

Incident Report Cheat Sheet

Require Reporting

- 911/Police/EMT Involvement
- Death
- Elopement
- Search & Seizure
- Medication Refusal
- Medication Error
- Medication Reaction
- Side Effects
- Physical Intervention
- Self-Injurious Behavior
- Assaulting staff/peers
- Urgent Care/ER Visit
- Arrest
- Hospitalization
- Suicide attempt or gesture
- Fire
- Vehicle Accident
- Communicable Disease
- Any new behavior/oddity/out of the ordinary

Common Staff Actions

- Verbal Redirection
- Blocking Techniques
- Bite Release
- Hair Pull Release
- Coping Skills
- Validation of Feelings
- DBT Skills
- Distracting Techniques
- Increased supervision
- First Aid/vital signs
- Notify guardian
- CMH on-call
- Notify Case Manager
- Notify Rights
- Notify prescribing physician when appropriate

Reason/Cause of Incident

- Verbal/Physical Altercation
- Family Interaction
- Relationship Issues
- Lack of funds
- Telephone
- Internet
- Over stimulation (identify the stimulation)

Tips

- Stick to the facts; don't assume. No opinions
- If medication related, be sure to include medication name(s) and dosage
- Describe what occurred; what did it look like, where and when did it occur
- For any urgent care, emergency room, or hospitalization, please include the diagnosis and discharge instructions if any
- Remember IR's are to be completed by the end of your shift and must be reported to the CMH within 24 hours
- Don't document using emotions; ensure language is free of judgement and frustration
- Don't use IR's as a form of punishment! This will more than likely cause a behavior.
- Recipients should not be aware an IR is being completed
- Don't assume others have completed an IR, when in doubt, fill it out