

Timely Reporting Matters!

First and foremost, ensure the health and safety of individuals and staff.

FROM	TO	REPORTING TIME	PURPOSE
VENDOR / FACILITY	SC	24 HOURS <u>PHONE*</u> / 24 HOURS WRITTEN	INITIAL REPORT
VENDOR	CCL/HCL	24 HOURS	MANDATED REPORTER / VENDOR LICENSING
GUARDIAN	SC	ASAP - VARIES	EVEN WHEN CLIENT IS NOT WITH THE VENDOR, LTC IS RESPONSIBLE 24/7
SC	SIRC	2 WORK DAYS	LIAISE BETWEEN CASE MGMT & RISK MGMT



WITHIN 24 HOURS of incident occurrence or of gaining knowledge of an incident.

- Leave a VM on the weekends & after-hours.*
- Report the details that you do have; do not wait to try to discover more.*
- Facility responsible to report even if the incident occurred at day program, school, with family, etc.*

Incomplete Followup Information



Discharge Diagnosis: Seizure

Discharge Date: 5/2/24

Client discharged to: _____ (location)

Follow up needed after discharge (i.e. PT): _____

Any concerns regarding abuse and/or neglect? N/A

Does client require any support/equipment for daily mobility? N/A

Prevention Plan (immediate response & moving forward): Increased case management

Completed Followup Information



Discharge Diagnosis: Gran Mal Seizure

Discharge Date: 5/2/24

Client discharged to: Family Home (location)

Follow up needed after discharge (i.e. PT): Sandy has a followup appointment with her PCP Dr. Hughes on 5/20/24

Any concerns regarding abuse and/or neglect? None

Does client require any support/equipment for daily mobility? No

Prevention Plan (immediate response & moving forward): Sandy has been advised to rest and not attend school until her doctor's appointment on 5/20/24. SC to hold planning meeting to discuss nursing assessment. Mother will monitor Sandy for any new seizures and Sandy has been advised to notify her mother if she feels a seizure coming on.