

Action Request Transmittal Developmental Disabilities Services



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Number: DD-AR-21-002

Issue date: 1/6/2021

Topic: Developmental Disabilities

Due date:

Subject: Incident Management Team Meetings Draft Quarterly Reporting Form

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: Action Request 20-082 has been changed based on feedback on and review of the submitted simplified report. The following changes have been made to the IMT Simplified Report:

- The field for entering the four-digit year has been repaired
- Additional prompts have been added to assist the Incident Management Team in a thorough review of Serious Incidents and Abuse.
 - Comparison to previous reporting period
 - Trend analysis
- Two questions regarding abuse timelines have been removed, as this information is not easily available through the report from the Centralized Abuse Management System (CAM)

For 2020 incident management team review, the simplified report (see link below) will be required according to the schedule listed below. The full report and statistical analysis of Serious Incidents (SI) and abuse trends will be required of CMEs at a future date which will be announced in a future Action Request (AR). Until that date, all CMEs must complete the following on a quarterly basis:

- Hold an Incident Management Team (IMT) meeting.
- Review all SIs and abuse that occurred during the quarter.
- Complete the updated simplified report available [here](#).

→ Submit the simplified report following the directions within the form itself.

Reports are due according to the following schedule:

Q1 2020 (January, February, March) – Not required

Q2 2020 (April, May, June) – Monday, November 2nd, 2020

Q3 2020 (July, August, September) – Monday, January 4th, 2021

Q4 2020 (October, November, December) – Monday, March 1st, 2021

When ODDS determines that the full statistical review process is feasible, all CMEs will be expected to complete a full trend analysis of SIs and abuse. ODDS will issue additional guidance, provide training and overview of the complete statistical review and trend analysis form, and provide CMEs with an opportunity to give feedback on the full trend analysis form and process at that time. ODDS will issue a new Action Request when the process will shift from the simplified form required in this Action Request to the full statistical review and trend analysis.

Reason for action: The ODDS 1915(c) waiver requires ODDS to ensure that CMEs develop incident management teams which convene at least quarterly to identify trends, develop local and system-wide responses, and identify preventive actions to address system deficiencies or emerging concerns that could potentially harm individuals served. OAR 411-415-0055(1)(e) requires that each CME to form an Incident Management Team (IMT) to review Serious Incidents (SI). The CME must submit findings to the Department quarterly on a format determined by the Department.

Communication/training: This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call [971-277-2343](tel:971-277-2343) using conference ID: 403 980 561# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.INFO@state.or.us.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this policy transmittal contact:

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