



"The Dynamics of Documentation" Part II

What Everyone Needs To Know (The HCS Program)

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Incident/ Injury

- What constitutes as an injury?
- What constitutes as an incident?
- When is something considered a serious incident?



Examples of Types of Incidents/Injuries

- Missing Person
- Behavioral Episodes: VA, PA, SIB's, Property Destruction, Elopement, etc..
- Med Errors
 - Omission, Wrong Dose, Wrong Person
 - Others: Wrong Route, Transcription Error, Physician or Pharmacy Error, etc...
 - Serious/Non-Serious Injuries
 - Restraints (Mechanical, Physical, Chemical)
 - (BSP restraint, Emergency Restraint)
 - Fire, Emergency Evacuation,

Incident/Injury Reporting

- What Do You Report?
- When Do You Report?
- Who Do You Report to?
- What Documentation Do You Fill Out?
 - Incident /Injury Report
- What F/U Needs To Occur? (if applicable)
- Date of incident, Date incident Reported



Incident/Injury Report Info.

- **Name of person reporting**
- **Time & Date reported**
- **Time and Date event occurred**
- **Location**
- **Witness/s to incident (if any)**
- **Persons involved**
- **Description of event or event reported**
- **Persons notified (Provider, Provider nurse, guardian, supervisor, physician, DFPS, DADS etc..)**



A/N/E Reporting

- **What is A/N/E?**
- **When Do We Report?**
- **Who Do We Report To?**
- **Why is our documentation important?**
- **Who Reads What We Write?**
- **What is required?**



Abuse Classifications

- **Class I**
 - Serious physical Injury
 - Sexual abuse involving an employee, agent, or contractor without regard to injury
- **Class II**
 - Non-serious physical injury
 - Act of force or corporal punishment
 - Even if it does not result in non-serious injury
 - exploitation
- **Class III**
 - Verbal or other communication to curse, vilify, degrade, or threaten

Data Collection: Behavioral and Training

- **Why is Data Collection Needed?**
- **What Do I Report For Behavioral Data Collection?**
- **What Do I Report For Training Data Collection?**
- **What Is Done With the Data Collection?**



Importance of Documenting Progress/Lack of Progress

- Did they make progress?
- Did they regress?
- Did they maintain?
- Did they meet objective/training?
- Do they need to:
 - end training/obj.
 - Start new training/objective



How Does Your Documentation Affect The Level of Need?

- **Documentation needs to show an entire picture of the person:**
 - How much assistance do they need?
 - What behaviors do they have, if any?
 - Have they been ill?
 - Progress/Lack of Progress on objs.
 - Etc...

What is Required of Our Documentation?

- **DADS requires that we document**
 - The individuals we serve
 - The needs of those individuals
 - How, when and by whom
 - Services received
 - How Individual benefits
 - Progress/Lack of Progress
 - Supervision of Health & Safety



Scenario:

Individual: **John Smith**

John Smith is on an outing with his direct care staff and 3 other consumers – bowling.

While at the outing/bowling alley, John gets into an argument with another consumer on the outing and begins cursing very loudly at the other consumer (consumer #2), he threatens to hit him, and a short time later he does hit consumer #2 in the face.

Consumer # 2 now has a cut on his face and is bleeding.

Write up an incident/injury report (risk assessment) stating:

1. what happened? (what preceded the event, and what happened during the event)
2. your intervention (what you did),
3. who you contacted, and
4. what the final outcome was for the incident.

*Remember this is a made up story, so feel free to “make up” the events. What is important is how you handled the event and who you contacted.