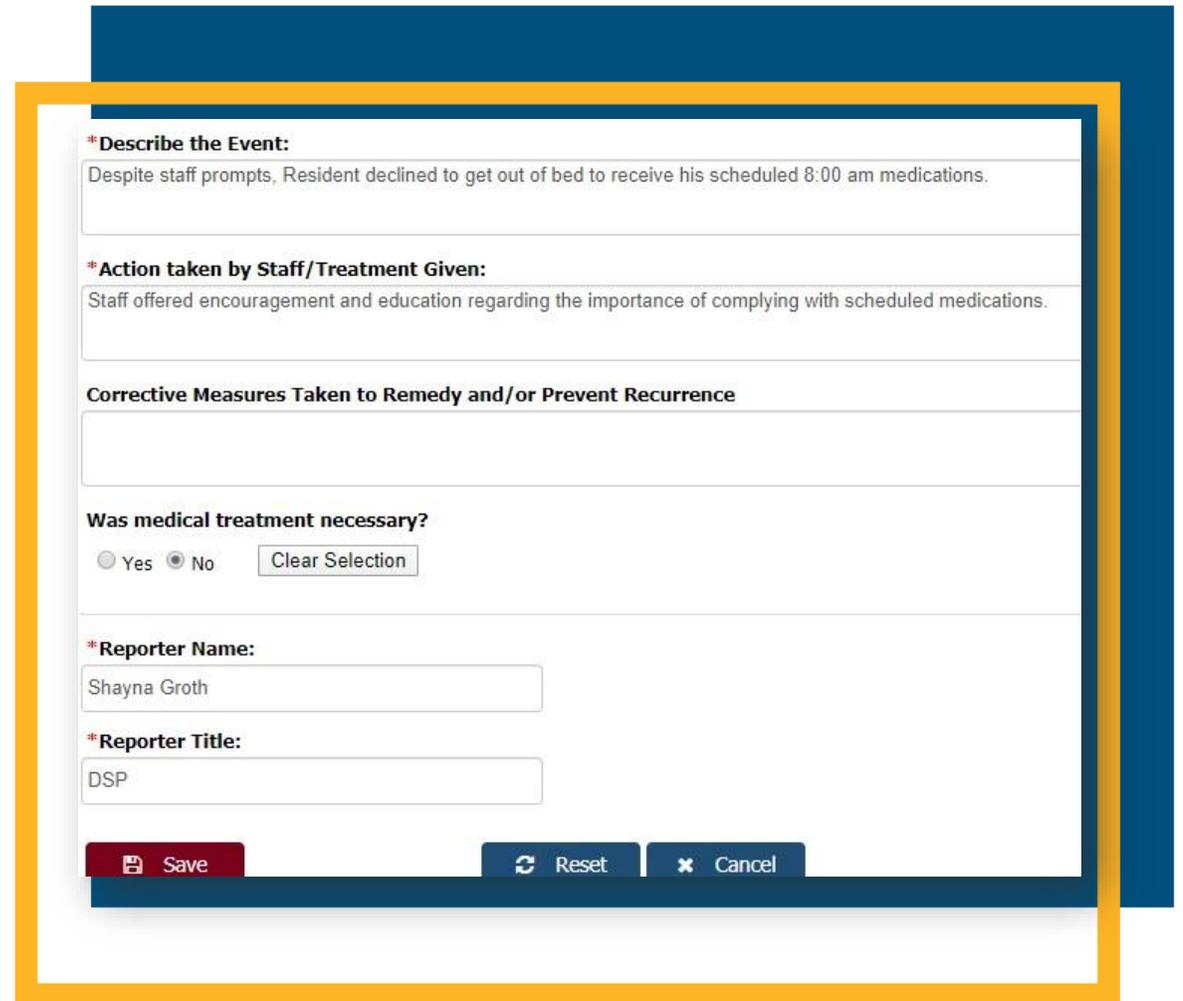
Corrective Measures Taken to Remedy and/or Prevent Recurrence

Was medical treatment necessary?
 Yes No

*** Reporter Name:**
Shayna Groth

*** Reporter Title:**
DSP

- Home Managers are responsible for completing the Corrective Measures section.
- Corrective Measures should clearly indicate the steps you are taking to ensure this incident does not happen again.
- This can include setting up a meeting with their Case Manager to discuss new interventions, or even medication reviews.



The screenshot shows a web form with the following sections:

- * Describe the Event:** A text box containing "Despite staff prompts, Resident declined to get out of bed to receive his scheduled 8:00 am medications."
- * Action taken by Staff/Treatment Given:** A text box containing "Staff offered encouragement and education regarding the importance of complying with scheduled medications."
- Corrective Measures Taken to Remedy and/or Prevent Recurrence:** An empty text box.
- Was medical treatment necessary?:** Radio buttons for "Yes" and "No" (selected), and a "Clear Selection" button.
- * Reporter Name:** A text box containing "Shayna Groth".
- * Reporter Title:** A text box containing "DSP".
- At the bottom, there are three buttons: "Save" (red), "Reset" (blue), and "Cancel" (blue).

Once reviewed and completed, go to Follow-up and enter in all person(s) to be notified.

Each checked box will generate areas to enter the name and notification time.



- LiveEvent
- Follow-up
- Change Log
- Original Event
- Attachment
- EDocumentFormat



Licensee Name:
Beacon Specialized Living Services, Inc. ▾

Person(s) notified:

<input type="checkbox"/> AFC Licensing	<input type="checkbox"/> Physician or RN
<input checked="" type="checkbox"/> Adult Protective Services	<input checked="" type="checkbox"/> Office of Recipient Rights
<input checked="" type="checkbox"/> Designated Representative/Legal Guardian	<input checked="" type="checkbox"/> Responsible Agency
<input type="checkbox"/> Law Enforcement Agency	<input type="checkbox"/> Other

Designated Representative/Legal Guardian Notification Date/Time:
[] [] Hour: 1 ▾ Min: 0 ▾ AM ▾

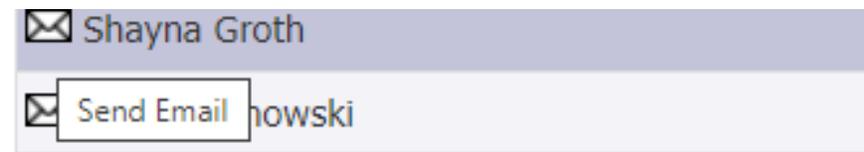
Designated Representative/Legal Guardian person(s) notified:
[]

Once completed, notify your District Director or supervisor through the Follow-up tab.

The District Director is responsible for final review and sending the IR/ER to the appropriate parties.



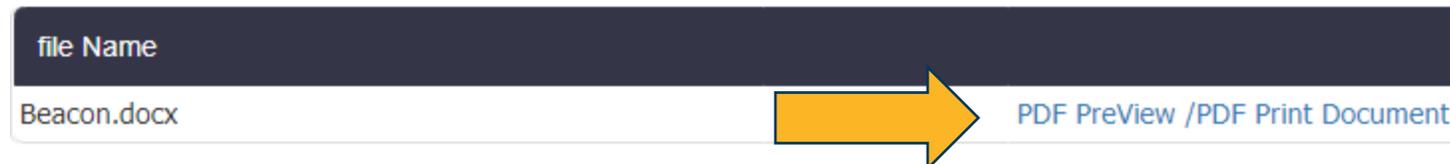
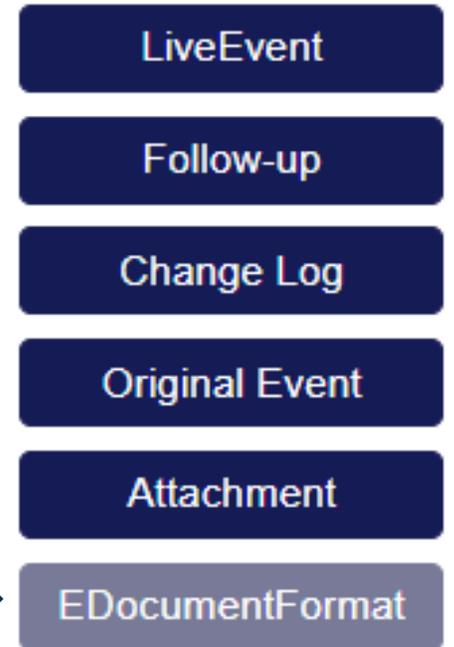
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Saving the IR/ER

Incident and Event Reports are printed out upon completion and stored in the Incident Reporting binder for auditing purposes.

1. Select EDocumentFormat.
2. Click PDF PreView /PDF Print Document
3. Print out the IR/ER upon completion and place in the Incident Reporting binder for auditing purposes.





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