

Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

Number: DD-AR-21-002

UPDATED

Authorized signature

Issue date: 4/7/2021

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 (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

Action Request DD-AR-21-002 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:

- Calendar quarters have been changed to match the federal waiver year.

During 2021, incident management teams must review all abuse and serious incidents and submit a report (see link below) to ODDS complying with the scheduled 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 on the following schedule:

2020-21 Q3 (January, February, March 2021) – Monday, May 3rd, 2021

2020-21 Q4 (April, May, June 2021) – Monday, August 2nd, 2021

2021-22 Q1 (July, August, September 2021) – Monday, November 1st, 2021

2021-22 Q2 (October, November, December 2021) – Monday February 7th, 2022

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) waivers 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: Engagement & Innovations website.

If you have any questions about this policy transmittal contact:
Kirsten.G.Collins@dhssoha.state.or.us