

# REQUEST FOR CLARIFICATION/INTERPRETATION

<b>TO:</b>	Name and Title: Jannis Conselyea	<b>FROM:</b>	Name and Title: Denise Frey, QIS
	Organizational Unit: DDP central office		Organizational Unit: DDP Region V
	Address: Helena, MT		Address: Kalispell, MT

1. TYPE OF REQUEST:  Follow-up to Verbal Request - Date of Verbal Request  Written Request

2. STATEMENT OF QUESTION OR ISSUE: What are provider reporting responsibilities for incident management when a consumer resides in a group home setting yet is with family in the family home (where DDP paid staff are not present) and an incident occurs that would be defined as critical per the IMC policy? Would this differ for approved vacations/community access of few hours or 24hrs plus?

If an individual receives supported living services and a defined critical incident occurs when paid staff is NOT present but the agency has 24hr on call is the incident reported as a critical GER or is this reported as a high Tlog or other documented communication?

In a work/day program if the individual has community access and leaves at a designated break time and a defined critical incident occurs with no paid staff present is this still reported as a critical GER or is this reported as a high Tlog or other documented communication?

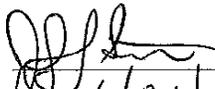
References:

3. ANSWER: The provider is not responsible to write a critical incident report if staff are not present and the individual is not receiving services because they are at home with family or on vacation.

If an incident occurs when the individual is in Supported Living Services but paid staff are not present when the incident is discovered an incident report should be written and entered into the data management system

If an incident occurs during break time at a work/day site regardless of whether or not staff are present an incident report needs to be written and entered into the data management system.

References:

Approved and Issued by:  (Program Director)  
Date: 6/21/13

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