

VERMONT
**CRITICAL INCIDENT REPORTING
FOLLOW-UP PROCESS**

Process
May 2017



Department of Disabilities, Aging and Independent Living
Developmental Disabilities Services Division

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**STATE OF VERMONT
DEVELOPMENTAL DISABILITIES SERVICES DIVISION**

**CRITICAL INCIDENT REPORTING
FOLLOW-UP PROCESS**

INTRODUCTION

Critical Incident Reporting (CIR) should occur in accordance of the Critical Incident Reporting Policy. After the Developmental Disabilities Services Division (DDSD) receives the report, the Follow-Up Process documents any actions taken by DDSD about the information in the report.

FOLLOW-UP PROCESS

The DDSD Program Tech receives the Critical Incident Report (CIR) from the provider, and will save it in the appropriate agency file on the shared DDSD network.

The Report will be screened by the Program Tech to determine who needs to receive the report, in addition to the Quality Management (QA) Reviewer assigned to the agency.

- If the individual involved in the critical incident is on the Public Safety list the DDS Public Safety Specialist will be notified.
- The DDS Children's Specialist will receive notice of CIRs involving children
- The Quality Management Nurse Reviewer will receive notice of medical CIRs
- The DS Specialist assigned to the agency may also be notified

A copy of the CIR will be e-mailed to the people identified above.

A copy of the Critical Incident Follow-Up Summary Report will be attached to the original CIR by the Program Tech and it will be saved in the assigned folder on the DDSD network.

The CIR will be reviewed by people identified above and each will make a determination about any necessary follow-up for their professional perspective and area of expertise.

- If no follow-up is found necessary, the reviewer will indicate this on the summary report attached to the original CIR that is saved on the DDSD network.
- If follow-up is found necessary, the reviewer will perform the necessary follow-up and document the results in the appropriate areas of the summary report attached to the original CIR saved on the DDSD network.

Once the follow-up has been completed and it has been documented on the form, the reviewer will notify the QM Reviewer and the Program Tech via e-mail.

The CIR will remain on the DDSD network and will remain available for future review.



Department of Disabilities, Aging and Independent Living
Developmental Disabilities Services Division (DDSD)

Critical Incident Follow-Up Summary Report

Name of individual:

Date of Incident:

DA/SSA/SISO:

Is this an acceptable CIR based upon the description in the CIR Guidelines Y N

If No, what steps were taken to inform sending agency and prevent future submission of similar reports?

DDSD QM Reviewer/Nurse Reviewer/DDSD Services Specialist:

Date:

Incident was referred to: APS DCF MFU Other

DDSD QM Reviewer

DA/SSASISO response appropriate, no further follow up required

QM Reviewer needs to follow up with the DA/SSA/SISO for the following reasons:

- 1.
- 2.
- 3.

Notes/Comments:

DA/SSA/SISO's response:

DDSD QM Nurse Reviewer

DA/SSASISO response appropriate, no further follow up required

QM Nurse Reviewer needs to follow up with the DA/SSA/SISO for the following reasons:

- 1.
- 2.
- 3.

Notes/Comments:

DA/SSA/SISO's response:

DDSD Services Specialist/Public Safety Specialist/Children's Services Specialist

DA/SSASISO response appropriate, no further follow up required

DDSD Specialist needs to follow up with the DA/SSA/SISO for the following reasons:

- 1.
- 2.
- 3.

Notes/Comments:

DA/SSA/SISO's response:

Action Steps Required from DA/SSA/SISO: *(Name & Title of responsible person: Who, what, where, when and how)*

DDSD QM Reviewer:

DDSD QM Nurse Reviewer:

DDSD Services Specialist/Public Safety Specialist/Children's Services Specialist:

Review of Action Steps by:

DDSD QM Reviewer:

DDSD QM Nurse Reviewer:

DDSD Services Specialist/Public Safety Specialist/Children's Services Specialist:

Necessary actions for this incident have been completed.

Signature QM Reviewer/Nurse Reviewer/Specialist

Date

CIReportRev04/2017