2018

Provider Follow-Up Incident Reporting Process

PROCESS FOR FILING FOLLOW-UP INCIDENT REPORTS FOR PROVIDERS

INDIANA DIVISION OF AGING

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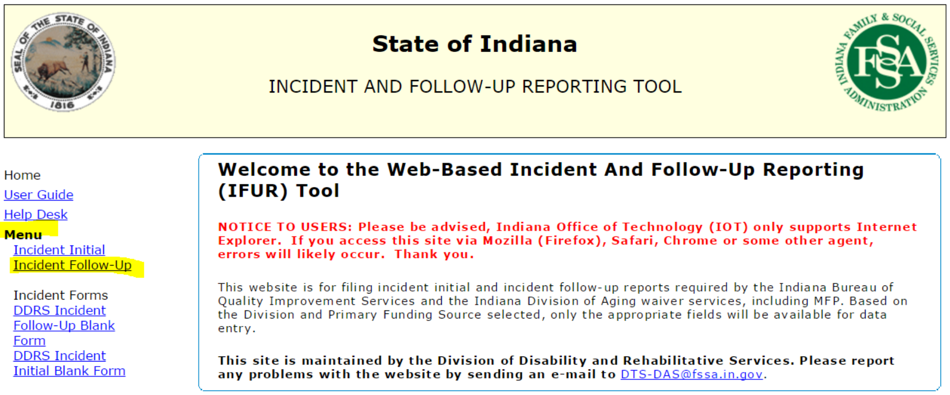
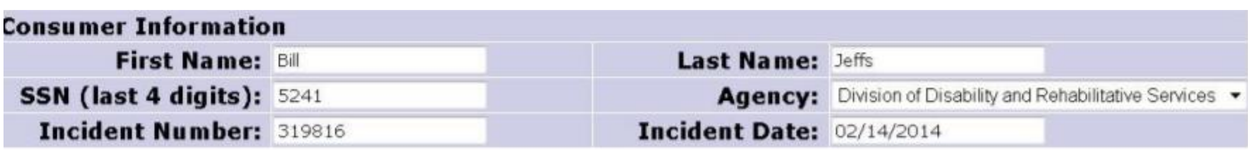
<u>Process for Filing a Follow Up to an Initial Incident Report</u>

1. Under “Menu,” select **Incident Follow-up**.



2. After clicking the “Incident Follow-up” tab, the below screen “Consumer Information” will appear.



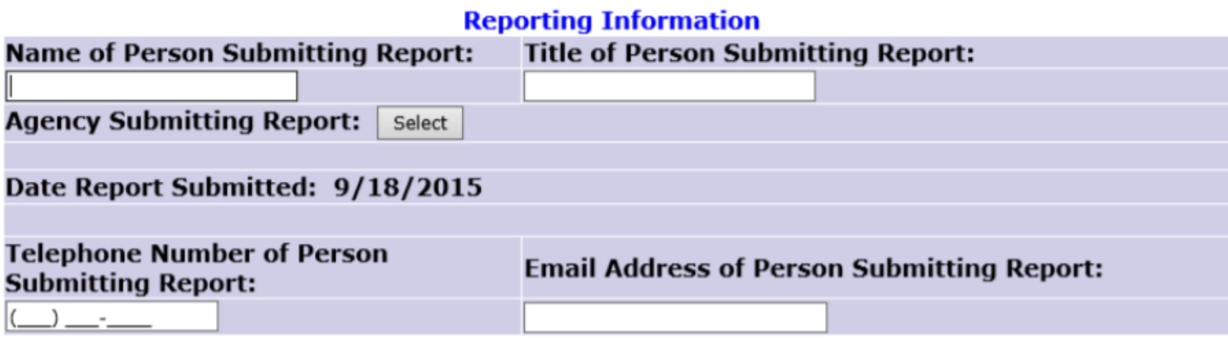
2a) All of the fields in the “Consumer Information” section of the Incident Follow-Up Report must be completed.

3. **Narrative Details**

3a) Complete the “Describe the Investigation into the Incident…, and Describe Actions being taken… fields below Consumer Information fields, as shown in the illustration:

4. **Reporting Information**

4a) All fields within the Reporting Information section are required. At the bottom of this section you can choose buttons to **Add Additional Consumers** or **Remove this Consumer**.


Reporting Information

Name of Person Submitting Report:	Title of Person Submitting Report:
Agency Submitting Report: Select	
Date Report Submitted: 9/18/2015	
Telephone Number of Person Submitting Report:	Email Address of Person Submitting Report:
(___) ___-____	

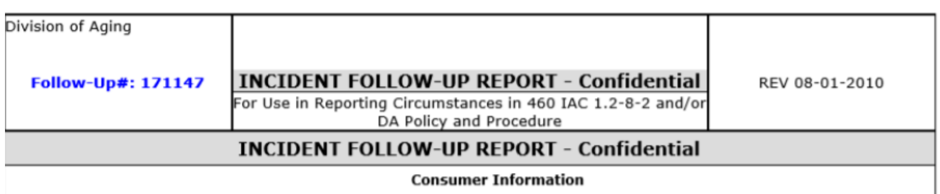
5. **Incident Follow-Up Report Preview**

5a) After you complete the fields in the Incident Follow-Up Report, select the **Preview Report button**.

5b) The system displays the **Incident Follow-Up Report** on your screen, which provides an opportunity to review the contents of the report before you submit it. The following illustration shows an example of an **Incident Follow-Up Report**:


Cancel Report | Edit Incident Follow-Up | Submit Incident Follow-Up Report

5c) A PDF copy of the report will be created and emailed during the "Submit" process. That may take a few seconds to complete, so please be patient and **do not** click the submit button multiple times.



Division of Aging Follow-Up#: 171147	INCIDENT FOLLOW-UP REPORT - Confidential For Use in Reporting Circumstances in 460 IAC 1.2-8-2 and/or DA Policy and Procedure	REV 08-01-2010
INCIDENT FOLLOW-UP REPORT - Confidential		
Consumer Information		

6. **Submitting, Saving and Printing an Incident Follow-Up Report**

6a) When you are satisfied that the **Incident Follow-Up Report** is accurate, select the **Submit Incident Follow-Up Report** button above the report to submit it. You can also use the buttons above the report to cancel the **Incident Follow-Up Report** or edit the information in the report.

6b) When you select the Submit Incident Follow-Up Report button, the system displays:

- A message indicating that the report(s) were submitted to the /DA Central Office
- The confirmation number(s) for the report(s)
- A reminder to print or save a hard copy of the report(s) Incident and Follow-Up Reporting Tool User Guide Latest Revision 3/14/2014 Page 23 of 24
- A Save/Print button

6c) The following partial illustration shows the messages that appear when you submit an Incident Follow-Up Report:

Incident Follow-Up Report has been SUCCESSFULLY submitted to the DDRS/DA Central Office. Confirmation Number(s): 171147.

Remember to either save or print this report so that you can provide copies to other applicable parties according to the Incident Reporting Policy.

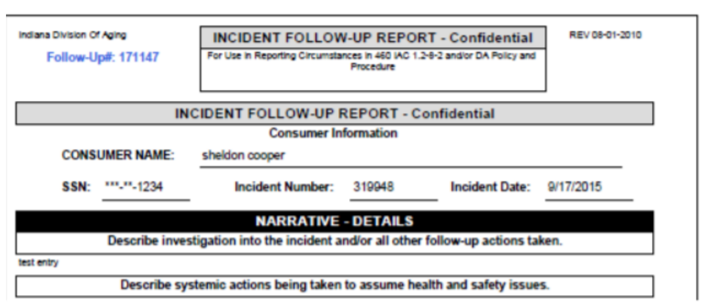
Save/Print - 171147

Report New Follow-Up

7. After you submit an Incident Follow-Up Report, you can save and print the report by selecting the Save/Print button. The File Download window appears, as shown in the following illustration:

7a) Select Open to display the report or Save to save the report.

7b) When you select Open, the system displays the report as a PDF file in a separate Adobe Reader window. The following partial illustration shows the top half of a test report in the Adobe Reader window:


Indiana Division Of Aging
Follow-Up#: 171147
INCIDENT FOLLOW-UP REPORT - Confidential
For Use in Reporting Circumstances in 460 IAC 1.2-6-2 and/or DA Policy and Procedure
REV 08-01-2010
INCIDENT FOLLOW-UP REPORT - Confidential
Consumer Information
CONSUMER NAME: sheldon cooper
SSN: ***-**-1234 Incident Number: 319948 Incident Date: 9/17/2015
NARRATIVE - DETAILS
Describe investigation into the incident and/or all other follow-up actions taken.
test entry
Describe systemic actions being taken to assume health and safety issues.

7c) Use the Print icon on the standard toolbar to print the report.

- Use the File > Print menu on the menu bar to print the report.
- Use the File > Save a Copy menu on the menu bar to save a copy of the report.

7d) When you select Save from the File Download window, the Save As window appears so that you can save the report as a PDF file in your desired folder. The following illustration shows an example of the Save As window: