

# Timely Reporting Matters!

*First and foremost, ensure the health and safety of individuals and staff.*

FROM	TO	REPORTING TIME	PURPOSE
VENDOR / FACILITY	SC	24 HOURS <u>PHONE*</u> / 24 HOURS WRITTEN	INITIAL REPORT
VENDOR	CCL/HCL	24 HOURS	MANDATED REPORTER / VENDOR LICENSING
GUARDIAN	SC	ASAP – VARIES	EVEN WHEN CLIENT IS NOT WITH THE VENDOR, LTC IS RESPONSIBLE 24/7
SC	SIRC	2 WORK DAYS	LIAISE BETWEEN CASE MGMT & RISK MGMT



*\*WITHIN 24 HOURS of incident occurrence or of gaining knowledge of an incident.\**

- Leave a VM on the weekends & after-hours.*
- Report the details that you do have; do not wait to try to discover more.*
- Facility responsible to report even if the incident occurred at day program, school, with family, etc.*

## Incomplete Followup Information



Discharge Diagnosis: \_\_ Seizure \_\_

Discharge Date: \_\_ 5/2/24 \_\_

Client discharged to: \_\_\_\_\_ (location)

Follow up needed after discharge (i.e. PT): \_\_\_\_\_

Any concerns regarding abuse and/or neglect? \_\_ N/A \_\_

Does client require any support/equipment for daily mobility? \_\_ N/A \_\_

Prevention Plan (immediate response & moving forward): \_\_ Increased case management \_\_

## Completed Followup Information



Discharge Diagnosis: \_\_ Gran Mal Seizure \_\_

Discharge Date: \_\_ 5/2/24 \_\_

Client discharged to: \_\_ Family Home \_\_ (location)

Follow up needed after discharge (i.e. PT): \_\_ Sandy has a followup appointment with her PCP Dr. Hughes on 5/20/24 \_\_

Any concerns regarding abuse and/or neglect? \_\_ None \_\_

Does client require any support/equipment for daily mobility? \_\_ No \_\_

Prevention Plan (immediate response & moving forward): \_\_ Sandy has been advised to rest and not attend school until her doctor's appointment on 5/20/24. SC to hold planning meeting to discuss nursing assessment. Mother will monitor Sandy for any new seizures and Sandy has been advised to notify her mother if she feels a seizure coming on. \_\_