CHAPTER 19 – REPORTING REQUIREMENTS

19.2 – REPORTING OF INCIDENTS, ACCIDENTS AND DEATHS

REPORTING OF INCIDENTS, ACCIDENTS AND DEATHS TO HEALTH CHOICE INTEGRATED CARE

Healthcare providers must report any incident, accident or death as defined by this chapter, of a healthcare recipient to Health Choice Integrated Care within 48 hours.

Health Choice Integrated Care must ensure the timely and accurate reporting of incidents, accidents, and deaths involving behavioral health members to the ADHS/DBHS Bureau of Quality and Integration (BQ& I) Office of Quality of Care (QOC). Health Choice Integrated Care must submit to ADHS/DBHS/BQ&I all Incident Accident and Death reports that pertain to the following for all behavioral health members with an open Episode of Care (EOC):

- Deaths;
- Medication error(s);
- Abuse or neglect allegation made about staff member(s);
- Suicide attempt;
- Self-inflicted injury;
- Injury requiring emergency treatment;
- Physical injury that occurs as the result of personal, chemical or mechanical restraint;
- Unauthorized absence from a licensed behavioral health facility, group home or HCTC of children or recipients under court order for treatment;
- Suspected or alleged criminal activity;
- Discovery that a client, staff member, or employee has a communicable disease as listed in R9-6-202 (A) or (B);
- Incidents or allegations of violations of the rights as described in A.A.C. R9-20-203 or in A.A.C. R9-21, Article 2;
- Discrimination;
- Exploitation;
- Coercion;
- Manipulation;
- Retaliation for submitting complaint to authorities;
- Threat of discharge/transfer for punishment
- Treatment involving denial of food;
- Treatment involving denial of opportunity to sleep;
- Treatment involving denial of opportunity to use toilet;
- Use of restraint or seclusion as retaliation;
- Health Care-Acquired and Provider Preventable Conditions as described in the AHCCCS AMPM Chapter 900;
- Adverse Drug Event or Reactions/"Red Flags" (See Chapter 2.7 Pharmacy Management).

Health Choice Integrated Care will submit Incidents, Accidents and Death (IAD) reports regarding “sentinel events” to ADHS/DBHS Bureau of Quality and Integration (BQ&I) Office of Quality of Care (QOC) weekly. A sentinel event is defined as any of the following:

- Suicide or significant suicide attempt by a member;
- Homicide committed by a member;
• Unauthorized absence of a member from a locked behavioral health inpatient facility;
• Sexual assault while a member is a resident of a locked behavioral health inpatient facility;
• Death of a member.

**Incident, Accident, Death Report** must be used for reporting incidents, accidents and deaths of enrolled healthcare members. (See **BQ&I Specifications Manual** for additional information). The email address to send to Health Choice Integrated Care is on the form.

Upon receipt of an IAD Report from providers, Health Choice Integrated Care must:
• Take action necessary to ensure the safety of the persons involved in the incident.
• Ensure that the information required on the IAD form is fully and accurately completed as required. If the IAD form is returned to the subcontracted provider for additions or corrections, the subcontracted provider must return the corrected version of the report to Health Choice Integrated Care within 24 hours of receipt.