



Putting People First

Memorandum

To: Provider Associations
Voluntary Provider Agency Executive Directors
DDSO Directors
IBR Director
Commissioner's Advisory Council
DDPC Consumer Caucus
OPWDD Required Regulations Mailing List

From: Barbara Brundage
Leslie Fuld
Co-Chairs of the OPWDD Statewide Committee on Incident Review

Date: July 24, 2012

Re: Revised OPWDD 148 - Report on Actions Taken in Response to an Incident

Effective: September 1, 2012

Suggested distribution:

Agency administrators
Agency quality/compliance administrators
Agency incident coordinators

Background:

Jonathan's Law (NYS Mental Hygiene Law Section 33.23) and OPWDD regulations require that agencies send a written report on actions taken to address an incident within 10 days. OPWDD developed a form for this purpose, the OPWDD 148. OPWDD regulations require that agencies send a completed OPWDD 148 or a document in a similar format developed by the agency.

Purpose:

OPWDD has revised the OPWDD 148. The new form is titled "Report on Actions Taken in Response to an Incident."

Agencies should start using the revised OPWDD 148 right away.

Effective September 1, 2012, agencies may no longer use the OPWDD 148 (9/2010) and must start using the OPWDD 148 (6/2012) or a document developed by the agency with a similar format.

Completing the form:

For incidents entered into Incident Report and Management Application (IRMA), agencies are able to print the completed revised OPWDD 148 (6/2012) from IRMA. The information which populates the OPWDD 148 generated by IRMA will include information exactly as it was entered into IRMA. The OPWDD 148 generated from IRMA will therefore likely contain names and information tending to identify people who are involved in the incident. Pursuant to OPWDD regulations at 14 NYCRR 624.6(g)(8)(v), the agency must edit or redact the information on the OPWDD 148 to remove the names and information tending to identify people before it is sent (see the regulation for details).

Agencies can also complete the OPWDD 148 (6/2012) online on at:

http://www.opwdd.ny.gov/opwdd_resources/incident_management/documents/form_opwdd_148. For ease of completion and legibility, OPWDD has posted the form as a fillable PDF. Agencies may also print the form and complete the paper form by typing or writing on the form.

Specific changes in the form:

The form was revised in response to concerns raised by provider agencies that some recipients were confused and unnecessarily alarmed by the use of the term “abuse” in the instructions and field headings, when the incident prompting the completion of the form was a reportable or serious reportable incident and not an allegation of abuse. OPWDD revised the form to remove these references. Please note that the information about the type of incident is in the preliminary classification of the incident (e.g. physical abuse).

OPWDD also deleted the field for the “DDSO.” As a part of the reorganization of OPWDD, local offices are no longer providing oversight of incident management in voluntary agencies, so this field is no longer needed. Oversight is now provided by the OPWDD Incident Management Unit. The appropriate state operations office or voluntary agency is identified under the field “Agency completing this form,” which is not changed.

Finally, OPWDD added a field for the master incident number. Alternate forms must also include this field. All incidents entered into IRMA are assigned a master incident number. If a master incident number is assigned, the number must be entered in this field. For incidents that are not entered into IRMA, the number assigned by the agency for the incident may be entered instead.

Reportable incidents:

OPWDD strongly encourages voluntary agencies to enter data in IRMA about reportable incidents. OPWDD has designed IRMA to include many features that are beneficial to agencies, including the ability to quickly and easily generate the completed OPWDD 148. Agencies should be aware that OPWDD expects to require limited data entry of information about reportable incidents in the future. (Note that data entry is already required for reportable deaths and, effective July 15, 2012, for theft of personal property and financial exploitation that are reportable sensitive situations.) Agencies are encouraged to facilitate the transition to required data entry of all reportable incidents by instituting the necessary procedural changes and beginning to enter information about reportable incidents before it is required.

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If you have any questions about the information contained in this memorandum, please contact OPWDD's Incident Management Unit at incident.management@opwdd.ny.gov. Thank you.