**This document must be completed and returned as part of the case manager certification renewal.**

Requirements for incident reporting are found in Chapter 45, Section 20 of the Department of Health’s Medicaid Rules. As established in W.S. § 14-3-205 and W.S. § 35-20-103, any person who suspects the abuse, neglect, or exploitation of a child or vulnerable adult is obligated to report the incident.

Please review the following scenarios. Identify the following:

* Which of the situations described would need to be filed as an incident report
* The incident category under which the incident would be filed
* The other entities to whom the incident would need to be reported

Scenario #1

During a home visit with Suzy Test, a participant who lives alone in her own apartment, you observe the home to be unkempt and generally unsanitary; the floor is littered with dirty clothing, the sink contains unwashed dishes, the dining room table is covered with empty soda cans, and there is a slightly unpleasant odor to the air. When talking to Suzy about the condition of her apartment, she states that she has no problem with it being that way, but acknowledges that she could use some help.

Is this situation reportable?  Yes  No

If the situation is reportable, under which category should it be reported? Choose a category.

To whom should you report the incident?

Division of Healthcare Financing  Department of Family Services  Protection and Advocacy

Law enforcement  Legally authorized representative

What is the timeline for filing this incident report? Choose a timeframe.

Scenario #2

During a home visit with Suzy Test, a participant who lives alone in her own apartment, you observe the home to be generally sanitary, but in need of some minor cleaning. When talking to Suzy about her services, she mentions that she was wondering what happened to her provider of nightly in-home supports as she has not seen or heard from them for over a week. Reviewing the plan of care reveals the provider is Suzy’s sole support and assists only with light cleaning and meal preparation/cooking because Suzy has difficulty doing so alone. Suzy appears to be without distress.

Is this situation reportable?  Yes  No

If the situation is reportable, under which category should it be reported? Choose a category.

To whom should you report the incident?

Division of Healthcare Financing  Department of Family Services  Protection and Advocacy

Law enforcement  Legally authorized representative

What is the timeline for filing this incident report? Choose a timeframe.

Scenario #3

During a review of provider internal incident reports related to Suzy Test, a participant with whom you work, you discover that a restraint was performed on Suzy last month. You were never notified of the incident. You contact the provider to get more information on the event, and the provider indicates that they did not report the event to the Division or outside agencies.

Is this situation reportable?  Yes  No

If the situation is reportable, under which category should it be reported? Choose a category.

To whom should you report the incident?

Division of Healthcare Financing  Department of Family Services  Protection and Advocacy

Law enforcement  Legally authorized representative

What is the timeline for filing this incident report? Choose a timeframe.

Addressing non-reportable incidents

If you identified an incident(s) that did not need to be reported to the Division, please explain how you would address the situation.

Case Manager Printed Name

Signature Date