

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jeff Sturm	FROM:	Name and Title: Mike Sadowski CEO
	Organizational Unit: DDP		Organizational Unit: Ravalli Services Corporation
	Address:		Address: 219 Pennsylvania, Hamilton, MT 59840

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

2. STATEMENT OF QUESTION OR ISSUE:

I have a question regarding the Incident Management Policy. In Appendix B, Section III it states:

1. The Committee must meet at least weekly. If there are no incidents and/or review of previous incidents, then the committee does not need to meet as scheduled.

We are a small agency and don't always have much in the way of GER's. If we have any event of consequence we would unquestionably want a meeting to take place. We are, however, 50-60 minutes away from the Region V office and it seems rather silly to have a QIS drive down here if nothing significant has occurred.

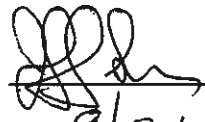
My questions regarding the policy are:

1. What if there are only a couple of incidents? Is a meeting still necessary?
2. What if the only incidents that occur are low internals? Is a meeting still necessary?

References:

3. ANSWER: The policy is very clear on this issue, a meeting is required regardless of the intensity of the incident(s). The policy only allows for the cancellation of the meeting if there are not any incidents at all to review. A Quality Improvement Specialist could be conferenced in by telephone to save on the commute time and expenses if there are only a few incidents to review.

References:



Approved and Issued by:
(Program Director)

Date: 9/24/10

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