

BQC-93-071

Date: November 24, 1993

To: Facilities for the Developmentally Disabled FDD 27

From: Judy Fryback, Director
Bureau of Quality Compliance

Subject: Interpretation - Incident/Accident Reports

We have recently received additional federal guidance that Intermediate Care Facilities for the Mentally Retarded (ICFs/MR) are not required to maintain accident & incident reports.

However, if an ICF/MR does maintain such reports, they are required to provide this information to surveyors for review upon request. No time frame for the retention of the reports is mandated, however, the interpretative guidelines for 42 CFR 483.420(a)(5) direct surveyors to review at least 3-6 months of accident/incident reports or logs for all three shifts at the facility. It is up to each facility to determine their need to maintain such reports, and this should be clearly identified in the facility's policies and procedures.

However, in accordance with HSS 134.47(4)(f)3b., the resident's record must include nursing service documentation relating to all incidents or accidents.

If you have additional questions, please contact Jerome M. Cabala, MSW, Social Services Consultant at (608) 266-8482.

JF/JC/df 11187.nm