

Individual Name: _____

Incident # _____ Incident # _____

**DMHDDAS Incident Report and Peer to Peer with No or Minor Injury Investigation Review
Audit Tool**

Date of Incident	Date of Review	Reviewer	Investigator / Team Leader	Facility

Instructions: **All** information to complete the Incident Report Investigation Review is obtained from the **Incident Report and Peer to Peer with No or Minor Injury Investigation Review**. All Standards should be marked as follows:

Individual A = Aggressor, throughout the form Individual B = Victim, throughout the form

For further information related to the Standards, see the DMHDDAS Facility Risk Management Protocol (FRMP) effective November 1, 2008.

<i>Standard for Facility Responsibility Incident Report</i>		<i>Y</i>	<i>N</i>	<i>Comments</i>
		<i>e</i>	<i>o</i>	<i>Section may be used to clarify a response given, but may not be used as a stand-alone response.</i>
1.	All applicable areas on Page 1 of the Incident Report are completed correctly.			
2.	All applicable areas on Page 2 of the Incident Report are completed correctly.			
3.	All applicable areas on Page 3 of the Incident Report are completed correctly.			
4.	All applicable areas on Page 5 of the Incident Report are completed correctly.			
	<i>Standard for Facility Responsibility Peer to Peer Aggression with No or Minor Injury Investigation</i>			<i>Comments</i>
				<i>Section may be used to clarify a response given, but may not be used as a stand-alone response.</i>
5.	All applicable areas on Page 1 of the Peer to Peer with No or Minor Injury Investigation Report are completed correctly.			
6.	All applicable areas on Page 2 of the Peer to Peer with No or Minor Injury Investigation Report are completed correctly.			
7.	All applicable areas on Page 3 of the Peer to Peer with No or Minor Injury Investigation Report are completed correctly.			

Standard for Supervisor Responsibility:

Any "blank" blocks (having zero information or "NA") in the Investigation should be marked as "NO, does not meet the standard" in this audit tool.

<i>Standard for Supervisor Responsibility Peer to Peer with No or Minor Injury Investigation</i>		<i>Y e s</i>	<i>N o</i>	<i>Comments Section may be used to clarify a response given, but may not be used as a stand-alone response.</i>
1.	Immediate steps to SECURE THE SCENE are recorded.			
2.	Activity of the individuals before the incident is recorded.			
2. a.	Individual A (Aggressor)			
2. b.	Individual B (Victim)			
3.	Activity of the staff before the incident is recorded.			
3. a.	Staff A (Staff assigned to the individual who is the aggressor)			
3. b.	Staff B (Staff assigned to the individual who is the Victim)			
4.	Activity of the individuals during the incident is recorded.			
4. a.	Individual A (Aggressor)			
4. b.	Individual B (Victim)			
5.	Activity of the staff during the incident is recorded.			
5. a.	Staff A (Staff assigned to the individual who is the aggressor)			
5. b.	Staff B (Staff assigned to the individual who is the Victim)			
6.	Activity of the individuals after the incident is recorded.			
6. a.	Individual A (Aggressor)			
6. b.	Individual B (Victim)			

<i>Standard for Supervisor Responsibility Peer to Peer with No or Minor Injury Investigation</i>		<i>Y</i>	<i>N</i>	<i>Comments</i> <i>Section may be used to clarify a response given, but may not be used as a stand-alone response.</i>
7.	Activity of the staff after the incident is recorded.			
7. a.	Staff A (Staff assigned to the individual who is the aggressor)			
7. b.	Staff B (Staff assigned to the individual who is the Victim)			
8.	Surroundings that impacted the incident are recorded.			
9.	Early warning signs are recorded.			
9. a.	Individual A (Aggressor)			
9. b.	Individual B (Victim)			
10 .i.	Treatment plans and Behavior plans were reviewed and intervention strategies are recorded.			
10 .i. a.	Individual A (Aggressor)			
10 .i. b.	Individual B (Victim)			
10 .ii.	Interventions found in the Treatment plans and Behavior plans that were NOT used that might have been more effective are recorded.			
10 .ii. a.	Individual A (Aggressor)			
10 .ii. b.	Individual B (Victim)			
11.	Interventions staff used before, during, and after the incident are recorded.			
11. a.	Staff A (Staff assigned to the individual who is the aggressor)			
11. b.	Staff B (Staff assigned to the individual who is the Victim)			

Standard for Supervisor Responsibility Peer to Peer with No or Minor Injury Investigation		Y e s	N o	Comments <i>Section may be used to clarify a response given, but may not be used as a stand-alone response.</i>
12	Effects of the intervention strategies are recorded.			
12	Individual A (Aggressor)			
12	Individual B (Victim)			
13	Staffing pattern that may have impacted the incident is recorded.			
14	Sequence of immediate protections to eliminate potential, immediate, and future harm are recorded.			
15	Description of staff injury, if any, is recorded.			

Standard for Risk Manager/Investigator Responsibility Peer to Peer with No or Minor Injury Form		Y e s	N o	Comments <i>Section may be used to clarify a response given, but may not be used as a stand-alone response.</i>
1.	Analysis and Findings are recorded.			
2.	Facility Follow-up is recorded.			

Standard for Team Leader Responsibility Peer to Peer with No or Minor Injury Form		Y e s	N o	Comments <i>Section may be used to clarify a response given, but may not be used as a stand-alone response.</i>
1.	A description of how the incident affected the individual is recorded.			
1.a	Individual A (Aggressor)			
1.b	Individual B (Victim)			
2.	If the YES block is checked, indicating additional follow-up is needed - additional follow-up is recorded.			