Critical Incident Reporting and Analysis System (CIRAS)

Webinar presented to Division of Developmental Disabilities Providers

February 2019

• Who? Must complete CIRAS reporting
• What? Types of incidents must be reported
• Where? Is CIRAS located
• When? Must I report (how quickly)
• Why? Is CIRAS required
• How? Do I enter a report
WHY?

- Expectation of federal Centers for Medicare and Medicaid Services (source of Medicaid funds)
- Required by Attachment A (applicable to all service providers) [http://www.dhs.state.il.us/page.aspx?item=103251](http://www.dhs.state.il.us/page.aspx?item=103251) See section VIII, item P

- Purpose is to inform ISCs of issues impacting the well-being of waiver participants
- Ensure appropriate action is taken
- Allow Division of DD to identify and analyze systemic issues and take steps to enhance system quality

WHO?

- Reporting required by all Medicaid Home and Community Based Waiver providers funded through Division of Developmental Disabilities
  - CILA participants
  - Home Based Services participants
  - Not required for persons residing in ICF/DD
  - Not required for those served in State Operated Developmental Centers
WHEN?

- Report within 2 working days of discovering or being informed of the incident
- Better to report late than not at all

WHERE?

- On-line CIRAS reporting system
  - https://ciras2.dhs.illinois.gov/cirassecure/ciras
  - More information concerning CIRAS, including manual, frequently asked questions, forms for access
    - http://www.dhs.state.il.us/page.aspx?item=97358
Not reportable

- Abuse, neglect, and/or exploitation that would otherwise be reportable to:
  - Office of the Inspector General
  - Department of Children and Family Services
  - Department of Aging/Adult Protective Services
  - Department of Public Health

Reportable

- Deaths of participants receiving home-based services
- Significant Known Injuries
- Law Enforcement
- Medical Emergencies
- Missing Individuals
- Peer-to-peer Acts
- Unauthorized Restraint
- Unknown Injury
- Unscheduled Hospitalization
Death of a Home-Based Services Participant

- Deaths of participants that receive services while living in their own or their family's home.
- Deaths of participants residing in residential settings are not reported as part of this data process since they are reported to OIG as per Rule 50.

Known Injury

- A known injury is any injury from a known cause that is not considered abuse or neglect and requires
  - Immobilization
  - Casting
  - Five or more sutures or the equivalent
  - Second or third degree burns
  - Dental injuries
  - Eye injuries
  - Any injury that prohibits the individual from participating in routine daily tasks for more than two consecutive days
Law Enforcement

- Any incident that results in the individual being charged, incarcerated, or arrested
- Police involvement that does not result in charges, incarceration, or arrest is not reportable

Medical Emergency

- Any incident where emergency medical intervention is required to save an individual's life (e.g., Heimlich maneuver, cardiopulmonary resuscitation, intravenous fluids for dehydration)
- The INTERVENTION required (not who provides it) determines if it is a medical emergency
Missing Individual

- The individual cannot be located for a period of time longer than specified in the personal plan, and the individual cannot be located after actions specified in the personal plan are taken, and the individual cannot be located in a search of the immediate surrounding area; or
- Circumstances indicate that the individual may be in immediate jeopardy; or
- Law enforcement has been called to assist in the search for the individual.

Peer-to-Peer Acts

- Acts committed by one individual against another when
  - there is physical abuse with intent to harm;
  - verbal abuse with intent to intimidate, harass, or humiliate, resulting in emotional distress or maladaptive behavior;
  - any sexual abuse;
  - any exploitation; or
  - intentional misappropriation of property of significant value.
Unauthorized Restraint

- Any use of restraint beyond the provisions outlined in Appendix G of each Waiver.

RESTRAINT INFORMATION

- Applied only by a person who has been trained in the application
- Only to prevent harm to self or others
- Only when less restrictive interventions have been tried and failed
- Not to punish or discipline
- Not for convenience of staff
- Expectation to teach appropriate alternative skills
- Part of behavior strategy developed by team
- Reviewed and approved by Behavior Management Committee (if applicable) and by Human Rights Committee prior to implementation
- Limited to 2 hours in length and under observation with professional monitoring
- Only upon written order of identified professional
Unknown Injury

- Any injury of an unknown cause that is not considered possible abuse or neglect and that requires treatment that only a physician, physician's assistant, or nurse practitioner can provide.
- If cause is known, not reportable even if physician or equivalent provides treatment UNLESS it is a medical emergency.

Unscheduled Hospitalization

- Any hospital admission that is not scheduled unless the hospital admission is due to a condition that is specified in the personal plan indicating the specific symptoms and criteria that require hospitalization.
Step-by-step through the various data screens

- Not going to address “how to enroll”
  - Enrollment instructions available on-line in the CIRAS manual
    http://www.dhs.state.il.us/page.aspx?item=97101
  - Enrollment assistance Michael.Blazis@Illinois.gov or by phone at 217-557-9112

User ID will always be ______._______@external.Illinois.gov

https://ciras2.dhs.illinois.gov/cirassecure/ciras/
Home Screen

All CIRAS entries for your agency will be visible. Listed in reverse chronological order (most recent listed first)

Participant Search

First step in adding a new incident report - Select Search, Enter social security number. Must have SSN to enter report. If SSN does not result in correct individual, check SSN. If still not retrieved, contact Michael.Blazis@Illinois.gov or 217-557-9112 for assistance
Search Results

Will show individual identification information and all existing incidents for that individual. Click on SSN to proceed to entry screen.

Incident Report

Some information is pre-filled for you. All other items require information from you. Pull down menus available for fields that have limited options. In other fields, you may insert your own narrative.
Date

Time of Incident
Waiver Type

Incident Type
Location Type

ISC Agency
Description and Action

Save When Complete
Confirmation Page

Edit or Follow-up
Logout when finished

Critical Incident Reporting and Analysis System

- Jayma Bernhard
  - Jayma.Bernhard@Illinois.gov
  - 217-782-9460

- Mike Blazis
  - Michael.Blazis@Illinois.gov
  - 217-557-9112

Need Help? Who should you call?

Is this reportable?
  - Jayma Bernhard
    - Jayma.Bernhard@Illinois.gov
    - 217-782-9460

I’m having trouble accessing the system!!
  - Mike Blazis
    - Michael.Blazis@Illinois.gov
    - 217-557-9112