

"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?

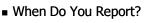


#### Examples of Types of Incidents/Injuries

- 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?



- 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



# 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?



#### 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.