Additional Reviews and SIR Status
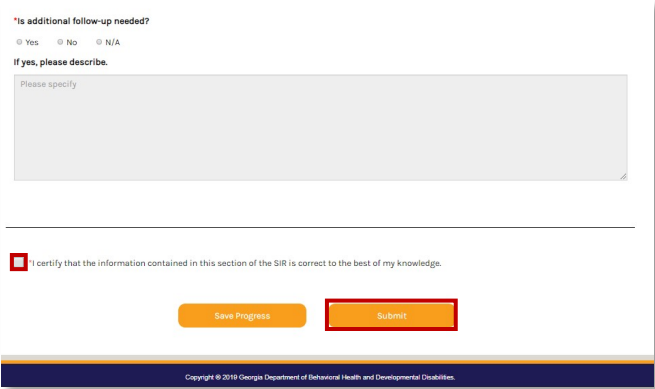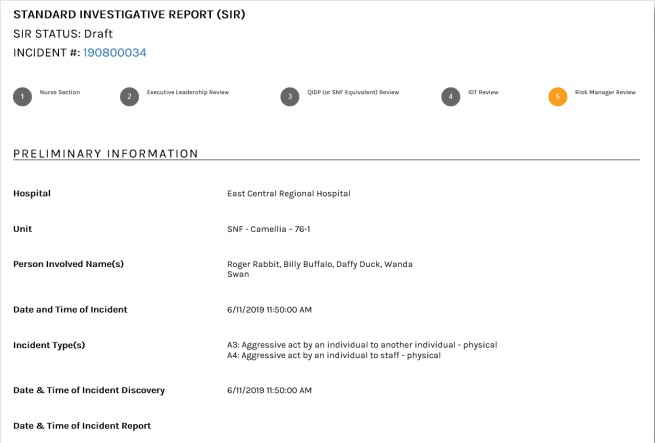
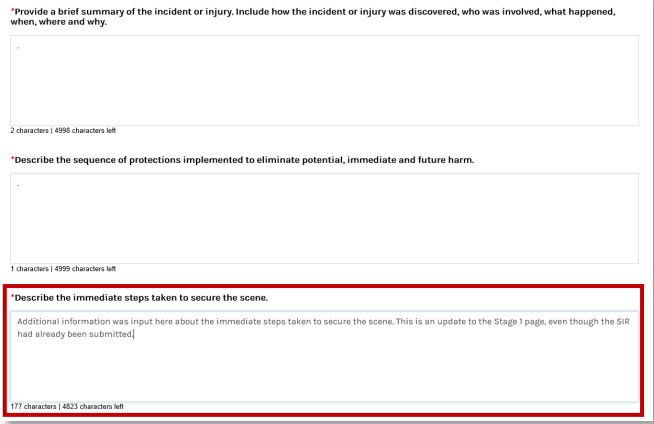## SUMMARY
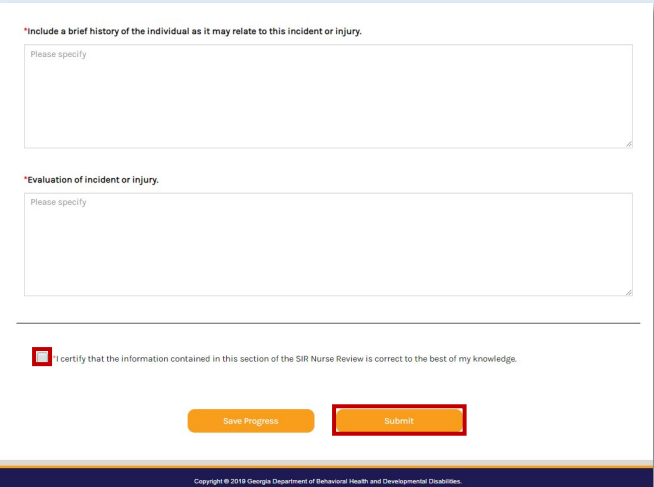
This job aid covers how to review and check the SIR Status in Image.

Phase	Action	Visual
1	If, during the completion of the Stage 2 page of an SIR, the **Full SIR Needed** checkbox is selected, Stages 3, 4, and 5 must be completed and submitted.	
2	The format of these stages is the same as Stages 1 and 2. That is, the **PRELIMINARY INFORMATION** section will be auto-filled, and the rest of the form consists of a series of questions specific to the type of review.	

Phase	Action	Visual
3	The QIDP (or SNF equivalent) review requires the Team Leader to input information about the investigation, names of all persons involved and interview dates, including documents gathered and witness statements.	**QIDP (OR SNF EQUIVALENT) REVIEW** *State the investigatory question (what are you trying to find out? What do you hope to learn by a review of the information obtained during this inquiry). Please specify 0 characters | 5000 characters left *Please check documents gathered in the course of the investigation. ☐ 24 Hour Accountability Sheets ☐ BSP ☐ Executive Leadership Group Minutes ☐ MARs ☐ Physician Assessment of Individual ☐ Staff Assignment Sheets for day of incident or 48 hours prior to injury ☐ 24 Hour Physical and Nutritional Support Plan ☐ Communication Log ☐ ISP ☐ Nurses Assessment of Individual ☐ Physician Notes for 48 hours prior to incident ☐ Witness Statements (include names in 10 below) ☐ ABC Charts ☐ DD Form 844 ☐ ID Team Minutes ☐ Nurses Notes for 48 hours prior to incident ☐ Physician`s Orders ☐ Environmental Assessment ☐ Body Check forms for at least 48 hours prior to injury ☐ Photographs (injury and scene) ☐ Level of Observation Information ☐ Other ☐ QIDP Notes for 48 hours prior to incident ☐ None
4	The IDT Review requires that the Team Leader document how the incident affected the status of the Individual, including actions taken to prevent recurrence or to remediate the impact on the Individual.	**IDT REVIEW** *How does this incident affect the status of the individual? Also include any action taken to prevent recurrence or remediate the impact on the individual, if applicable. Please specify 0 characters | 5000 characters left *To be completed by IDT team and used for data tracking purposes, please select all that apply. ☐ Individual removed from immediate harm ☐ Person(s) of interest suspended ☐ Individual transferred to alternate living area ☐ Active Treatment Increased ☐ BSP/BG Process Initiated/Changed ☐ ISP Changed0Medication(s) Changed ☐ Individual Provided Counseling/Emotional Support ☐ Unit Procedure Initiated/Changed ☐ Staff Training Provided ☐ Level of Observation Changed ☐ Environment Modified ☐ Other
5	The Risk Manager Review requires that an analysis and findings about the incident are captured, including details of a facility follow-up.	**RISK MANAGER REVIEW** *Analysis and Findings Please specify 0 characters | 5000 characters left TO BE COMPLETED BY RISK MANAGER AND USED FOR DATA TRACKING PURPOSES *Factors related to abuse or neglect identified? ○ Yes ○ No ○ N/A *Please explain. Please specify 0 characters | 5000 characters left *Is incident or injury suspicious? ○ Yes ○ No ○ N/A

Phase	Action	Visual
6	Just like Stages 1 and 2, Stages 3, 4, and 5 require that the person who completed the review certify that the information is correct before the form is submitted.	
7	Because Image is a role-based system, users who are assigned the Risk Manager, Executive Leadership, and Nurse roles have permission to access all five stages. It's possible, then, that the Risk Manager could complete all five stages of an SIR. Even when all stages have been completed and submitted, Risk Manager, Executive Leadership, and Nurse roles can make changes to the information in any of the stages. 📝 **NOTE:** • Risk Manager, Executive Leadership, and Nurse roles have the user permissions to access all five stages. • Staff in the Risk Manager, Executive Leadership, and Nurse roles can make changes to the information in any of the stages, even if the SIR has already been submitted.	

Phase	Action	Visual
8	If changes are made, the status of the SIR reverts back to Draft, and the person making the change or changes will have to re-certify and submit the SIR. For example, the Risk Manager could return to Stage 1 to add more details about the immediate steps that were taken to secure the scene.	
8a	Once that field has been updated, the Risk Manager would need to re-certify that the information is correct and re-submit the SIR.	
9	When required SIR stages have been completed and submitted, the SIR status will change to "Submitted" on the SIR and Incident Overview screens.	