

Risk Management & Mitigation
Special Incident Reporting

Shared Information Reporting		
	Action	Documents
Who	ACRC Vendors and Long-term Health Care Facilities who serve ACRC Clients	<ul style="list-style-type: none"> • ACRC Shared Information Report • *Vendor Special Incident Reporting Requirements • ***Under Vendored Care
What	<p>Shared Information report – Shared Information is a report of an occurrence provided by vendor and long-term health care facilities regarding a client that is neither DDS Reportable nor ACRC Best Practice Reportable.</p> <p>Shared Information Categories:</p> <ol style="list-style-type: none"> 1. Routine seizures not requiring medical attention 2. Clients missing program for 3 consecutive days (unexcused absences) 3. Client falls-no injury or received basic first aid 4. Condition requiring medical intervention at one of the following locations: Emergency Rooms; Out-patient Care or Urgent Care Clinic <i>*if the treatment they received is not listed on *" Vendor Special Incident Reporting Requirements" *** under vendored care</i> 5. Pregnancy 6. Medication refusals-if client is age 14 or older 7. Minor injury-basic first aid 8. Injury-accident 9. Injury –from a behavior episode 10. Injury from another client 11. Injury –unknown (if not suspecting physical abuse) 12. **Aggressive act to another client 13. **Aggressive act to family 14. **Aggressive act to self 15. **Aggressive act to staff 16. Severe verbal threats 17. Drug /Alcohol Abuse 18. Community safety: (i.e. jumping out of a moving vehicle; j-walking; riding bike without helmet etc.) 19. Property damage 20. Theft by a client 21. Law Enforcement Involvement (Arrests should be reported as an SIR) 22. Bed bugs (If not suspecting neglect) 	

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	<p>23. Report incidents on left column of *"Vendor Special Incident Reporting Requirements" that *** <u>did not occur</u> under vendored care.</p> <p><i>**If no injuries were received by victim or client (alleged perpetrator) has not been arrested.</i></p>	
When	<p>Shared Information should be reported by the vendor or long-term health care facility to the Service Coordinator either verbally or using the Shared Information form (whichever is determined most appropriate) within 48 hours. Exceptions are occurrences that take place on a regular basis such as behaviors or routine seizures. For these type of occurrences the Planning Team will determine the appropriate interval at which the Shared Information should be reported to the ACRC Service Coordinator.</p>	
Where	<p>Documentation is entered into the vendors and/or Long-term care facilities On-going Notes</p>	
Why	<p>Shared Information allows for Vendors to communicate with ACRC and collaboratively plan for the health and safety of the client.</p>	
How	<p>Vendors or Long-Term Health Care Facilities will call, email or submit incident details using the Shared Information form.</p> <p>Upon receipt, the SC reviews it to ensure it is not a DDS Reportable or Best Practice Reportable incident as well as contains adequate detail. SC may request additional information to be provided.</p>	