

ABUSE & NEGLECT PREVENTION
Administrative Tips

- The incident report and investigation report are kept in a confidential file in Administrator's office. The incident report and investigation form never get sent to the state, these are internal documents.
- The date, time, and name of state contact person will be recorded on investigation form.
- All follow-up letters to the state are to be filed with investigation form in the confidential file.
- The following documents are not routinely shown to state (contact Clinical Director before showing if applicable):
 - a. Completed interview records.
 - b. Completed Incident logs.
 - c. Investigation documents
- The following documentation can be shared with the state upon request. Only share these documents with approval from corporate/board. If QA documents are requested, contact a corporate attorney for guidance.
 - a. Incident report
 - b. Incident and accident policy
 - c. Abuse Prevention policy
 - d. Copies of letters to the state reporting the incident.
- The Quality Assurance Committee is responsible for tracking, monitoring and record keeping of incidents, accidents, and allegations of/substantiated abuse; and will develop a plan for quality improvement. This documentation is confidential and for internal review only.

It may be beneficial to post the response procedures (or quick reference sheet) as provided by Risk Management as well as state guidelines and telephone numbers of the state department that will handle the abuse allegation report.