



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Harvey-Marion CDDO: Adverse Incident Report Protocol

Revised: 3-28-17; 2-5-18; 8-17-18

Intended outcome: Individuals supported through the home and community-based intellectual/developmental disability service system, who experience adverse incidents, receive immediate safeguards and responsive follow-up/resolution, reported in the statewide adverse incident reporting system for individual and systemic quality assurance monitoring.

Compliance Expectation: Harvey-Marion County CDDO and all affiliated providers will comply with KDADS policy regarding reporting Adverse Incidents in the KDADS web-based Adverse Incident Reporting System within 24-hours of knowledge of the adverse incident.

Who reports: Any affiliated provider or case manager or Harvey-Marion County CDDO staff upon knowledge of an adverse incident.

HMCCDDO Notification Expectations:

- 1) Reporter will access KDADS AIR reporting web link to enter report information.
- 2) Reporter will print report, or copy and paste content to a new document, before electronic submission to KDADS.
- 3) Reporter will email scan or copy of AIR report to: KDADS Quality Management Specialist (QMS), Harvey-Marion County CDDO, MCO Care Coordinator, and contacts for all service providers serving the individual, including the case manager if the reporter is not the case manager.
- 4) As applicable - Reporter will notify family/legally responsible party of an involved minor child, and guardian/legally responsible party of an involved adult.

Self-directed services: Harvey-Marion County CDDO director/designee will inform individuals choosing to self-direct of the responsibility to report critical/adverse incidents to the individual's case manager, using the Self-Direction Checklist.

Replacement: This revised protocol REPLACES previous versions of the Harvey-Marion County CDDO Adverse Incident Report Protocol.

Authorities:

1. 2-6-17 MEMO from Secretary Keck re KDADS Adverse Incident Reporting System; and Attachment 1, Adverse Incident categories and definitions.
2. AIR Report Web link: <https://webapps.kdads.ks.gov/LSOBP18/f?p=199:15::::15:>
3. AIR Manual Web link: <https://www.kdads.ks.gov/docs/default-source/General-Provider-Pages/manuals/AIR/air-instructions-for-providers-v2.pdf?sfvrsn=6>.
4. KDADS HCBS Adverse Incident Reporting and Management Policy #2017-110
5. AIR Training Video posted at: [http://www.kdads.ks.gov/commissions/home-community-based-services-\(hcbs\)](http://www.kdads.ks.gov/commissions/home-community-based-services-(hcbs))

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