



NEW BEGINNINGS ENTERPRISES, INC.
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Protocol: **Critical Incident/Adverse Incident Reporting**

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Effective Date: 12/1/17

Revised: 10/8/18

Each Community Service Provider may have their own process regarding who is responsible for completing the Critical Incident/Adverse Incident Reports.

1. Critical incidents must be reported by Community Service Providers to the CDDO and KDADS QMS within one business day. The following are defined as critical incidents:
 - a. Police involvement
 - b. Hospitalizations/Emergency Room visit
 - c. In-patient mental health treatment
 - d. Medication not administered as prescribed
 - e. Death
 - f. Allegations of abuse, neglect or exploitation
 - g. Any work related incidents which results in serious injury or death
 - h. Any incident involving a threat to the life of an employee
 - i. Any situation this is likely to result in negative media coverage and/or involvement with Legislators or members of Congress
2. Follow up information should be provided to the CDDO as it becomes available after the incident.
3. The CDDO reviews the reports and monitors the situation as necessary until the issue is resolved, if possible.
4. Adverse Incident Reporting is also required in certain situations. Please see the KDADS website for that criteria and how to access that system: www.kdads.ks.gov/provider-home/providers/adverse-incident-reporting
5. If the Critical Incident also meets the criteria for an Adverse Incident, the Community Service Provider may enter the data in the AIRS system, print the report, and email to the CDDO and QMS. If the incident doesn't meet the AIRS criteria, please complete a Critical Incident form.