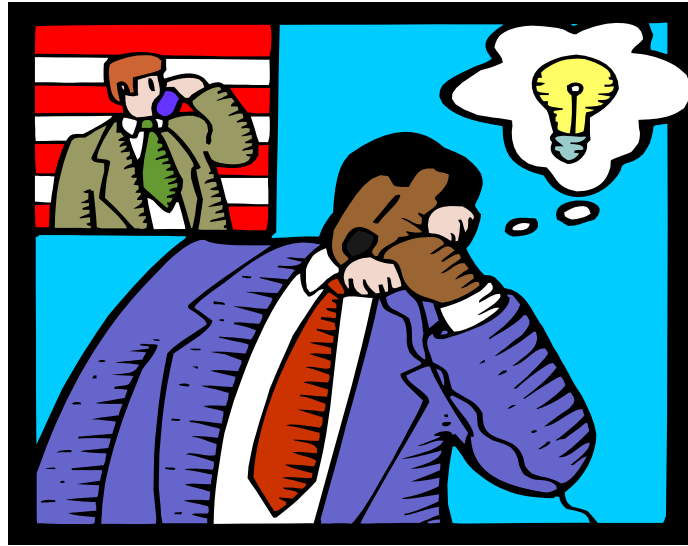


Shared Information:



- There are some type of incidents that are also important but do not require a special incident report.
- For these incidents we will refer to as “shared information.”
- These incidents will require notification to the assigned Service Coordinator so that both agencies can work together assessing the consumer for risks, evaluating the situation, and developing a plan to resolve the situation.
- These incidents will require documentation in on-going notes.

Process:

- **Contact Service Coordinator and find how they want information to given to them (phone call, e-mail, Case ID Note, Monthly Progress Note etc.)**
- **Find out from Service Coordinator how often to report this information to them (each time it occurs, weekly, monthly etc)**

Incidents that fall in this category:

1. Seizures
2. Rule Violations
3. Not Following Directions
4. Consumers missing program for 3 consecutive days

5. Consumer falls- no injury
6. Condition requiring Medical Intervention
7. Pregnancy
8. Minor Injury-Basic First Aid
9. Injury-Accident
10. Injury –from a Behavior Episode
11. Injury From another consumer
12. Injury –Unknown
13. Aggressive Act to another consumer
14. Aggressive Act to Family
15. Aggressive Act to Self
16. Aggressive Act to Staff
17. Aggressive Act involving a weapon
18. Severe Verbal Threats
19. Drug /Alcohol Abuse
20. Community Safety
21. Property Damage
22. Theft by a consumer
23. Report incidents on Left column of “Vendor Special incident Reporting Requirements” that did not occur under vendored care.