

Individual Name: _____ Incident # _____

**DMHDDAS Incident Report and Incident Investigation/Follow-up
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 Incident Investigation/Follow-up**. 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>
		<i>s</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.			

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 Incident Investigation/Follow-up</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>
		<i>s</i>		
1.	Immediate steps to SECURE THE SCENE are recorded.			

Standard for Supervisor Responsibility Incident Investigation/Follow-up		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>
2.	The activity at the time of the incident, including: intervention strategies used with the individual, precipitating event, early warning signs, staffing considerations, and staff actions relating to the incident are recorded.			
3.	The summary of findings, including a review of the individual's relevant program plan and intervention strategies (if applicable) in comparison to the activities described in #2 are recorded.			
4.	Conclusions from the information provided in 1-3 above are recorded.			
5.	Recommendations from the information provided in 1-4 above are recorded.			

Standard for Team Leader Responsibility Incident Investigation/Follow-up		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 (if applicable).			
2.	If the YES block is checked, indicating additional follow-up is needed - additional follow-up is recorded.			