

# REQUEST FOR CLARIFICATION/INTERPRETATION

<b>TO:</b>	Name and Title: <b>Jannis Conselyea</b>	<b>FROM:</b>	Name and Title: <b>Debbie Heerd</b>
	Organizational Unit: <b>DPHHS/DDP</b>		Organizational Unit: <b>CM Director, Helena Industries</b>
	Address:		Address:

1. TYPE OF REQUEST:  Follow-up to Verbal Request - Date of Verbal Request: \_\_\_\_\_  Written Request

2. STATEMENT OF QUESTION OR ISSUE: Appendix D says on page 37 at the top: "witnessed". "discovered"
- (1) If we are considered reporters in appendix D here wouldn't we need to report in both situations?
  - (2) Should these GER's be given to the provider for review on their Incident Management committee reviews?
  - (3) If someone is not in services and on CM only (no DD dollars involved) then they do not appear on Therap and a Montana IR would need to be written. Correct? Who gets these?
  - (4) What if the individual has more than one provider? Whose IM committee gets it for review?
  - (5) If we are to follow this policy by reporting what about pages 3-7, Requirements of the Service Provider's Incident Management System? Do we not need to have one of these?
  - (6) If we don't have an Incident Management System who completes the incident management coordinator reviews? Section 3 of the incident report form?

I guess I would like to see some clarification as to exactly what it is a cm is responsible for in regards to this policy. We are mandatory reporters, we get that, we have no problem writing GER's but we need to know which parts of this policy we are directed to follow and which ones we are not. For example; we were told we do not need to have our own Incident Management Committee w/coordinator but yet we need to write the GER's. On Pg. 22 it talks about the unique role we play but does not define our role in this policy. Thank you for clearing up the mud.

References:

3. ANSWER: (1) Yes if the incident is witnessed/observed or discovered/obtain knowledge of, (first or secondhand) a Case Manager would need to report in both situations.  
 (2) Yes the GER/IR should be given to the provider to review during the Incident Management meeting.  
 (3) Yes Case Management is a service a Case Manager should write an Incident Report and submit it to the Regional Office for follow up.  
 (4) If the Individual has more than one provider send it to all providers for review.  
 (5) No Case Management does not need to have an Incident Management System.  
 (6) If the report is reviewed by a provider agency their Incident Management Coordinator would fill out Section #3 If the report is sent to the Regional Office for review because the individual has no affiliation with a provider A Quality Improvement Specialist can be assigned to review and fill out Section #3.

References:

  
 \_\_\_\_\_ Program Director  
 Approved and Issued by:  
 12-1-10 Date

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