

1/16/19

Division Directive 4.070-Event Report Processing

Division Directive 4.070 Event Report Processing has been revised. Revisions include:

Service providers, other than providers exempt from EMT Direct Entry, will submit event reports via direct entry into the CIMOR EMT system. *(Regional Offices will be working with providers over the next 6 months to bring all providers on line with EMT Direct Event entry).*

Events entered into CIMOR-EMT by providers will generate a DMH-DD electronic Consumer Event Summary report sent via an encrypted email to the Support Coordinator and Support Coordinator Supervisor who is active in the consumer record for a consumer involved in an event.

DMH-DD Staff, contracted TCM entities and Contracted Providers are required to report all events which meet the DD reporting criteria. Reporting criteria is outlined in the 8 categories which is reflected in the Division Directive. Many categories remain the same but the below 3 categories have been changed. Please review the 8 categories for DD reporting criteria.

DD Reportable Category changes:

- Category 2.f -Emergency Procedures/Time Out reporting category definition changed, requiring only seclusion time out to be reported as referenced in Directive 4.300.
- Category 4- Removed extensive property damage from original definition and focused on disruption of DMH-DD Service because if there is extensive loss or damage it will most likely result in a disruption of service.
- Category 6-Worked with DD Behavioral Analysts to make this reporting category more objective. The focus is on a realistic threat or physical action of serious self-harm or assault of others.