

### **Critical Details to include in an incident summary**

<b>Admission to Hospital</b>	<ul style="list-style-type: none"> <li>• Caregiver name if on shift</li> <li>• Description of event leading up to hospitalization</li> <li>• Diagnosis if known</li> <li>• How was client transported ( ambulance, vehicle via family, etc)</li> </ul>	<i>Caregiver John Smith found client on floor upon arrival to home and called 911. Client was admitted to Grey Sloan Hospital for treatment of a stroke. Service coordinator and emergency Contact, Jessica Smith, notified with services placed on hold.</i>
<b>Admission to Nursing Facility</b>	<ul style="list-style-type: none"> <li>• Reason for admission to Nursing Facility (i.e. rehab post surgery, permanent placement due to decline in health)</li> <li>• Name of Nursing Facility if known</li> <li>• Length of stay if known</li> <li>• Caregiver name if on shift</li> </ul>	<i>George Smith admitted to Shady Acres nursing facility for 6 weeks of rehabilitation following his hospital admission for a stroke.</i>
<b>Change in Condition</b>	<ul style="list-style-type: none"> <li>• Additional description of change in condition not in previous drop down</li> <li>• Any actions taken (i.e. client called daughter, family called doctor, etc)</li> </ul>	<i>Caregiver John Smith reported to office that client has a new wound on his right heel. Caregiver notified daughter and family called his primary care physician. Appointment scheduled for tomorrow.</i>
<b>Client Behavior</b>	<ul style="list-style-type: none"> <li>• Details of behavior not included in drop down (i.e. who were they aggressive towards, what task are they non compliant with, where did they wander, etc)</li> <li>• Details of outcome (i.e. hospitalized, etc)</li> </ul>	<i>Client struck caregiver, John Smith, with a cup after he threw it. John redirected client's behavior and client returned to his meal with no further issues. No injury to caregiver</i>
<b>Client Elopement</b>	<ul style="list-style-type: none"> <li>• Where was client found</li> <li>• Who found client</li> <li>• Was client transferred to hospital?</li> </ul>	<i>Client was found by neighbor wandering outside of house and was transferred to Community hospital and treated for dehydration.</i>
<b>Death</b>	<ul style="list-style-type: none"> <li>• Was the death labeled as suspicious by coroner?</li> <li>• Who was present when client passed</li> </ul>	<i>Caregiver John Smith called to report client was found unresponsive when arriving for shift. Caregiver called 911 and started CPR.</i>

	<ul style="list-style-type: none"> <li>• Were they on Hospice?</li> <li>• Cause of death if known</li> <li>• Was 911 called and were they transferred anywhere?</li> </ul>	<i>Client was transferred to Grey Sloan hospital where he passed. Cause of death was heart attack.</i>
<b>Emergency Room Visit</b>	<ul style="list-style-type: none"> <li>• Additional details around the cause of the ER (i.e. what caused the fall, what cause the injury, how long have they had shortness of breath, etc)</li> <li>• If admitted, what was the admitting diagnosis</li> <li>• Name of caregiver if on shift at time of incident</li> </ul>	<i>Client transferred to Grey Sloan Hospital via ambulance after hitting his head when he tripped and fell on a bathroom rug. Caregiver Alex Jones present at time of incident. Client admitted for a brain bleed.</i>
<b>Fall</b>		<i>Joan tripped while walking to the kitchen. She hit her head and has a bruise above her right eye. She refused to call 911 and first aid was applied.</i>
<b>Medication Related</b>		<i>Joan's daughter noticed that she took her XYZ medication 3 times today. She had not exhibited any symptoms of medication overdose however she was taken to the ER as a precaution. She was held for observation and released the next day.</i>
<b>Outpatient Procedure or Surgery</b>	<ul style="list-style-type: none"> <li>• Name of procedure</li> <li>• Who transported home if known</li> </ul>	<i>Client went to Grey Sloan Hospital for an outpatient Colonoscopy and was transported home by his daughter</i>
<b>Alleged Abuse, Neglect, Exploitation</b>	<ul style="list-style-type: none"> <li>• Additional places reported ( APS, SC, Navex, Employee relations, police, etc)</li> <li>• Who are the allegations against and their name (family, caregiver, other agency, neighbor, etc)</li> <li>• Name and relation of the person reporting the incident</li> </ul>	<i>Client's daughter, Jessica, called to report neglect of her mother by caregiver John Smith. Jessica states caregiver is clocking in and leaving for extended periods of time and not completing personal care tasks. APS and Employee relations via navex notified.</i>
<b>Alleged theft or damage to belongings</b>	<ul style="list-style-type: none"> <li>• What was stolen/damaged including dollar amount</li> </ul>	<i>Client states caregiver, Jessica Smith, used her debit card to purchase items for herself</i>

	<ul style="list-style-type: none"> <li>Name and relation of accused</li> </ul>	<i>when picking up groceries for client. Client reports charges of \$58 are not hers on receipt. APS and Navex report filed and Police notified by client.</i>
<b>Home Safety</b>	<ul style="list-style-type: none"> <li>Name and relation of anyone involved in incident</li> <li>Who was notified (police, APS, SC, etc)</li> <li>Any actions taken (fire extinguisher used to put fire out, client setup mouse traps, etc)</li> </ul>	<i>Caregiver, Jessica Smith, called to report finding evidence of mouse infestation. Droppings found in cabinets/drawers and she saw a mouse in the kitchen. Client has purchased mouse traps and notified her landlord of the issue. Service Coordinator notified.</i>
<b>Police involvement</b>	<ul style="list-style-type: none"> <li>Why were police called</li> <li>Who called the police</li> <li>Brief description of what happened and what was the result</li> </ul>	<i>Caregiver, John Smith, called to report police were called to client's home due to roommate and girlfriend getting in an altercation. Both people were arrested and taken to jail, no harm to client or caregiver.</i>
<b>Vehicle accident</b>	<ul style="list-style-type: none"> <li>Who was involved in the accident</li> <li>Events leading up to accident</li> <li>Injuries or transferred to hospital?</li> </ul>	<i>Caregiver, John Smith, called to report a car accident while taking the client to the grocery store. Caregiver reports that another car rear ended them. Client and caregiver were transported to the local hospital via ambulance for evaluation and both released with no injuries.</i>