

Significant Events Reporting – Clarifications and Reminders

When completing a Significant Event, Category II Report form, please remember:

- ✓ to write in the Region
- ✓ to note the date and time of the event
- ✓ to note the date and time the event is being reported
- ✓ to note if the individual is a Jackson Class Member or a Non-Jackson Class Member
- ✓ to write legibly please
- ✓ you may include/attach a copy of your internal incident report if it provides a more detailed description of the event

All Significant Events, Category II Reports are to be faxed to: **505-222-6690** (not to the Regional Office)

All Significant Events, Category II Reports are to be faxed **within 2 business days of the event**

If an occurrence is a DHI Reportable Incident and also a significant event it **MUST be reported through the DHI Incident Reporting System** and not as a Significant Event, Category II Report **except:**

If the incident/event is an **Out of Home Placement resulting from an emergency services visit** it **MUST** be reported both as a DHI Reportable Incident (Use of Emergency Services) and as a Significant Event, Category II Report (i.e., hospitalization, nursing home placement, etc.)

At this time an Out of Home Placement, Significant Event, Category II Report does not have to be completed if the incident/event involves an individual being **incarcerated (jailed)** but a DHI Reportable Incident must be completed

Significant Event, Category III Reporting **will begin on** July 1, 2010; therefore, the first Significant Event, Category III Report is due by October 20, 2010 for the quarter ending September 30, 2010

(Further instructions on how to submit these reports will be issued at a later date)