



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, Director ^{BB}
Regulatory Affairs Unit

Date: April 29, 2011

Re: Revision of Form OPWDD 147

Suggested distribution:

Agency Administrators
Quality compliance staff
Incident management staff

Purpose:

Over the past few weeks, concerns have been raised about quality of care and safety in the OPWDD system. OPWDD is using this opportunity to put in place various reforms that will further strengthen oversight, accountability and protection for the people served by providers in its system. Among these reforms is the revision of Form OPWDD 147, which is used to report incidents and allegations of abuse.

What revisions have been made to the form?

- A note was added that the form only contains the information that was available at the time of its completion.
- The item requesting information about referral to Protective Services for Adults/Adult Protective Services was removed. (This was changed to reflect that referrals to PSA/APS are no longer made for most individuals receiving services in the OPWDD system.)
- A new item #21 was added to request information about notification to law enforcement.
- Item #22 (Referral to Statewide Central Register of Child Abuse and Maltreatment) was changed to require additional information about the referral.
- A new item #29 requires information about various notifications.
- A new Item #30 requests any additional steps taken to ensure the individual's safety.
- A new Item #31 requests information about the party completing item 30.
- A new Item #32 requests the name of the assigned investigator.

Providers should refer to the instructions for the form for more specific direction on completing the new items.

When do the revisions take effect?

Providers are required to use Form OPWDD 147 (revised 4/2011) to report Reportable Incidents, Serious Reportable Incidents, and Allegations of Abuse.

Providers are directed to begin using the Form OPWDD 147 (revised 4/2011) instead of Form OPWDD 147 (revised 9/2010) as soon as possible.

Use of the revised form is required for incidents and allegations of abuse occurring or discovered on and after June 1, 2011.

Where can the form and instructions be obtained?

The revised form and instructions can be found on the OPWDD website at <http://www.opwdd.ny.gov/wt/forms/ir/index.jsp>. Agencies are encouraged to use the fillable Form OPWDD 147 on the website for ease of completion and improved legibility.

The continued use of a paper form will be time limited as the plan is to move to an entirely electronic incident reporting mechanism for all agencies within the next three to four months. Separate correspondence on this will be forthcoming from OPWDD.

If you have any questions about the revised form, please contact your DDSO incident coordinator. A list of the incident coordinators can be found at http://www.opwdd.ny.gov/document/image/hp_ddso_incident_coordinators.pdf. I can also be contacted at Barbara.Brundage@opwdd.ny.gov or (518) 474-1830.

Thank you.

Ref. 4-5-11