



Allegheny County, Department of Human Services  
Office of Behavioral Health  
Incident Report

## Incident Category Definitions

### Any Event Requiring Emergency Services of the Fire Department or Law Enforcement Agency

- Act of Violence
- Criminal Charge/Arrest
- Fire
- Flood
- Misappropriation of Individual Property (i.e., theft, embezzlement, or other unauthorized use of another's property)
- Police Called without a Charge or Arrest
- Victim of a Crime
- Vandalism

### • Non-Reportable Events:

- Non-emergency services of the fire department or law enforcement agency
- Police presence related to commitment procedures or rescue squad activities
- Testing of alarm systems/false alarms, or 911 calls by individuals that are unrelated to criminal activity or emergencies
- Presence of law enforcement personnel during any activity governed by the Mental Health Procedures Act

**Abuse/Assault** – Occurrence of the infliction of injury, unreasonable confinement, intimidation, punishment, mental anguish, or sexual abuse. For the purposes of reporting, abuse includes abuse or assault of consumers by staff or abuse or assault of consumers by others. Depending on the nature of the abuse or assault, it may also constitute a crime reportable to police. Allegations of abuse or assault are also to be reported. This includes the following:

- **Physical Abuse/Assault** – Intentional physical acts by staff or other person which causes or may cause physical injury to an individual;
  - **Psychological Abuse** – Acts including verbalizations, which may emotionally harm, invoke fear or humiliate, intimidate, degrade or demean an individual;
  - **Sexual Abuse/Assault** – Acts or attempted acts such as rape, sexual molestation, sexual harassment and inappropriate or unwanted touching of a sexual nature of an individual by another person. Any sexual contact between a staff person and an individual is abuse;
  - **Exploitation** – The practice by a caregiver or other person of taking unfair advantage of an individual for the purpose of personal gain, including actions taken without informed consent or with consent obtained by misrepresentation, coercion or threats of force. This could include inappropriate access to or the use of an individual's finances, property and personal services;
- ### • Non-Reportable Events:
- Altercations among consumers that may result in physical contact but do not cause serious injury and which do not reflect a pattern of physical intimidation or coercion of a consumer.
  - Discord, arguments, or emotional distress resulting from normal activities and disagreements that can be found in typical congregate living situations.

**Death** – All deaths regardless of cause/manner or perpetrator. Please identify the cause of death if known.

- Accident
- Natural/Medical
- Overdose
- Suicide
- Homicide
- Other



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**Injury of an Individual (While at Provider Site Requiring Medical Attention)** – When an individual requires medical treatment more intensive than first aid for an injury that occurred while the member was on the provider’s property. First aid includes assessing a condition, cleaning a wound, applying topical medications, and applying simple bandages.

- **Non-Reportable Events:**

- Minor injury handled on-site by first aid (e.g., minor cuts, scrapes, scratches, blisters, or burns; conditions such as headaches or stomachaches)
- Scheduled treatment of medical conditions, on an outpatient or inpatient basis

**Illness of an Individual (While at Provider Site Requiring Medical Attention)** – Any life-threatening illness, any involuntary emergency psychiatric admission, or any illness that appears on the Department of Health’s List of Reportable Diseases (under 28 PA Code Chapter 27 relating to communicable and non-communicable diseases), including those appearing on the DOH list as the subject of voluntary reporting by the Center for Disease Control and Prevention (reports are only needed when the diagnosis is initially diagnosed).

- **Non-Reportable Events:**

- Scheduled treatment of medical conditions, on an outpatient or inpatient basis
- Any voluntary inpatient admission to a psychiatric facility or service at a crisis facility or psychiatric department of acute care hospitals for the purpose for evaluation and/or treatment
- Emergency room visit or inpatient admission that result from an individual’s previously diagnosed chronic illness, where such episodes are part of the normal course of the illness
- Emergency room visit where the visit is necessitated because of the unavailability of the individual’s primary care physician.

**Missing Person** – Any individual who is out of contact with staff without prior arrangement for more than 24 hours. A person may be considered in “immediate jeopardy” based on his/her personal history and may be considered missing before 24 hours elapse. It is considered a reportable incident whenever police are contacted about a missing person or the police independently find and return an individual, regardless of the amount of time missing.

- Elopement from Facility or Facility-Supervised Activity
- Elopement while on Non-Facility Supervised Therapeutic Leave/Pass/Outing
- Other Reportable Missing Person

**Neglect** – The failure to obtain or provide needed services and supports defined as necessary or otherwise required by law, contract or regulation. This can include the failure to provide for needed care such as shelter, food, clothing, personal hygiene, medical care and protection from health and safety hazards.

**Non-Fatal Overdose** – The occurrence of a consumer taking too much of a drug, alcohol, or medication leading to life-threatening overdose or poisoning.

- Known
- Suspected



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**Non-Fatal Suicide Attempt** –The intentional and voluntary attempt to take one’s own life. A suicide attempt is limited to the actual occurrence of an attempt which requires medical treatment and/or where the individual suffers or could have suffered significant injury or death.

- **Non-Reportable Events:**

- Threats of suicide, including suicidal ideation, which do not result in an actual attempt
- Gestures, which clearly do not place the individual at risk for serious injury, death or require any medical attention
- Actions, which may place the individual at risk but where the individual is not attempting harm to himself/herself

**Seclusion or Restraint** – Any use of seclusion or restraint as defined by MH Bulletin, “OMHSAS 02-01, The Use of Seclusion and Restraint in MH Facilities and Programs;”

**Significant Medication Error (Requiring Medical Attention)** – A missed medication, incorrect medication, or incorrect dosage where a member suffers an adverse consequence that is either short or long term in duration and/or receives treatment to offset the effects of the error.

- **Non-Reportable Events:**

- Refusal by the individual to take prescribed medication

**Other** – Any other incident of a serious nature not detailed in the other incident types.