BQIS Incident Reporting Flow Chart

It is the policy of the Bureau of Quality Improvement Services (BQIS) to utilize an incident reporting and management system as an integral tool in ensuring the health and welfare of individuals receiving services administered by the Bureau of Developmental Disabilities (BDDS).

INCIDENT OCCURS – any event or occurrence characterized by risk or uncertainty resulting in or having the potential to result in significant harm or injury to an individual

Provider responsible for individual files an incident report within 24 hours of initial discovery

Type of incident determined – Alleged, suspected or actual neglect or exploitation

Incident may be closed upon receipt and processing if appropriate

Investigation conducted if necessary

APS or CPS is contacted if abuse, neglect or exploitation is alleged

Incident Follow Up

Incident Report Closed