

Critical Incidents/Unexpected Death Reporting Protocol
For use with Money Follows the Person participants funded under the
CIP II Community Relocation Initiative*

Requirement

The Centers for Medicare and Medicaid Services (CMS) require states to have a critical incident reporting mechanism in place for participants in the Money Follows the Person (MFP) Demonstration. Since the Department of Health and Family Services (Department) does not have a critical incident reporting process for CIP II (other than the Adults at Risk, Elder Abuse and Neglect or Division of Quality Assurance requirements), the Department is developing a reporting protocol for CIP II participants in the MFP Demonstration. This protocol is intended to meet the requirements of CMS without putting undue burden on county agencies.

The protocol requires agencies to report critical incidents and/or unexpected deaths that occur to MFP participants during the 365 day MFP participation period to the Department. For purposes of this protocol, "critical incident" and "unexpected death" are defined as follows.

Definitions

"Critical Incident" means an event, incident, or course of action or inaction that is either unexpected or that is the result of alleged abuse, neglect or other crime, or a violation of client rights, and that results in:

- Harm to health, safety and well being of a Money Follows the Person participant; or,
- Substantial loss in the value of the personal or real property of a Money Follows the Person participant.

"Unexpected Death" is any death that:

- Must be reported to the coroner or medical examiner by statute (s. 979.01 Stats.) or regulation;
- Is reported to the Department of Regulation and Licensing or any part of the Department of Health and Family Services;
- Is a result of trauma (that is, caused by a sudden physical injury);
- Occurs under suspicious, obscure or otherwise unexplained circumstances; or
- Occurs while a grievance, appeal or fair hearing is pending at the time of death.

Reporting

Reports must be made in writing to the Money Follows the Person Project manager (see contact information below) within 30 days of the incident. At their discretion, reporters may use the "County Critical Incident Report" DDE-2558 (used to report critical incidents under the CIP 1A and 1B waivers) or provide the required information in another format.

Information should include at a minimum:

- Name, agency and phone number of the reporter
- Participant information
 - Full Name
 - Birth date
 - Gender
- Incident information
 - Date of incident

* Counties should follow program specific Critical Incident reporting protocols for CIP 1A, CIP 1B and COR. This reporting requirement does not supplant any reporting requirements for Adults at Risk, Elder Abuse and Neglect or Division of Quality Assurance.

Attachment 4

- Location of incident (home, facility, workplace, etc.)
- Description of incident
- If death occurred, description of why is it considered an unexpected death
- Outcome of incident
 - Any referrals to other entities such as law enforcement or APS
 - Any action taken by the waiver agency such as a change in the care plan or a change in provider
 - In the case of an unexplained death, describe any additional investigation(s) that will occur

Send Critical Incident/Unexpected Death Information for Money Follows the Person participants under the CIP II Community Relocation Initiative to:

Gail Propsom, MFP Project Manager
DHFS/DLTC/BLTS
Room 450
P. O. Box 7851
Madison, WI 53707
Fax – 608-267-2913