

272. Guideline for Completing Participant Information Report (IR)

Information Reports are to be completed anytime there are concerns with Health, Medical, Safety, or Behavior. This documentation must be completed and turned in by the end of each shift.

1. Assigned staff/staff present during incident should fill out the 1st page of the **Information Report**. Fill in information at top of form including Participants Full Name, Name of Assigned Staff and staff who were involved in the incident. Read then check appropriate boxes and fill in information as it applies. Checking the appropriate boxes helps the treatment team gather vital information to study behavioral/health trends on our participants. When documenting behaviors we track the duration so that intensity and frequency of the behavior can be monitored. If a restraint is involved, make sure to include information on the **Nonviolent Physical Crisis Intervention** section including times of physical procedures, number of times staff disengaged, Face to Face Assessment and PRN's if given. If there was damage to person or property, make sure Injury to Participant, Property Damage, Staff Injury boxes are checked. Additional Staff who are involved in a restraint need to write a narrative describing the parts of the incident in which they are involved on an addendum form.
2. Write the Narrative legibly, detailing facts and observations, not opinions. Write out names of staff or the participant named in the IR. Use first and last initials of other participants if mentioned in the IR.
3. **What happened before?** Write information on what the environment was like before the incident, what the participant was doing before the incident, and any precipitating factors you are aware of. Describe the trigger or stimulus.
4. **What happened during?** Describe the incident in detail using the facts and observations. Describe all interventions used per IPC/PBSP (Individual Plan of Care/Positive Behavioral Support Plan) such as verbal prompts, verbal de-escalation techniques, etc. How, what, where, when questions should be answered. Do not make assumptions, only state the facts as observed. Indicate what part of the CPI crisis Development Model was attained (if any) based on the incident. If there was damage to property, describe exactly what was damaged. If there was injury to participant, describe the injury. If there was injury to staff, describe on IR and fill out a Staff Injury Report to turn into your supervisor as well as Exposure Report when appropriate.
5. **What happened after?** Describe what happened after the incident (resolution, follow up, replacement behavior, etc).
6. When the Information Report is reporting a Critical Incident and is investigated by the Department of Family Services, Police, Protection and Advocacy, and/or the Behavioral Health Division, the IR become a legal Document and will be looked over carefully by legal service providers. Fill out IR's as if they are a legal document. Allegations of Critical Incidents must be reported immediately to the proper authorities, once health and safety is established.
7. IR's must be filled out every time any kind of restriction (rights limitation) is put into effect (community restriction, loss of personal possession, privacy restriction or communication restriction) or any restraint is used.
8. This form is also to be filled out to report positive behaviors, health and safety concerns or events, other concerns and questions.
9. Number additional addendum pages used when appropriate.