

Incident Reporting for Supportive Living Facilities

What incidents are required to be reported?

Section 146.295(m) and 146.305 (e) of the SLP Rule requires that the SLF manager or designee submit a preliminary report for any **emergency** requiring hospital service, police, fire department or coroner. The report must be sent to the Department by fax or electronically within 24 hours of the occurrence. An individual SLF may have stricter reporting requirements.

Examples of incidents that must be reported to the Department include, but are not limited to the following:

- Abuse or suspected abuse of any nature by anyone, including another resident, staff, volunteer, family, friend, etc.
- Allegations of theft when a resident chooses to involve local law enforcement.
- Elopement of residents/missing residents.
- Any crime involving residents that occurs on facility property.
- Fire alarm activation for any reason that results in on-site response by local fire department personnel. This does **NOT** include fire department response that is a result of resident cooking mishaps that only cause minimal smoke limited to a resident's apartment and that do not result in any injuries or damage to the apartment. Examples include: burnt toast or popcorn.
- Physical injury suffered by residents during a mechanical failure or force of nature.
- Loss of electrical power or other utility in excess of an hour.
- Evacuation of residents for any reason.

How are incidents reported?

The Department's Preliminary Incident Report form should be completed for incidents that fall within the parameters outlined above. The form must be submitted to the Department via fax (217/557-5061) within 24 hours of occurrence. Follow up reports should be provided to the Department when new information is obtained.