

ADMHDDD Incident Mapping Document

AL Type	GER Type	Notification Level	AL Definition	ADMH Notification Timeline*
Physical Abuse	Other: Abuse SubType: Physical	High	Any assault by someone other than another individual being served, upon an individual; includes but is not limited to hitting, kicking, pinching, slapping, or otherwise striking an individual or using excessive force regardless of whether an injury results. Assault as defined by this policy implies intent.	Immediate
Sexual Abuse	Other: Abuse SubType: Sexual	High	Any sexual conduct with a person supported by someone other than another person supported, with the intent to gratify the sexual desire of himself/herself or the person. Sexual abuse includes, but is not limited to, sexual intercourse, deviate sexual intercourse, or any form of sexual contact to include any touching of the sexual intimate parts. Sexual abuse also includes any incitement by an employee/agent of a person supported to engage in any form of sexual activity with another person or other person supported.	Immediate
Verbal Abuse	Other: Abuse SubType: Verbal	High	Verbal conduct by someone, other than another person supported that demeans or could reasonably be expected to cause shame or ridicule, humiliation, embarrassment, or emotional distress. Verbal abuse includes, but is not limited to, threatening, using abusive, obscene or derogatory language, teasing or taunting in a manner to expose the person to ridicule.	Immediate
Mistreatment	Other: Mistreatment	High	Any act or threat of intimidation, harassment, or similar deed. Mistreatment includes, but is not limited to, active verbal aggression or intimidation, use of physical or non-verbal gestures as a means of intimidation, withholding of, or the threat of withholding, physical necessities or personal possessions as a means of intimidation for control of the person, and making false statements as a means of confusing, frightening, or badgering the person.	Immediate
Neglect	Other: Neglect	High	The failure to carry out a duty through carelessness, inattention, or disregard of duty whereby the person supported is exposed to harm or risk of harm. Neglect includes, but is not limited to: (a) failing to appropriately supervise people; (b) failing to ensure the person's basic needs for safety, nutrition, medical care and personal attention are met; (c) failing to provide supports in accordance with the Person Centered Plan; (d) utilizing treatment techniques, e.g., restraints, seclusion, etc., in violation of the ADMH Administrative Code, whether or not injury results.	Immediate

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verbal reports to ADMH call Regional office or on-call phone, if after hours

Approved GERs due to ADMH within 72 hours

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Exploitation	Other: Exploitation	High	Utilizing the position of employment to take advantage of person supported for personal benefit. Exploitation includes, but is not limited to, improperly requesting a person supported to perform employee's work responsibilities, services or tasks for the employee, requesting, taking or receiving money, gifts, or other personal possessions from a person, utilizing persons to engage in conduct with other persons that would be prohibited if performed by an employee.	Immediate
Severe injury	Injury Injury Severity: Severe	High	A serious injury, explained or unexplained, requiring medical treatment, including any fracture, head injury, or wound requiring more than five sutures.	24 hours
Medication Error (Severity Level 3)	Medication Error: Level 3	High	A medication error occurs when a recipient receives an incorrect drug, dose, form, quantity, route, concentration, or rate of administration. A medication error is also defined the variance of the administration of a drug on a schedule other than intended. Therefore, a missed dose or a dose administered one hour before or after the scheduled time constitutes a medication error. Level 3: Incidents in which the person experienced life- threatening or permanent adverse consequences.	24 hours
Missing/ Eloped Individual	Other: AWOL/Missing Person	High	Any time a person is found to be missing and cannot be located within thirty (30) minutes, regardless of location, the provider staff must immediately report to police and RCS. The notification shall include the suspected time of departure, where the person possibly went, what the person was wearing, a description of the person's behavior/attitude prior to disappearance, and what actions were taken to locate the person.	Immediate
Chemical Restraint	Restraint Other Restraint Type: Chemical	High	The use of medication that is not a standard treatment for the individual's medical or psychiatric condition and is used to control behavior or restrict the individual's freedom of movement. Medications used for the individual's positive benefit as an integrated part of an individual's therapeutic plan of care and specific situation and representing standard treatment for the recipient's medical or psychiatric condition does not meet this restriction definition.	24 hours

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Death	Death (attach Comprehensive Mortality Report to GER)	High	All mortalities, in any setting, are to be reported immediately by the provider or person notified of the mortality to RCS. RCS office is to report the mortality immediately to the DDD. An Initial GER Death Report and a Comprehensive Mortality Review will be required. If the death occurred while the person was not in the provider's care or, if the person lives in a relative's home, it is understood certain information may not be readily available.	Immediate
Natural Disaster	Other: Natural Disaster	Medium	(i.e., tornado, flood, wind damage, hurricane). Provider must be familiar with disaster procedures in the home and be prepared to evacuate to a shelter if needed. Notify RCS after evacuation is completed and safety of person is ensured.	24 hours
Physical Assault	Other: Assault: Individual to Individual, Sub type: Physical	Medium	Any assault by an individual being served upon another individual being served. Includes, but is not limited to, an individual hitting, kicking, slapping, throwing objects at, or otherwise striking an individual which may or may not have caused injury. A physical assault results from planned, intentional behavior and/or from agitation or other behavior where there is specific intent to inflict harm (or potential harm) to another individual.	24 hours
Sexual Assault	Other: Assault: Individual to Individual, Sub type: Sexual	Medium	Any touching of the sexual or intimate parts of an individual being served by another individual being served, to include intercourse and/or deviant sexual intercourse, involving an individual (1) under the age of sixteen, or (2) is coerced, or (3) does not otherwise have the capacity to consent (capacity may be mental or physical, or the individual may be mentally incapacitated) as assessed by the individual's team.	24 hours
Moderate Injury	Injury Injury Severity: Moderate	Medium	An injury, explained or unexplained, requiring medical treatment that is not considered major. For example, a wound requiring five or less sutures, or a feeding tube that must be reinserted. Bruises and contusions are considered moderate if they require treatment. Sprains, as well as, suspected injuries, are considered moderate if an x-ray is ordered and there is no fracture.	24 hours
Choking	Injury Type: Choking Injury Severity: Moderate or Severe	Medium	Gagging or choking on food, liquid, foreign object, or material that requires the Heimlich maneuver or other method of dislodging object. Evaluation and/or assessment by a nurse or medical personnel is required.	24 hours

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Fall	Injury Cause: Fall Injury Severity: Moderate or Severe	Medium	Tripping, stumbling, or collapsing in a sudden and involuntary drop to a lower surface or the ground, resulting in a moderate or severe injury.	24 hours
Seizure	Injury Cause: Seizure Injury Severity: Moderate or Severe	Medium	An unexpected or uncharacteristic seizure type, duration whether or not an injury occurs.	24 hours
Unscheduled Hospital Admission	Other: Hospital Sub-type: Admission	Medium	A medical occurrence that cannot be characterized by any other medical emergency category above that requires an unscheduled hospital admission.	24 Hours
Other	Other: Other	Medium	Any other occurrence that requires the notification of agencies such as Police, Fire Department, or DHR or an occurrence that could reflect negatively on the image of ADMHDD.	24 Hours
Medication Error (Severity Level 1)	Medication Error: Level 1	Medium	A medication error occurs when a recipient receives an incorrect drug, dose, form, quantity, route, concentration, or rate of administration. A medication error is also defined the variance of the administration of a drug on a schedule other than intended. Therefore, a missed dose or a dose administered one hour before or after the scheduled time constitutes a medication error. Level 1: Incidents in which the person experienced no or minimal adverse consequences and no treatment or intervention other than monitoring or observation was required.	Monthly (No verbal notification required)
Medication Error (Severity Level 2)	Medication Error: Level 2	Medium	A medication error occurs when a recipient receives an incorrect drug, dose, form, quantity, route, concentration, or rate of administration. A medication error is also defined the variance of the administration of a drug on a schedule other than intended. Therefore, a missed dose or a dose administered one hour before or after the scheduled time constitutes a medication error. Level 2: Incidents in which the person experienced short term, reversible adverse consequences and treatment or intervention was needed in addition to monitoring and observation.	Monthly (No verbal notification required)

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Charting/ Documentation Error	Medication Error Type: Charting Error	Medium	A documentation error occurs when a MAR is not initialed after medication assistance is provided to a person. Evidence of a documentation error is denoted by blank space(s) on the MAR following the scheduled administration time of medication(s).	Monthly (No verbal notification required)
Behavioral Issue	Other: Behavioral Issue	Medium	Behavior problems, such as physical aggression resulting in injury, self-injurious behavior requiring medical attention, suicide threats or attempts, or property damage resulting in injury or significant destruction shall be reported to RCS by the provider with information on how the situation was/is being addressed. Incidents resulting from such problems may or may not require follow-up.	24 hours
Fire	Other: Fire	Medium	Flames resulting from the combination of heat, fuel, and oxygen, or the unplanned, inappropriate or hazardous burning of a combustible substance where injuries and/or structural damages occur.	24 hours
Manual Restraint	Restraint Related to Behavior Status: Emergency	Medium	The use of physical holding which is not part of an approved behavior support plan to involuntarily restrain the movement of the whole or a portion of an individual's body as a means of controlling his/her physical activities in order to protect him/her or others from injury.	24 hours
Mechanical Restraint	Restraint Other Restraint Type: Mechanical	Medium	The use of commercial devices which is not part of an approved behavior support plan to involuntarily restrain the movement of the whole or a portion of an individual's body as a means of controlling his/her physical activities in order to protect him/her or others from injury.	24 hours
Investigation	GER Resolution		Incidents requiring investigation: (1) All allegations or suspicions of abuse, neglect, exploitation or mistreatment (2) incidents reportable to DHR or local authorities for suspected felony assault (3) Other incidents that RCS/ADMH deems necessary (e.g. suspicious deaths, notification of local authorities for possible criminal activity, moderate or major injuries of unexplained nature.	Within 15 working days

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