

IL Department of Human Services - Division of Developmental Disabilities - Bureau of Quality Management

Abuse, Neglect, Death, Incident Reporting and CIRAS -Policy/Procedure review

Agency/Provider

Address:

Program: CILA HBS CDS SDA CSW CRW ISC

Date of Review:

Reviewer:

It is not necessary that all reportable incidents be included in the same policy. If any issues are missing from policy reviewed, discuss with agency representative the missing components and offer an opportunity for the agency to provide supplemental policies/procedures.

Date on Policy:

Date of OIG letter:

Item	Yes	No	N/A	Comments	Remediated on or required by
1. Does the agency/provider have a localized written procedure for handling and reporting incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Does the policy/procedure address abuse allegations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Does the policy/procedure address neglect allegations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Does the policy/procedure address death of persons receiving services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Does the policy/procedure address injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Does the policy/procedure address other significant events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Does the policy/procedure define each type of reportable event, including abuse and neglect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Item	Yes	No	N/A	Comments	Remediated on or required by
8. Does the policy/procedure prohibit screening abuse and neglect allegations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Does the policy/procedure include timeframes for reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Does the policy/procedure include preservation of evidence when appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Does the policy/procedure outline when and how to notify the parent/guardian of significant events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Does the policy/procedure outline a systemic review process to evaluate injuries and other adverse events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Does the systemic review occur at least quarterly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Does the Agency have a policy with guidelines for 24 hour 365 day availability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15. Does the Agency follow policy of being available 24 hours a day, 365 days a year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

CIRAS

Item	Yes	No	Not Apply	Comments or Issues	Remediation completed or required by:
1. Agency/Provider is properly enrolled in CIRAS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have all designated reporters completed and signed the Certificate of Understanding and Acknowledgement for CIRAS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		