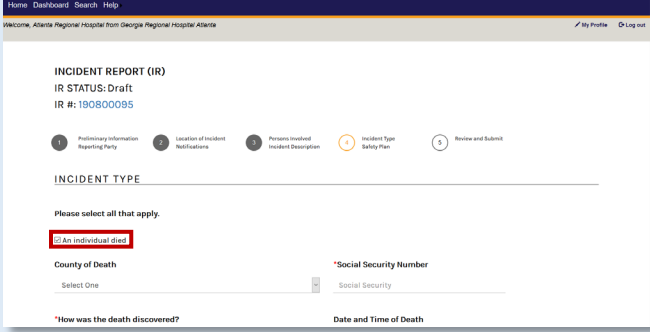
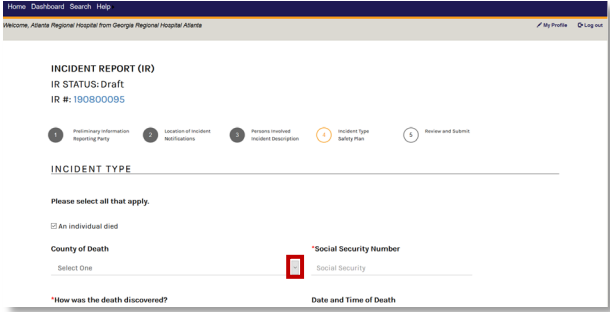
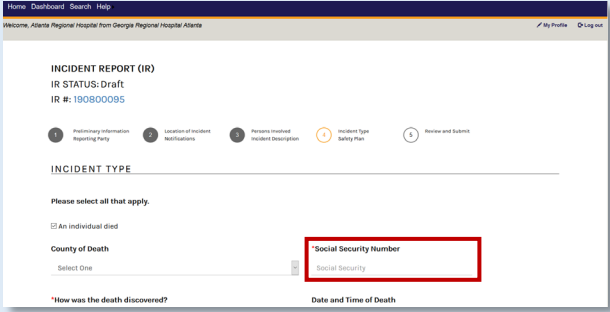


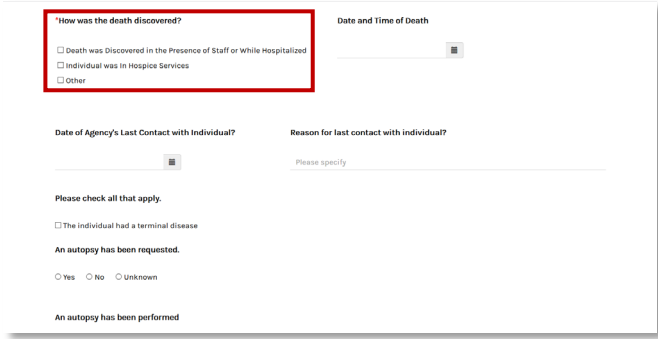

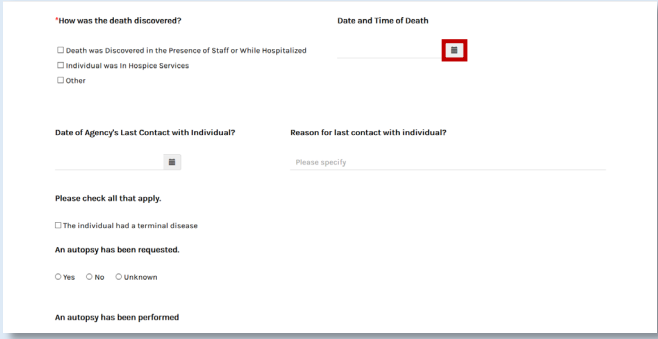
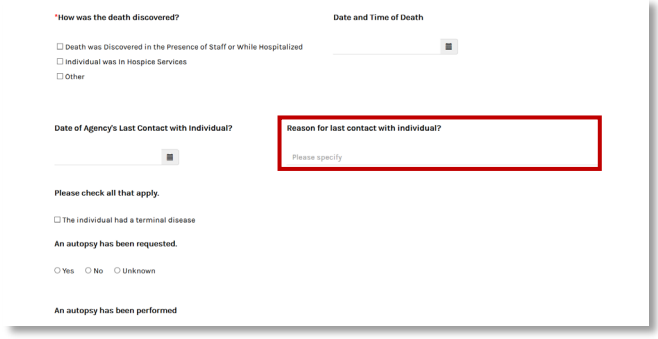

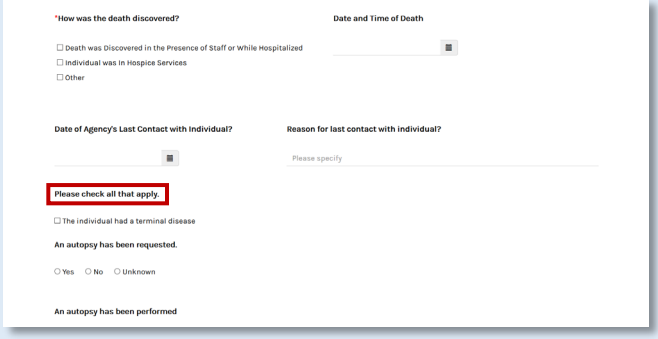


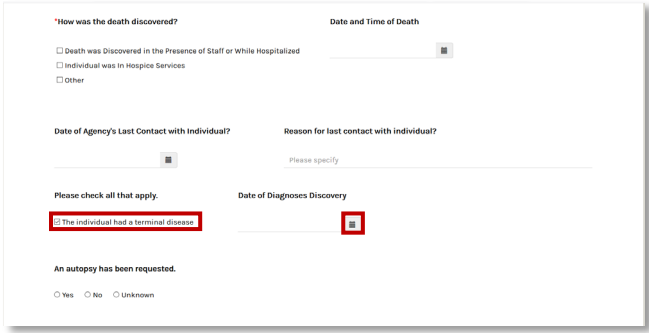
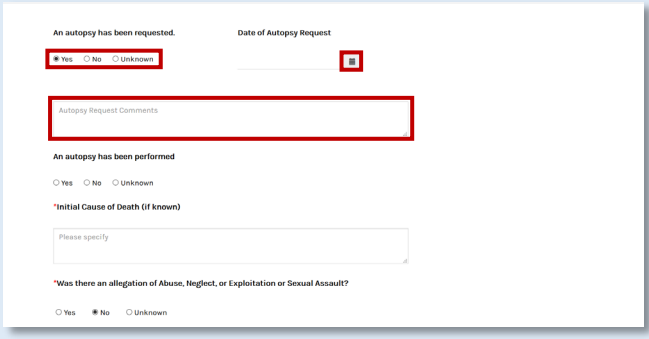
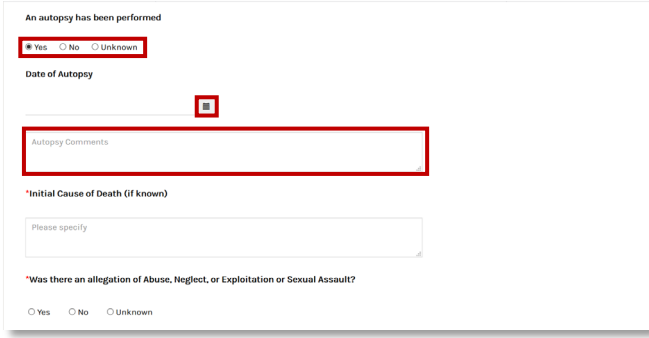
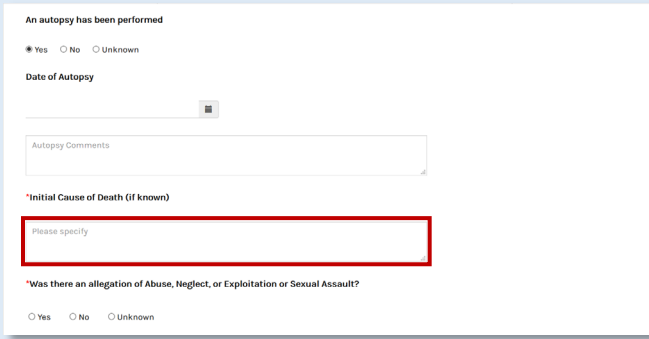
Stage 4: Incident Type and Safety Plan

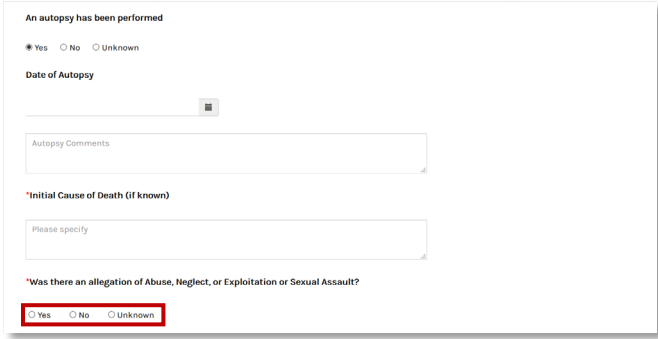
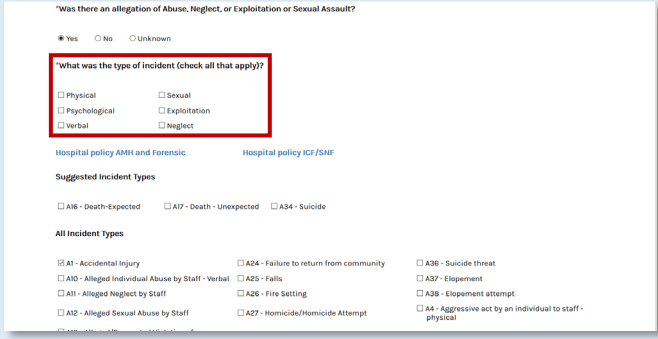

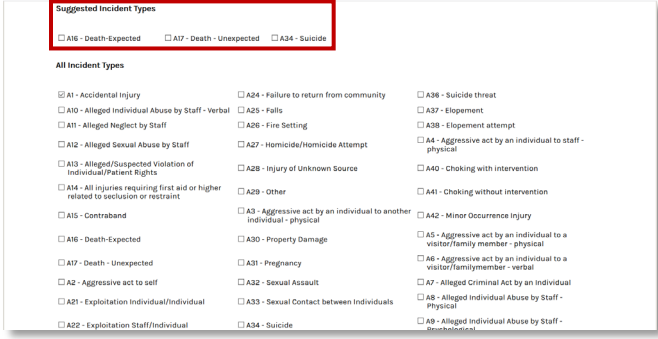
SUMMARY




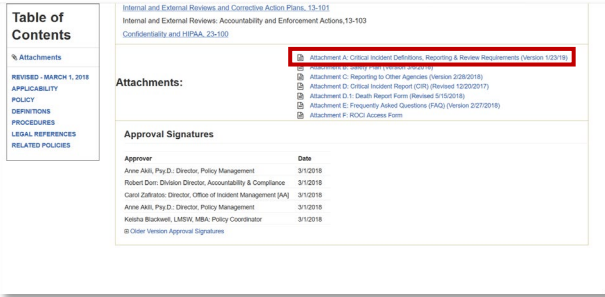
This job aid covers the fourth of five stages about how to Create an Incident Report in Image. The following steps will cover Stage 4, Incident Type and Safety Plan.

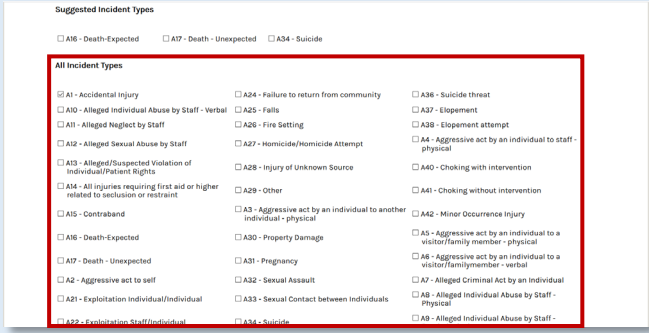
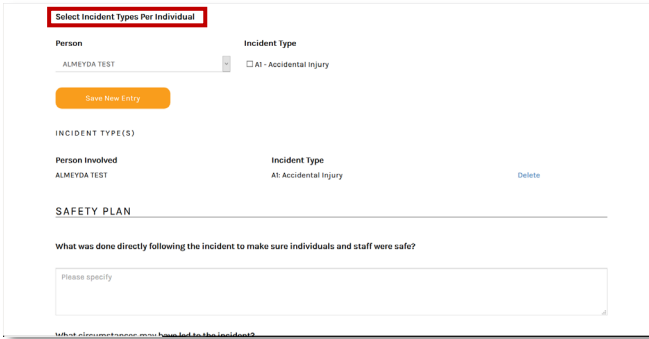

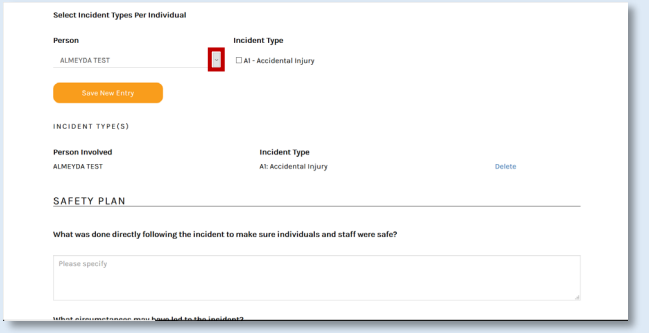

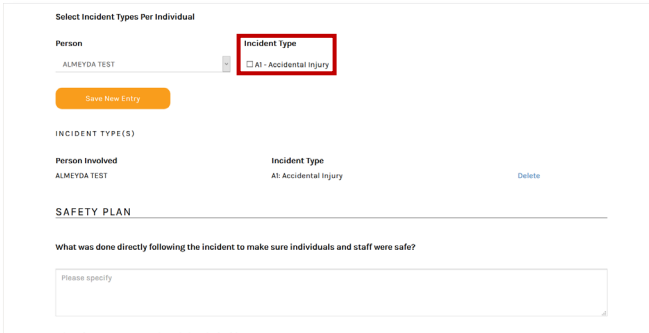
Step	Action	Visual
1	In the INCIDENT TYPE section, select the checkbox next to An individual died if an Individual died as a result of the incident. The page will refresh, and additional fields will display.	
1a	Select the drop-down arrow in the County of Death field and indicate the county in which the Individual died.	
1b	Select the Social Security text in the Social Security Number field and enter the Individual's social security number.	


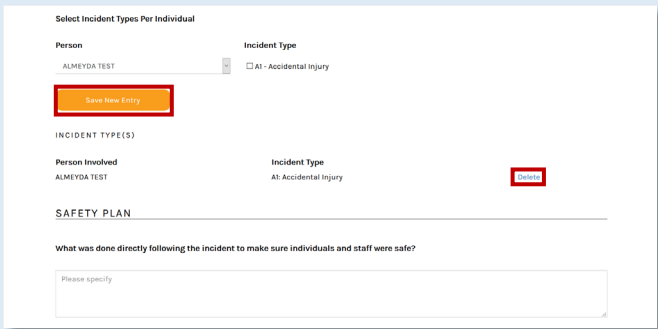
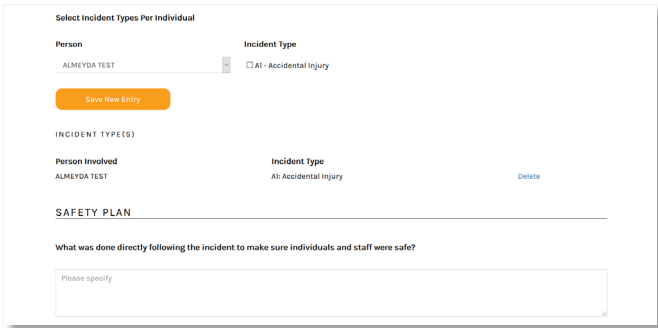
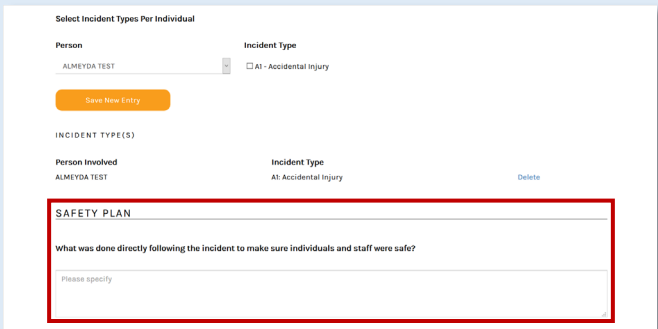
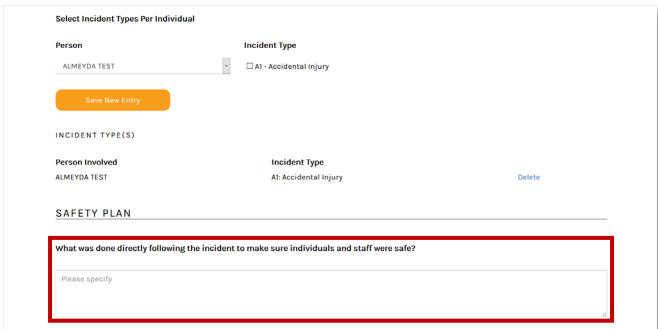
Step	Action	Visual
1c	<p>Select the appropriate checkbox(es) in the How was the death discovered? field to indicate how the death of the Individual was discovered.</p>	
1d	<p>Select the calendar icon in the Date and Time of Death field to indicate the date and time of the Individual's death. Depending on the involvement type selected, the page will update with fields specific to the user's input.</p> <p> NOTE: This page will update the fields based on the user's input.</p>	
1e	<p>Select the Please specify text in the Reason for last contact with individual? field, and enter the reason for the last contact with the Individual.</p> <p>Do not include any identifying information about the individuals in this field.</p>	
1f	<p>There are three options in the Please check all that apply field: The individual had a terminal disease option, An autopsy has been requested option, and An autopsy has been performed option. Depending on the user's input, this field will update with specific sub-fields.</p> <p> NOTE: This field will update the specific sub-fields based on the user's input.</p>	

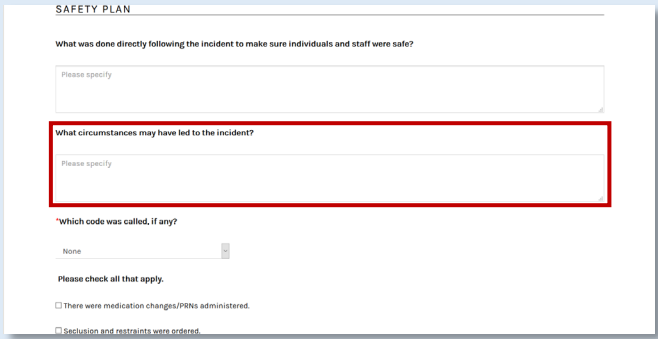

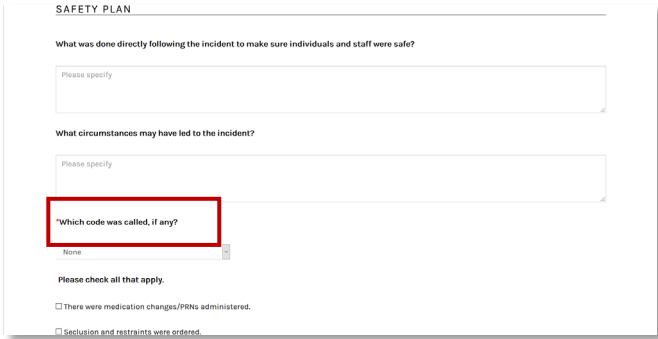

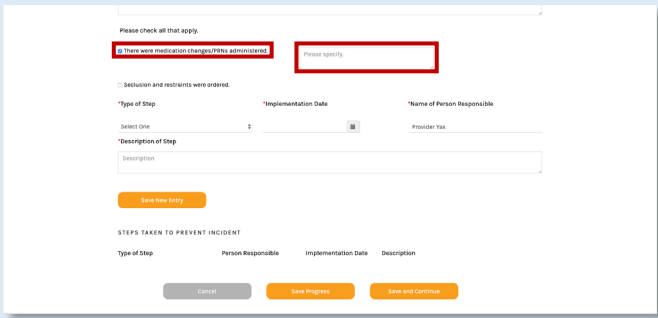
Step	Action	Visual
1g	<p>Select The individual had a terminal disease checkbox if the Individual had a terminal disease.</p> <p>If The individual had a terminal disease checkbox is selected, select the calendar icon under the Date of Diagnoses Discovery field to indicate the date that the terminal disease was discovered.</p>	
1h	<p>In the An autopsy has been requested field, select Yes, No, or Unknown. If Yes, select the calendar icon to indicate the date of the autopsy request.</p> <p>Select the Autopsy Request Comments text to enter the Autopsy Request Comments. Do not include any identifying information about the individuals in this field.</p>	
1i	<p>Select Yes, No, or Unknown in the An autopsy has been performed field to indicate if an autopsy has been performed. If Yes, select the calendar icon to indicate the date of the autopsy.</p> <p>Select the Autopsy Comments text to enter the Autopsy Comments. Do not include any identifying information about the individuals in this field.</p>	
1j	<p>Select the Please specify text in the Initial Cause of Death (if known) field and enter the initial cause of death in the field.</p> <p>If the initial cause of death is unknown, enter “Unknown” in this field.</p>	


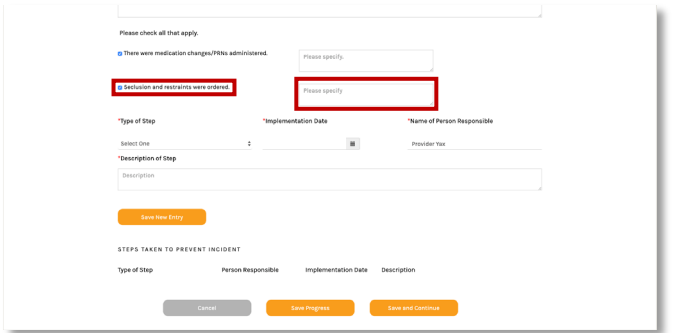
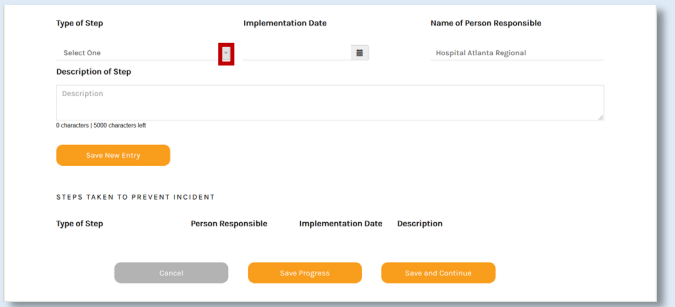
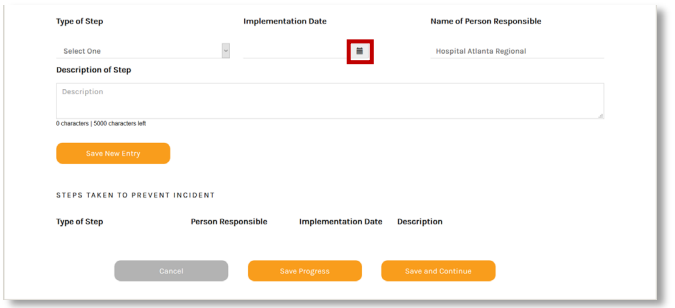
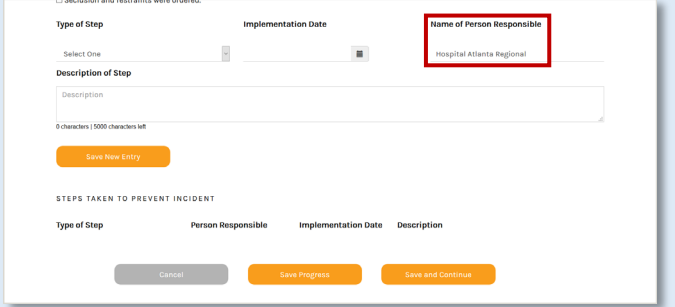
Step	Action	Visual
1k	Select Yes , No , or Unknown in the Was there an allegation of Abuse, Neglect, or Exploitation or Sexual Assault? field to indicate if there was an allegation of abuse, neglect, or exploitation or sexual assault.	
2	If the Yes option is selected in the Was there an allegation of Abuse, Neglect, or Exploitation or Sexual Assault? field, select the checkbox or checkboxes in the What was the type of incident (check all that apply)? field to indicate the type of abuse.	
3	<p>The next step in Stage 4 is to indicate the incident type or types. Based on what you have already documented about the incident, the system will display suggested incident types in the Suggested Incident Types field.</p> <p> NOTE: The Suggested Incident Types field displays suggested incident types based on what you have already documented about the incident.</p>	

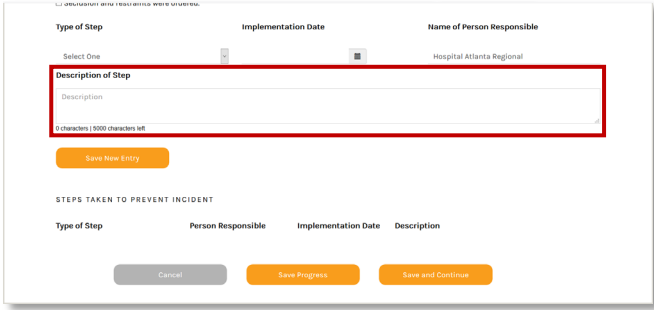
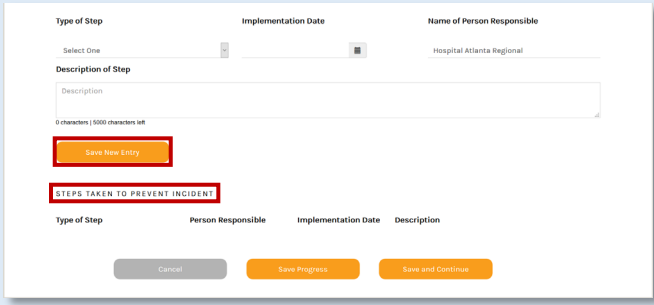

Step	Action	Visual												
<p>3a</p>	<p>Additionally, all incident types will be listed under the All Incident Types field. If you need help with the incident type definitions, you can select the Hospital policy AMH and Forensic link or the Hospital policy ICF/SNF link.</p> <p>The Hospital policy AMH and Forensic link will open the policy <i>Incident Management in Adult Mental Health and Forensic Units, 03-515</i> from the PolicyStat website.</p> <p>The Hospital policy ICF/SNF link will open the policy <i>Incident Management in DBHDD Skilled Nursing Facilities and Intermediate Care Facilities for Individuals with Intellectual Disabilities, 03-615</i> from the PolicyStat website.</p> <p> NOTE: For help with the incident type definitions, select the Hospital policy AMH and Forensic link to open the policy <i>Incident Management in Adult Mental Health and Forensic Units, 03-515</i> from the PolicyStat website.</p> <p>https://gadhbdd.policystat.com/policy/3947894/latest/</p> <p>Select the Hospital policy ICF/SNF link to open the policy <i>Incident Management in DBHDD Skilled Nursing Facilities and Intermediate Care Facilities for Individuals with Intellectual Disabilities, 03-615</i> from the PolicyStat website.</p> <p>https://gadhbdd.policystat.com/policy/2976354/latest/</p>	 <p>The screenshot shows two columns of incident types. The left column is titled 'Hospital policy AMH and Forensic' and lists types such as 'A25 - Falls', 'A1 - Accidental Injury', 'A17 - Death - Unexpected', etc. The right column is titled 'Hospital policy ICF/SNF' and lists types such as 'A3 - Aggressive act by an individual to another individual - physical', 'A4 - Aggressive act by an individual to staff - physical', 'A36 - Suicide threat', etc. A red box highlights the 'All Incident Types' section, which contains a comprehensive list of incident types from A1 to A48.</p>												
<p>3b</p>	<p>Scroll to the bottom of the PolicyStat website to the Attachments section, then select the Attachment A: Definitions of Incidents Version – Revised 5/3/2017 link. The attachment will open in a new browser window.</p> <p> NOTE: The attachment will open in a new browser window.</p>	 <p>The screenshot shows the 'Table of Contents' for 'Internal and External Reviews and Corrective Action Plans, 13-101'. Under the 'Attachments' section, 'Attachment A: Critical Incident Definition, Reporting & Review Requirements (Version 12/2/16)' is highlighted with a red box. Below this, there is an 'Approval Signatures' table with columns for 'Approver' and 'Date'.</p> <table border="1"> <thead> <tr> <th>Approver</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Anne AMH, Psy.D., Director, Policy Management</td> <td>3/1/2018</td> </tr> <tr> <td>Robert Dent, Director, Accountability & Compliance</td> <td>3/1/2018</td> </tr> <tr> <td>Clair Zinfano, Director, Office of Incident Management (AM)</td> <td>3/1/2018</td> </tr> <tr> <td>Anne AMH, Psy.D., Director, Policy Management</td> <td>3/1/2018</td> </tr> <tr> <td>Keshia Blackwell, LMSW, MBA, Policy Coordinator</td> <td>3/1/2018</td> </tr> </tbody> </table>	Approver	Date	Anne AMH, Psy.D., Director, Policy Management	3/1/2018	Robert Dent, Director, Accountability & Compliance	3/1/2018	Clair Zinfano, Director, Office of Incident Management (AM)	3/1/2018	Anne AMH, Psy.D., Director, Policy Management	3/1/2018	Keshia Blackwell, LMSW, MBA, Policy Coordinator	3/1/2018
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Step	Action	Visual
4	<p>Select the All Incident Types checkboxes that apply to the incident you are documenting in the All Incident Types field.</p>	
4a	<p>Next, you are required to tie the incident types you selected to the persons involved in the incident in the Select Incident Types Per Individual field.</p>	
5	<p>Every incident type previously selected must be tied to a person.</p> <p>The name of the first involved person whom you documented at Stage 3 displays in the Select Incident Types Per Individual field. If you need to select another person, select the Person drop-down arrow in the Select Incident Types Per Individual field and choose the appropriate person from the list.</p> <p> NOTE: Every incident type previously selected must be tied to a person.</p>	
6	<p>In the Incident Type field next to the Person field, the incident types that you previously selected are displayed. Select the incident type or types associated with each person listed.</p> <p> NOTE: You can select more than one incident type by checking the box.</p>	

Step	Action	Visual
7	<p>Select the Save New Entry button. The person and the incident type or types will now display under the Person Involved and Incident Type fields.</p> <p>If you need to delete an entry, select the Delete link. You will <u>not</u> be prompted to confirm this choice.</p> <p> NOTE: You will <u>not</u> be prompted to confirm the deletion of an entry.</p>	
8	<p>Repeat this process until each incident type is associated with an involved person.</p> <p>Remember, each Individual needs to be associated with at least one incident type. However, not all involved persons need to be associated with an incident type. For example, if a witness just observed the incident, it is likely that an incident type does not need to be associated with him or her.</p>	
9	<p>In the SAFETY PLAN section, enter details about what was done directly following the incident to make sure Individuals and staff were safe. Do not include any identifying information about the individuals in this field.</p>	
10	<p>Enter the details about what was done directly following the incident to make sure Individuals and staff were safe in the Please specify field of the What was done directly following the incident to make sure individuals and staff were safe? field. Do not include any identifying information about the individuals in this field.</p>	

Step	Action	Visual
11	<p>Enter details about the circumstances that may have led to the incident in the Please specify field of the What circumstances may have led to the incident? field.</p>	
11a	<p>Select the drop-down arrow in the Which code was called, if any? field and choose an option from the list.</p> <p> NOTE: This is a required field. If no code was called, select None from the list.</p>	
12	<p>Select the checkbox next to There were medication changes/PRNs administered text in the Please check all that apply field if there were medication changes or PRNs administered.</p> <p>If the checkbox is selected, enter the specific medication changes or PRNs that were administered in the Please specify field that appears next to the text.</p> <p> NOTE: Specify the medication changes or PRNs that were administered if the There were medication changes/PRNs administered checkbox is selected.</p>	

Step	Action	Visual
13	<p>Select the checkbox next to Seclusion and restraints were ordered text in the Please check all that apply field if seclusion or restraints were ordered.</p> <p>If the checkbox is selected, enter the details about the seclusion or restraints that were ordered in the Please specify field that appears next to the text.</p> <p> NOTE: Enter the details about the seclusion or restraints that were ordered if the Seclusion and restraints were ordered checkbox is selected.</p>	
14	<p>Select the drop-down arrow in the Type of Step field and choose an option from the list.</p>	
15	<p>Select the calendar icon in the Implementation Date field to document the day that the step was implemented.</p>	
16	<p>Enter the name of the responsible person in the Name of Person Responsible field.</p>	

Step	Action	Visual
17	<p>Enter details about the Safety Plan step in the Description of Step field. Do not include any identifying information about the individuals in this field.</p>	
18	<p>Select the Save New Entry button.</p> <p>After the Save New Entry button is selected, the Safety Plan step information you just entered will appear below the STEPS TAKEN TO PREVENT INCIDENT heading.</p>	
18a	<p>Select the Delete link if you need to delete a step.</p> <p>If more than one step needs to be documented, repeat the steps. Remember that the tool tip appears when you hover over or select a field.</p> <p> NOTE: If more than one step needs to be documented, repeat the steps.</p> <p>Remember that the tool tip appears when you hover over or select a field.</p>	