



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

Subject: Critical Incidents and Abuse, Neglect, and Exploitation
Effective Date: 10-01-98

Policy No: 06-040

Revised: 01-23-02, 03-31-03, 05-15-06,
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10-23-17, 11-30-20, 10-24-22

Forms:

Critical Incident Report (CIR): <https://sncddo.azurewebsites.net/>

Adverse Incident Report (AIR):

<https://webapps.kdads.ks.gov/prod/f?p=710:15>

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 Quality Management Coordinator (QMC) and/or Quality Oversight & Training Specialist (QOTS) 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. law enforcement involvement
 - g. welfare concerns
 - h. death
 - i. chemical and/or physical restraint
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 and/or QOTS.
 - b. The QMC and/or QOTS 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 APS/CPS confirmed incident the Affiliate is required to:
 - a. Immediately notify the CDDO of any substantiation.
 - b. Submit a Corrective Action Plan (CAP) to the CDDO QMC and/or QOTS within 14 days of notification of substantiation.
4. Affiliated Providers will cooperate with the CDDO in the exchange of information when requested.