



State of Nebraska DHHS-Division of Developmental Disabilities

Quarterly Provider Incident Report Template

Implementation Date: 7/28/17

Revised: 12/30/2019

Revised: 1/1/2021

Provider:

DATE:

To: DDD Central Office via SComm to:

First Name: DHHSDDQuality

Last Name: Mailbox

Quarterly Incident Report for Provider:

Reporting period: [] Quarter

Start Date: [] – Ending Date: []

1. DATA COMPILATION:

Graph/Sheet 1:

Graph/Sheet 2:

Graph/Sheet 3:

2. PROVIDER AND PARTICIPANT DATA ANALYSIS AND ACTION PLANS TO ADDRESS INCIDENT REDUCTION OR SYSTEMIC PATTERNS

DIRECTIONS: This section includes a detailed compilation and analysis of quarterly incident report data. Complete all sections needing additional analysis by filling in the shaded sections with the requested information or the number of GER events.

NOTE: *Any alphabetical sections B-U needing no analysis, as described in the table for the event category, should be deleted and removed from your Provider Report.*

A. This quarter there were [] high notification level General Event Reports (GERs), which involved [] high level incidents and [] participants. In comparison, there were [] High Notification GERs the prior quarter.

B. Acute Illness or Change in Condition (Event Types Serious Illness or Change in Condition):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were three or more incidents for the quarter.	
A participant had three or more incidents.	
This quarter's total exceeded the prior provider or	

Provider:

participant total. There were systemic issues.	
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Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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C. Allegation or suspicion of abuse, neglect, or exploitation (Event type: Complaint and/or Possible Litigation):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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D. Behavioral episodes (Event Type: Behavioral Issue):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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E. Death of a participant (Event Type: Death):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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F. Hospitalization of a participant (Event Type: Hospital):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis
A participant had three or more incidents. This quarter's total exceeded the prior provider or participant total. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

*Clarify how many were for mental health reasons and how many were for physical health incidents.

G. Incidents of choking (Event Type: Choking):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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H. Infestations (Event Type: Infestations):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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I. Injury of unknown origin raising suspicion of abuse or neglect (Event Type: Injury w/ Designation abuse or neglect is suspected):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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J. Injury or displacement as a result of fire, flood, or other similar emergency or natural disaster(Event Type: Injury w/Cause of Emergency/Natural Disaster or Displacement):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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K. Injury requiring medical attention (Event Type: Injury w/Moderate or higher severity or Suicide):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
A participant had three or more incidents. This quarter's total exceeded the prior provider or participant total. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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L. Injury resulting from fall (Event Type: Injury w/ cause as fall):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
A participant had three or more incidents. This quarter's total exceeded the prior provider or participant total. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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M. Injury resulting from use of restraint (Event Type: Injury w/cause as Restraint):

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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N. Injury resulting from Medication Error (Event Type: Medication Error):

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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O. Law enforcement contact or possible criminal activity (Event Type: Criminal Activity/Misconduct or Law Enforcement Involvement, or Possible Criminal Activity/misconduct):

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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P. Participant leaving provider supervision or a participant being identified as a missing person (Event Type: AWOL/Missing Person):

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
A participant had three or more incidents. This quarter's total exceeded the prior provider or participant total. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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Q. Seizure that lasts over five minutes or over the timeframe set by the participant's physician, or which requires treatment at an urgent care center, emergency room, or hospital (Event Type: Seizure)

Analysis:

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:

A participant had three or more incidents.
 This quarter's total exceeded the prior provider or participant total.
 There were systemic issues.

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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R. Use of an emergency room or urgent care facility for treatment (Event Type: Hospital w/ER w/out admission):

Analysis:

Complete an additional analysis if any of the following conditions are present:

Explain reason(s) for additional analysis:

A participant had three or more incidents.
 This quarter's total exceeded the prior provider or participant total.
 There were systemic issues.

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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S. Use of emergency safety intervention (Event Type: Emergency Safety Intervention):

Analysis:

Complete an additional analysis if any of the following conditions are present:

Explain reason(s) for additional analysis:

A participant had three or more incidents.
 This quarter's total exceeded the prior provider or participant total.
 There were systemic issues.

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

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T. Use of PRN psychotropic medication (Event Type: PRN Psychotropic Use)

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

U. Use of prohibited practices for any reason (Event Type: Restraint Other or Complaint and/or Possible Litigation):

Complete an additional analysis if any of the following conditions are present:	Explain reason(s) for additional analysis:
There were incidents for the quarter. There were systemic issues.	

Action Plan to address Incident Reduction or Systemic patterns:

Please explain in details the action plans that will be taken or have already been taken to address this category of incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

V. Include an additional analysis and action plan addressing events improperly categorized as High notification events based on the GER Instruction Guide Reportable Incident List.

Analysis:

Action Plan to address Incident Reduction or Systemic patterns:

Explain, in detail, action plans that will be taken or already taken to address incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

W. There were participants with more than 4 high GERs.

Analysis:

Action Plan to address Incident Reduction or Systemic patterns:

Explain, in detail, action plans that will be taken or already taken to address incidents for the

participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

3. DATA INTERPRETATION:

DIRECTIONS: This section includes overall data interpretation, including reasons for the performance or reasons for the overall data increases/decreases.

Include reasons why data points are/are not determined to be problematic.

Address how GERs were entered, processed, and approved.

- a) The overall incident Increase/Decrease is possibly due to
- b) Additional actions to address the overall incident increase are/are not needed because
- c) Reporting of incidents to the participant, family member/legal representative (As appropriate), the Service Coordinator, CPS/APS and Law Enforcement as appropriate was completed properly and timely for of GER incidents.
- d) GERs were approved properly and timely for of GER incidents.
- e) Notification levels for GERs were initially completed properly for of GERs.
- f) GERs were submitted within required timelines for of GER incidents.
- g) Corrective actions were taken for of GER incidents.

Action Plan to address Incident Reduction or Systemic patterns:

Explain, in detail, action plans that will be taken or already taken to address incidents for the participant or provider, or list why additional action plans should not be implemented to address the analysis of the incidents:

Sincerely,

Name(s) and Title(s) of person Completing Report:

When finished, send the Word version copy of your Provider Report via SComm to:

First Name: DHHSDDQuality

Last Name: Mailbox

Quarter:	Quarter Data:	Quarterly Report Due Date:
1 st Quarter	January – March	April 30 th
2 nd Quarter	April – June	July 30 th

Provider:

3 rd Quarter	July – September	October 30 th
4 th Quarter	October - December	January 30 th