



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

<b>Subject: Critical Incidents and Abuse, Neglect, and Exploitation</b> <b>Effective Date: 10-01-98</b>		<b>Policy No: 06-040</b>
<b>Revised:</b> 01-23-02, 03-31-03, 05-15-06, 08-24-09, 08-27-12, 08-18-16, 10-23-17, 08-29-19	<b>Forms:</b> Critical Incident Report (CIR): <a href="https://sncddo.azurewebsites.net/">https://sncddo.azurewebsites.net/</a> Adverse Incident Report (AIR): <a href="https://apex.kdads.ks.gov/vmpd18/f?p=199:15:">https://apex.kdads.ks.gov/vmpd18/f?p=199:15:</a>	
<b>Reviewed:</b> 08-24-09, 08-26-10, 08-29-11, 08-27-12, 09-08-14, 08-18-16, 10-23-17, 11-30-20		

**POLICY: Agents of any Affiliate providing services must follow KAR 30-63-28 regarding abuse, neglect, or exploitation. The Affiliate must notify the Shawnee County Community Developmental Disability Organization (CDDO) within two (2) business days of discovery of any critical incidents.**

**GUIDELINES:**

1. The CDDO QMC or designee will monitor that Affiliated Providers are submitting Critical Incident Reports (CIR) in BCI within two (2) business days of incident which include, but not limited to:
  - a. ANE
  - b. APS/CPS reports
  - c. health (example: E.R. visit, urgent care, hospitalization.)
  - d. safety
  - e. elopement
  - f. police involvement
  - g. welfare concerns
  - h. death
2. Requirements:
  - a. A Critical Incident Report (CIR) will be submitted through BCI. In the event that BCI is not available providers are required to submit a written summary of the incident to the QMC.
  - b. The QMC will work with state officials to review the findings of Adult Protective Services (APS) reports and outcomes when notified.
  - c. Providers are required to follow Adverse Incident Reporting (AIR) per State guidelines.
3. For any State of Kansas confirmed incident the Affiliate is required to:
  - a. Notify the CDDO of substantiation.
  - b. Submit a Corrective Action Plan (CAP) to the CDDO QMC within 14 days of notification of substantiation.
4. Affiliated Providers will cooperate with the CDDO in the exchange of information when requested.