

# REQUEST FOR CLARIFICATION/INTERPRETATION


TO:	Name and Title: <b>Jannis Conselyea, Chief Program Support Bureau</b>	From:	Name and Title: <b>Randy Kenyon, CMAG Chair</b>
	Organizational Unit: <b>Developmental Disabilities Program</b>		Organizational Unit:
	Address: <b>111 Sanders OO Box 4210, Helena, MT 59604</b>		Address: <b>ORI, Kalispell</b>

1. TYPE OF REQUEST: Follow-up to Verbal Request  **X** Written Request

2. STATEMENT OF QUESTION OR ISSUE:  
What are the requirements for case managers in filing an "Incident Report"?

2. ANSWER: The Montana Developmental Disabilities Program Incident Management policy Appendix D states "Observer of incident (or staff person involved) completes the Incident Report Form (IR) for any situation that meets the definition for a Reportable or Critical Incident (as specified in Appendix A of the DDP Incident Management Policy) or for other "incidents that the Provider Agency wishes to record and track". If a Case Manager witnesses an incident they must fill out an incident report, if there is no other observer. All Incident Reports must be entered into the web-based Incident Management System THERAP.

Approved and Issued by:

(Program Director)   
Date: 9-27-10

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