

Updates to IMS Data fields- Additional Categories

Effective October 1, there will be changes to the reporting modules within the Incident Management System. Additional fields have been added to provide more specific data about the reports submitted.

Please note: Directives 534-02-DD: Preventing and Responding to allegations of Abuse, Neglect, and Exploitation and 100-09-DD: Critical Incident Reporting have not changed. The revision to the IMS Reporting Module will support better data for provider and DDSN Risk Management.

Changes to the IMS- Abuse, Neglect, and Exploitation (ANE) Reporting Portal:

- The residential setting will be displayed for all participants on the home screen for initial and final reports. This information will be pulled from the participant's data in CDSS. No action is required for data entry. When users click on the "In-Progress Reports" link, the home screen will continue to list reports awaiting final submission. As a new field, the residential setting will be included in the data shown on the screen.

ANE- Submitted Initial Reports						
ANE ID	SLED #	Victim Involved	Suspected Abuse Type	Residential Setting	Incident Date	Report Due Date

- For ANE Reports, there will be a check box to be marked when SLED has taken a report for information only or the report was declined for investigation by DSS. The user should check this indicator whenever an allegation has been reported to SLED or DSS, but the report was not vetted for investigation. This field will help providers and DDSN better distinguish reports that were not investigated by another entity from those that are investigated and closed with no findings.

Was this report "Taken for Information Only" with no vetting by SLED or declined for investigation by DSS? YES NO

- For ANE Reports, there will be sub-types required for certain ANE allegations, based on the chart below. Please note: Directive 534-02-DD has not changed. The changes are intended to improve the data collected.

Current Types of ANE Allegations Listed in the IMS/ ANE Module	Effective 10/1/23: Expanded descriptions of alleged abuse: When the user selects the alleged abuse type, they will also select additional descriptors, as applicable. <u>The additional descriptors are not mandatory at this time, but they are encouraged to develop better data for the provider and DDSN for Risk Management and training purposes.</u>
Physical Abuse	The allegation included: <ul style="list-style-type: none"> Injury of Unknown Origin Unauthorized Use of Restrictive Intervention
Psychological Abuse Sexual Abuse	The allegation included: <ul style="list-style-type: none"> Rape Sexual Harassment Unwanted Sexual Contact Other
Neglect	The allegation included: <ul style="list-style-type: none"> Failure to Provide Medication Management Failure to Provide Needed Care Failure to Provide Needed Supervision Seclusion
Exploitation	The allegation included: <ul style="list-style-type: none"> Failure to Obtain Informed Consent Medical Responsibilities/Resources Theft of Funds, Medications, Property Unpaid Labor

4. For ANE Reports, under the “Allegations” section, there will be additional drop-down boxes for the Disposition information. At least one of the drop-down items must be selected, where indicated.

Current Disposition Type	10/1/23 Revision: Add the additional descriptive criteria for designated final disposition types.
<p>Other Agency Investigating</p> <p><i>[If OTHER AGENCY INVESTIGATING is the disposition at the time the final report or addendum is submitted, then the system will require the user to identify the investigating agency from those listed in the column to the right.]</i></p>	<p>Agency Investigating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SLED <input type="checkbox"/> LLE <input type="checkbox"/> SLTCOP <input type="checkbox"/> DSS <input type="checkbox"/> AG <input type="checkbox"/> Other
Unsubstantiated/Criminal	<i>No additional description required.</i>
Standard of Care Not Verified	<i>No additional description required.</i>
<p>Case Closed by Other Agency</p> <p><i>*Sub Type is mandatory, effective 10/1/23. At least one item must be checked, multiple checks are OK</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Closed/Not Accepted for Investigation <input type="checkbox"/> Closed after investigation/ Administratively Closed or Ex Cleared <input type="checkbox"/> Closed/ Victim refused to participate in non-criminal investigation.
Substantiated/Criminal	<i>No additional description required.</i>
<p>Standard of Care Verified (Perpetrator Unknown)</p> <p><i>*Sub Type is mandatory, effective 10/1/23. At least one item must be checked, multiple checks are OK</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Administrative Oversight violations <input type="checkbox"/> Dignity/Respect violations <input type="checkbox"/> Improper Redirect <input type="checkbox"/> Meal Preparation violations <input type="checkbox"/> Medication Management violations <input type="checkbox"/> Rights violations <input type="checkbox"/> Staffing/Supervision Violations <input type="checkbox"/> Other Standard of Care Violation
<p>Standard of Care Verified (Perpetrator Known)</p> <p><i>*Sub Type is mandatory, effective 10/1/23. At least one item must be checked, multiple checks are OK</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Administrative Oversight violations <input type="checkbox"/> Dignity/Respect violations <input type="checkbox"/> Improper Redirect <input type="checkbox"/> Meal Preparation violations <input type="checkbox"/> Medication Management violations <input type="checkbox"/> Rights violations <input type="checkbox"/> Staffing/Supervision Violations <input type="checkbox"/> Other Standard of Care Violation

Critical Incident/Adverse Operational Event Reporting Changes

1. The residential setting will be displayed for all participants on the home screen for initial and final reports. The information will be pulled from the participant’s data in CDSS. No action is required for data entry. When users click on the “Reports in Progress” link, the home screen will continue to list any reports in progress. As a new field, the residential setting will be included in the data shown on the screen.

Critical Incidents- Submitted Initial Reports					
CI ID	Primary Person Involved	Incident Type	Incident Date	Residential Setting	Initial Report Due Date

2. For Critical Incidents/Adverse Operational Event Reports, there will be sub-types required for certain reports, based on the chart below.

Please note: Directive 100-09-DD: Critical Incident Reporting has not changed. The changes are intended to improve the data collected.

Critical Incident Type	10/1/23 Revision: Add additional sub-types for Critical Incident criteria, as required.
Choking <i>(At least 1 sub-type is mandatory)</i>	The criteria have not changed. Refer to Directive 100-09-DD. Sub-types must be identified to distinguish the type of choking incident. <ul style="list-style-type: none"> • Food/Beverages/Medication • Foreign Body
Elopement	The criteria have not changed. Refer to Directive 100-09-DD. The “in jeopardy” indicator should be checked if the person was in danger during their period of elopement. <ul style="list-style-type: none"> • In Jeopardy
Injury (Previously labeled “Serious Injury”) <i>(At least 1 sub-type is mandatory)</i>	The criteria have not changed. Refer to Directive 100-09-DD. Sub-types must be identified to distinguish the type of injury. <ul style="list-style-type: none"> • Injury Accidental • Injury Self-Inflicted • Physical Aggression/Assault • Pressure Injury (Decubiti, Pressure Ulcer, Pressure Sore, Bedsore) • Other
Law Enforcement <i>Sub-types are not mandatory but encouraged.</i>	The criteria have not changed. Refer to Directive 100-09-DD. Sub-types must be identified to distinguish the type of Law Enforcement involvement. <ul style="list-style-type: none"> • Person Charged with a Crime/Under Police Investigation • Licensed Service Location Crime • No charges/Report Only
Peer to Peer Incidents (Previously labeled Physical Aggression/ Assault)	The criteria have not changed. Refer to Directive 100-09-DD.
Restraint <i>(At least 1 sub-type is mandatory with the additional secondary sub-type)</i>	The criteria have not changed. Refer to Directive 100-09-DD. HRC Approved restraints resulting in an injury or restraints implemented in an emergency (not a standing/default procedure in the event of an emergency) will require a Critical Incident Report. Use sub-types below to distinguish additional reporting details. <ul style="list-style-type: none"> • Chemical Restraint <ul style="list-style-type: none"> ▪ Human Rights Committee Approved Restrictive Intervention ▪ Provider Emergency Protocol • Mechanical Restraint <ul style="list-style-type: none"> ▪ Human Rights Committee Approved Restrictive Intervention ▪ Provider Emergency Protocol • Physical Restraint <ul style="list-style-type: none"> ▪ Human Rights Committee Approved Restrictive Intervention ▪ Provider Emergency Protocol
Sexual Assault/Aggression <i>(At least 1 sub-type is mandatory)</i>	The criteria have not changed. Refer to Directive 100-09-DD. Sub-types must be identified to distinguish the type of Sexual Assault/Aggression. <ul style="list-style-type: none"> • Rape • Sexual Harassment • Unwanted Sexual Contact • Other
Suicidal Ideations/Suicide Attempt <i>(At least 1 sub-type is mandatory)</i>	The criteria have not changed. Refer to Directive 100-09-DD. The additional criteria have been added to capture the need for medical intervention. <ul style="list-style-type: none"> • Injury/Illness that Requires Medical Intervention • No Injury/Illness that Requires Medical Intervention
Fire <i>(At least 1 sub-type is mandatory)</i>	The criteria have not changed. Refer to Directive 100-09-DD. <ul style="list-style-type: none"> • Fire with Property Damage • Fire without Property Damage • Carbon Monoxide Detector
~Other	The “Other” category should only be used when an incident does not match an existing category.