

Children's Incident Reporting for Providers

Identify • Report • Protect

The Children's Long-Term Support Waiver Program and Children's Community Options Program help participants live their best lives through supports and services delivered in their homes and communities.

Identifying, remediating, and reporting incidents is required by the Federal Centers for Medicare & Medicaid Services to assure the health and safety of children and youth enrolled in these programs.

As part of the Children's Long-Term Support Waiver Program or Children's Community Options Program support network, you must report incidents to the county waiver agency (CWA) as soon as possible. This is done by reporting the incident directly to the contact person identified by the CWA.

What is an incident?

- Actual or alleged abuse, neglect, or exploitation involving the participant including:
 - Physical, verbal, and emotional abuse
 - Sexual abuse or exploitation
 - Neglect constituted by failure to seek medical attention, lack of food or nutrition, dangerous living situation, or lack of supervision
 - Financial exploitation constituted by misappropriation of the participant's funds or property
- Hospitalization, including:
 - Hospitalization due to an error in medical or medication management that results in an adverse reaction
 - Psychiatric hospitalization
- Law enforcement contact or investigation involving the participant.
 - Incident reports are required only for a participant's contact with law enforcement that is associated with risk to the health and safety of a participant or others
 - Incident reports are required for a participant's law enforcement contacts that are part of the participant's crisis or behavior intervention plan
- Unapproved use of a restrictive measure including:
 - Misuse of mechanical restraint or protective equipment
 - Use of manual restraint
 - Use of isolation or seclusion
- Death of the participant



What must be reported?

Report to the CWA any event or situation involving a participant that you have directly observed, or have information about, that meets the definition of an incident as listed above.

How do I report an incident?

You must report incidents and risks to a participant's safety using the process outlined by the CWA. The CWA will inform you of its specific incident reporting requirements, including their contact information for submitting the report.

What happens after an incident is reported?

Once you have reported an incident, the CWA is required to:

1. Refer allegations of child abuse and neglect to the county child protective services agency or the local law enforcement agency for further investigation, if applicable.
2. Work closely with you and the family to reduce further risk to the participant and prevent other children from being harmed.
3. Review the participant's service plan to identify possible changes to supports, services, or assigned providers to help prevent further incidents.
4. Implement changes identified in the service plan review.
5. Report incidents to the Wisconsin Department of Health Services.
6. Any instances of substantiated findings or criminal conviction of a paid caregiver (provider) for abuse, neglect, or exploitation of a participant will result in barring the provider from working as a caregiver and having direct access to a participant enrolled in the Children's Long-Term Support Waiver Program or Children's Community Options Program.

