

OLDER ADULT DAILY LIVING CENTER
Unusual Incident Report
6 Pa. Code § 11.16

Please Note: Only Microsoft Word or Fillable PDF file will be accepted.
 Handwritten or scanned Incident Reports are not acceptable.

FACILITY INFORMATION		
Name of Facility:	License Number:	
Address of Facility:	County:	
Name of Director:	Telephone Number:	
DATE AND TIME OF INCIDENT		
Date:	Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	
TYPE OF INCIDENT: (Check all that apply)		
<input type="checkbox"/>	Criminal conviction against the legal entity, owner, operator or employee as described in 6 Pa. Code § 11.281	
<input type="checkbox"/>	Injury, trauma or illness of a client requiring treatment at a medical facility	
<input type="checkbox"/>	Violation or suspected violation of a client's rights	
<input type="checkbox"/>	A client who is missing and presumed to be at risk (<i>all elopements are considered reportable</i>)	
<input type="checkbox"/>	Abuse, neglect or exploitation or suspected abuse, neglect or exploitation of a client	
<input type="checkbox"/>	Misuse or suspected misuse of a client's funds or property	
<input type="checkbox"/>	Outbreak of a communicable disease as defined in 28 Pa. Code § 27.2	
<input type="checkbox"/>	An incident involving the fire department or circumstances requiring police action	
<input type="checkbox"/>	A condition, except for snow or ice, that results in closure of the facility for more than one scheduled day of operation	
<input type="checkbox"/>	Client death, that occurs at the center per 6 Pa. Code § 11.17	
CLIENT INFORMATION		
Name of Client: (Last, First)	Sex M: <input type="checkbox"/> F: <input type="checkbox"/>	Date of Birth
Funding Source <input type="checkbox"/> Aging Waiver <input type="checkbox"/> COMMCARE <input type="checkbox"/> Independence <input type="checkbox"/> OBRA <input type="checkbox"/> Options <input type="checkbox"/> Private <input type="checkbox"/> Other (Specify) LIFE		
LOCATION OF INCIDENT: (Bathroom, Program Area, Center Grounds, etc.)		
DESCRIPTION OF INCIDENT: Provide a <u>detailed</u> description of what happened. What were the circumstances leading up to the incident? Attach additional sheets if necessary.		

FOLLOW UP ACTION TAKEN: What action was initiated or is planned in response to the incident? Attach supporting documents if applicable. (i.e. revised care plans, progress or treatment notes, revised policies/procedures, in-service training, etc). Address measures taken to reduce the risk of repeat incidents at the conclusion of the investigation, if applicable. Include referrals if applicable.

NOTIFICATION

Department of Aging - Division of Licensing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Telephone <input type="checkbox"/> Written	Date: Time:
Funding Agency (<i>specify</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Telephone <input type="checkbox"/> Written	Date: Time:
Client's Responsible Person (<i>specify relationship</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Telephone <input type="checkbox"/> Written	Date: Time:
Local MH/MR Office (<i>if applicable</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Telephone <input type="checkbox"/> Written	Date: Time:

ABUSE/NEGLECT/EXPLOITATION/ABANDONMENT & ACT 13 MANDATORY ABUSE NOTIFICATION (if applicable)

Local Area Agency on Aging (All Suspected Abuse, Neglect, Exploitation, Abandonment & Act 13 Reports) Must call Licensing Representative / Division Supervisor to report immediately.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Telephone <input type="checkbox"/> Written	Date: Time:
Law Enforcement (For Act 13 Reports)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Telephone <input type="checkbox"/> Written	Date: Time:
Department of Aging - Criminal History Background Check Unit (Call 717-265-7887 to report Act 13 - serious physical, serious bodily, sexual abuse or suspicious death)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Telephone <input type="checkbox"/> Written	Date: Time:

CONTACT INFORMATION

Name and Title of Person Completing Report:	Telephone Number of Contact Person:
Date of Report:	Time of Report: AM <input type="checkbox"/> PM <input type="checkbox"/>

Signature of person completing report:

SUMMARY OF REGULATORY REPORTING REQUIREMENTS

§ 11.16(b) - The responsible party, the client's family, if appropriate, and the residential services provider, if applicable, shall be immediately notified in the event of an unusual incident relating to a client.

§ 11.16(c) - In cases of abuse or suspected abuse, an incident involving a fire department, or circumstances requiring police action, within 24 hours after an unusual incident occurs but not later than the next working day, the center operator shall orally notify the following: (1) The Department. (2) The funding agency when the services of the client involved in the unusual incident are being publicly funded. (3) The mental health and mental retardation program of the county in which the center is located if the client involved in the unusual incident has mental illness or mental retardation.

§ 11.16(d) - Within 3 working days after an unusual incident occurs, the center operator shall conduct an investigation of the unusual incident and complete and send copies of an unusual incident report on a form specified by the Department to the following: (1) The Department. (2) The funding agency when the services of the client involved in the unusual incident are being publicly funded. (3) The mental health and mental retardation program of the county in which the center is located if the client involved in the unusual incident has mental illness or mental retardation.

REPORTING INSTRUCTIONS

Print the report for your records. Email the report to adlc-uireport@pa.gov

Do not abbreviate words or use acronyms.

FOR DEPARTMENT OF AGING USE ONLY:

Date report received:	Reviewed by:
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