



Assisted Living Facility Adverse Incident – Frequently Asked Questions

Q Do deaths of natural causes or expected deaths of residents who are hospice patients need to be reported?

A Although the circumstances of every death must be reviewed individually, unless the death is related to staff intervention or lack of intervention, it is not reportable. Not all deaths are adverse incidents.

Q Do all transfers to an acute care facility for diagnosis and/or treatment need to be reported? What about pre-existing medical problems that get worse?

A As with deaths, every circumstance that results in transfer to an acute care facility must be reviewed individually. Unless the condition requiring transfer is related to staff intervention or lack of intervention, it probably is not reportable. Not all transfers to a higher level of care are adverse incidents.

Q Should I check more than one outcome box on the Adverse Incident Report if more than one outcome applies to an incident? Do I have to check any of the boxes if I explain what happened in the narrative sections?

A Yes, you must check the appropriate outcome box(s). Check all outcome boxes that apply. For instance, if you are reporting an adverse incident in which a resident elopes and law enforcement is notified, check both the “law enforcement” and “elopement” outcome boxes.

Q If the incident is not adverse, how much of the 15-Day report must I complete?

A You must complete all sections of the 15-day report except the section in which you are asked to describe corrective or proactive action(s) taken. This section is not required if the incident is not adverse.

Q How may I submit the One-Day and 15-Day reports?

A Reports may be submitted by fax to 850-922-2217, on-line via the Internet or by U.S. mail to the Agency for Health Care Administration, Facility Data Analysis Unit, 2727 Mahan Dr., M.S. # 47, Tallahassee, Florida 32308.

Q May I submit attachments such as internal incident reports and nurse’s notes?

A Do not submit attachments. You may submit additional sheets if needed to complete a response for the circumstances, analysis, or corrective action sections.

Q Are elopements reportable as adverse incidents?

A Yes, if the resident leaves the facility without following facility policy and procedures, it must be reported as an adverse incident.

Q Do I need to report resident-to-resident altercations?

A If there is no injury and the police are not called, it probably does not need to be reported. If law enforcement is called to investigate an assault, it must be reported. If the act is willful or threatened, resulting in substantial mental, emotional, or physical impairment, it must be reported as abuse (if a resident was transferred to the hospital for treatment the “transfer” outcome box would also be checked). If an unsafe environment existed at the time of the altercation based on insufficient staff monitoring or intervention, it must be reported as staff neglect.

Q Do I need to submit an adverse incident report every time the police are called?

A If a resident is involved, and the police are called to conduct an investigation you must submit an adverse incident report.

Q May I handwrite the report?

A Yes, the report may be handwritten. However, if you are unable to type the report please print legibly. Illegible reports will be returned to the sender.

Q Must we submit a separate report for each resident involved?

A Yes