

# INCIDENT REPORTING

## Tip Sheet

**Mandated Reporting:** All nursing agency staff are responsible to ensure the safety and well-being of individuals under their care. Anyone employed by a community agency or State-operated facility is, by law, a "required mandated reporter" in any circumstance where there is suspected abuse or neglect.

Each nursing agency must have a mechanism in place for reporting and documenting unusual incidents that occur in the home. The DSCC Care Coordinator must be notified of any incident that poses a threat or potential threat to the individual's health or welfare. Examples of incidents to be reported might include:

- Nurse Sleeping
- Medication or treatment Errors
- An Individual Falling
- Nurses Unable to Meet the Medical of the Client
  - This could be due to lack of experience or knowledge, such as being unfamiliar with the medical equipment.
- CNAs Not Following the Guidelines for Providing Services
- Disagreements With the Parents or Other Caregivers
- Nurses Taking an Individual Out of the Home Without Parental Permission
- Parents Leaving other Children in the Care of the Nurse
- Suspected/Known Abuse, Neglect, or Exploitation of Participant by the Nurse/CNA, and Any Concerns of Fraudulent Documentation

**All Incident reporting should be given to DSCC within five business days of the incident of taking place.**



**Division of Specialized  
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