



Office of Licensure

Regional Offices

East Tennessee: Phone – (865) 594-6551 Fax – (844) 340-4482
 Middle Tennessee: Phone - (615) 532-6590 Fax – (615) 532-7856
 West Tennessee: Phone – (901) 543-7442 Fax – (844) 844-5538

REPORTABLE INCIDENT FORM

For use by TDMHSAS Licensed Facilities/Services

***** PLEASE SEE PAGE 3 FOR INSTRUCTIONS ON COMPLETING THE REPORTABLE INCIDENT FORM *****

Date of This Report: _____ Reporting Person: _____

Licensee: _____ Title: _____

Facility Phone Number: _____ Phone Number: _____

Email Address: _____

Service Recipient: _____ Gender: _____ D.O.B.: _____ S.S. #: _____

Service Recipient: _____ Gender: _____ D.O.B.: _____ S.S. #: _____

Service Recipient: _____ Gender: _____ D.O.B.: _____ S.S. #: _____

Date/Time of Alleged/Suspected Incident: _____

Location of Alleged/Suspected Incident: _____

Date/Time Incident Become Known to Staff: _____

Staff Involved in Incident, if any: _____

(Staff S.S. #): _____

Detailed Description of Incident (if typing on this form, verify you are making it printer friendly – attach separate sheet if necessary): _____

Office of Licensure

REPORTABLE INCIDENT FORM INSTRUCTIONS

Please use a Reportable Incident Form to notify the respective Regional Licensure Office of incidents that occur at a TDMHSAS licensed or operated facility. Along with the Incident Form, please send all pertinent attachments that may aid the Department in investigating the incident (i.e. staffing ratio and assignments at the time of the event, nursing notes, applicable policies and procedures, any witness statements, etc.).

The Department will investigate reported incidents of abuse, dereliction or deficiency of operation in the operation of a licensed service or facility. Tennessee Administrative Rule 0940-5-2-.20. This includes those incidents that occur while a PSSA caregiver is present, scheduled to be present and/or should have been present.

1. All seclusion, mechanical or physical holding of a service recipient incidents resulting in either the death, serious injury, or suicide attempt of a service recipient **shall be reported to the Regional Licensure Office no later than the close of business the next business day after the event.** Tennessee Administrative Rule 0940-3-9-.19.
2. The following incidents must be reported to the Regional Licensure Office by the close of the next business day after notice of the event:
 - a. Injuries to service recipients that require more than basic first aid.
 - i. “Basic first aid” is defined, for the purposes of these instructions, as minor medical assistance rendered to a service recipient such as application of a Band-Aid, application of antiseptic or anti-itch cream, application of a cold or heat compress or a compression bandage, or issuance of aspirin, naproxen sodium, ibuprofen or other over-the-counter pain medication.
 - b. Service recipient self-harming or an unsuccessful attempt to self-injure.
 - c. Death or suicide attempt of a service recipient who is a client of a residential facility or who is in the care or custody of the non-residential licensed agency.
 - d. Sexual activity or attempted sexual activity between staff and residents.
 - e. Physical or sexual incidents involving staff and service recipients including, but not limited to: verbal aggression, threats or harassment by staff of service recipients and intentional or negligent failure to provide or withholding of services or treatment of service recipients by staff.
 - f. Staff theft of service recipient property. This includes theft of medicine prescribed to a service recipient; theft or improper use of client funds, including an unauthorized use of a client’s ATM cards or checking accounts; and theft of a client’s personal property (jewelry, clothing, furniture, etc.).

- g. A service recipient being absent from the grounds of a residential agency in violation of agency rules or guidelines; or the service recipient cannot be located on the grounds of a residential agency and is outside of direct supervision of staff for more than fifteen (15) minutes.
 - h. A service recipient's damage to an agency's equipment for physical site costing \$250 or more to repair.
 - i. Loss of heating, air conditioning, water, sewer/septic system, gas or electric service in a facility for more than 8 hours.
 - j. Structural problems with the facility building(s) – including but not limited to, broken windows, doors, floors, foundation movement – that impacts the living conditions of the residents or the ability of clients to receive services.
 - k. Damage to a facility building resulting from natural disaster (wind, flood, fire, tornado, earthquake) that impacts the living conditions of the residents or ability of clients to receive services.
 - l. Infestation of rodents, insects (examples include lice, bed bugs), or pests.
3. The following need **not** be reported to the Regional Licensure Offices:
- a. Insect bites to service recipients unless more than basic first aid is required to treat it.
 - b. Minor injuries not requiring more than basic first aid occurring as a result of participation in approved recreational activity.
 - c. Seclusion and/or restraint events, administered according to agency policy, with no injury to the service recipient.
 - d. Staff only injuries
 - e. Shoving of one service recipient by another, if no physical injury came to either service recipient as a result.
 - f. Verbal horseplay or verbal aggression between two (2) or more service recipients with no physical injury to the service recipient.
 - g. Service recipient grievances regarding the quality of service at the facility.
 - i. "Quality of service" issues include, but are not limited to, incidents involving a client's dislike of food served, dislike of homework assigned, inability to access telephone or television after posted curfew, and other similar issues. These are best addressed through an agency's grievance procedures. Pursuant to Tennessee Administrative Rule 0940-5-6-.06(1)(a), agencies must notify clients of the facility's grievance procedure and a copy of all of the agency's rules and regulations.