

	<b>Mental Health and Substance Abuse Bulletin</b> <b>COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC WELFARE</b>	
	<b>SUBJECT</b> Management of Incidents: SI-815 Incident Reporting and Risk Management Policy and Procedural Changes	<b>BY</b>  <b>Joan L. Erney,</b> J.D. Deputy Secretary for Mental Health and Substance Abuse Services
<b>NUMBER:</b>	SMH-03-03	
<b>ISSUE DATE:</b>	11/12/2003	
<b>EFFECTIVE DATE:</b>	06/01/2003	

**SCOPE:**

State Mental Health Hospitals and Restoration Center

**PURPOSE:**

To revise provisions for documentation, reporting and management of patient/resident incidents and deaths at state mental hospitals and the restoration center.

**BACKGROUND:**

This bulletin reflects the ongoing efforts of the Chief Performance Improvement Executives, Chief Executive Officers, and the Bureau of Hospital Operations to manage a uniform system of reporting incidents and deaths. This revision reflects modifications/additions to the reporting system implemented in January 1999. This bulletin is designed to increase specificity of data collection and to synthesize the definitions used within Pennsylvania's incident reporting system with those used by the NASMHPD Research Institute (NRI) Performance Measurement System, which the above noted facilities joined effective January 2003. These revisions reflect the continued commitment of OMHSAS to support and manage a centralized risk management system and database which permits aggregate statewide/national reporting and trend analysis.

**POLICY:**

State mental hospitals shall implement the attached standards and procedures in the uniform manner prescribed by the attached documents.

**OBSOLETES:**

Mental Health and Substance Abuse Services Bulletin SMH-98-01, effective date of February 1, 1999, Management of Incidents: SI-815 Incident Reporting and Risk Management Policy and Procedural Changes.

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**Management of Incidents**

7084.1 Policy

7084.2 Responsibilities

7084.3 Facility Management Plan

Attachment A: Documentation Completion Instructions for Incident Report form (SI-815)

Attachment B: SI-815 Code Sheet

Attachment C: Incident Category Definitions

Attachment D: SI-815 Sub-Category Code Sheets

Attachment E: Sample Incident Report Form (SI-815)

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

Bureau of Hospital Operations Director (717)-705-8152