

Quality Management

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MEMORANDUM

TO: DDSO Directors
Executive Directors of Voluntary Agencies

FROM: Sheila McBain *Sheila M. McBain*
Division of Quality Management

SUBJECT: Timely Reporting of Incidents

DATE: March 24, 2011

On March 11 and March 15, 2011, OPWDD transmitted memoranda reiterating the need to notify law enforcement whenever crimes may have been committed against New York State's citizens with developmental disabilities. The purpose of this memo is to reinforce the need to notify OPWDD immediately whenever a serious reportable incident or allegation of abuse occurs or is discovered. 14NYCRR Part 624.5 requires that, when a serious reportable incident or allegation of abuse occurs or is discovered, the DDSO is notified immediately by telephone and that a written report is sent to the DDSO within 24 hours. 14NYCRR Part 624 also requires that the DDSO be kept informed monthly of the progress of any investigations involving serious reportable incidents and allegations of abuse.

As you know, in 2007 OPWDD initiated the Incident Reporting and Management Application (IRMA) to provide tracking and trend analysis of incidents at OPWDD programs statewide. IRMA provides OPWDD with a variety of ways to review incident data, identify potential systemic issues, and develop remediation plans. In order for OPWDD to run reliable monthly trending reports, it is imperative that the data entered into IRMA is accurate, complete and timely. Monthly trend reports are critical to OPWDD's assessment of the integrity of the state-wide incident management system.

Effective immediately, the IRMA database must be updated within ten (10) days of the occurrence or discovery of a serious reportable incident or allegation of abuse, the completion of an investigation and the completion of the review by an agency's incident review committee. For not-for-profit providers of services who do not, at this time, have the ability to enter data directly into the IRMA database, it is important that the written summaries and monthly updates regarding serious reportable incidents and allegations of abuse are provided to the DDSO timely so that the DDSO staff can enter the data into IRMA.

It is imperative that DDSO Directors be diligent in ensuring that data in IRMA is accurate, complete and timely. Please direct your staff to review your agency procedures to ensure that appropriate data entry is occurring.

cc: COLT
Provider Associations