

Thomas O. Forslund, Director

Governor Matthew H. Mead

## MEMORANDUM

DATE: July 19, 2011

TO: Adult Developmental Disabilities (DD), Child DD, and ABI Waiver Providers

FROM: Joe Simpson, Administrator  
Behavioral Health Division - Developmental Disabilities Programs

SUBJECT: Critical Incident Category Changes and Requirements

REF #: 11-124-JS

The Behavioral Health Division - Developmental Disabilities Programs, referred to as the “Division”, recently made a change to the critical incidents that are reported to the Division. After reviewing incidents and individual cases involving participants who have had extended stays in hospitals or institutions without the Division’s knowledge, the Division added the category “**Medical/Behavioral Admissions**” to the current requirements for Critical Incident reporting.

Providers are now required to update their internal Incident Reporting policy and procedures in order to comply with these changes. Providers, and designated provider employees, shall file an incident report when a participant is admitted into a medical or behavioral-based institution. Qualifying institutions and reporting conditions include:

- Emergency Rooms (All unscheduled visits)
- Hospitals (Inpatient only)
- Surgical Clinics (Inpatient only)
- Hospice Care Centers (Inpatient and outpatient)
- Substance Abuse Treatment Centers (Inpatient only)
- Mental Health/Behavioral Health Treatment Centers (Inpatient only)

Routine care appointments remain non-reportable, such as scheduled, non-trauma related visits to a medical or behavioral practitioner’s office or a Public Health clinic.

In addition to reporting Medical/Behavioral Admissions to the Division, the provider must also report the incident to the Participant’s Guardian and Case Manager within 24 hours of the occurrence. This timeframe is a minimal standard and the suggested best practice would be to contact all the involved parties as soon as possible. When filing a medical/behavioral admission incident report, the provider is not required to contact Department of Family Services and Protection & Advocacy unless the admission is a result of an incident, which is reportable under the other Critical Incident categories.

The Division’s online Critical Incident reporting system is web-based and can be accessed via the bottom left-hand menu button on the Division’s homepage (<http://www.health.wyo.gov/DDD/index.html>), or by pasting this link <https://improv.health.wyo.gov/incidentreport.aspx> into your browser. For additional information regarding these and other Critical Incident reporting requirements, contact your local Provider Support Specialist, or contact Kathy Escobedo, Provider Support Manager, at 307-777-8761 or [kathy.escobedo@wyo.gov](mailto:kathy.escobedo@wyo.gov).