

**DHS DIVISION OF LICENSING  
Self-Monitoring Checklist**

Developmental Disabilities Services Licensed under Minnesota Statutes, chapter 245B

**EMERGENCY AND INCIDENT RESPONSE & REPORTING**

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245B.07, Subd. 8	<b><u>Emergency &amp; Incident Response</u></b> The license holder implemented policies and procedures that promote consumer health and safety as required.				
245B.07, Subd. 8, (a), (1)	<u>Consumer Safety In Emergency Situations</u> The license holder ensured the policy and procedures to promote consumer safety in emergency situations was implemented as required.				
245B.07, Subd. 8, (a), (5)	<u>Incident Response</u> The license holder ensured the policy and procedures for reporting incidents defined under section 245B.02, subd. 10, was implemented as required, including:				
245B.02, subd. 10, (1)	Serious injury as determined by section 245.91, subdivision 6, including:				
	▪ fractures;				
	▪ dislocations;				
	▪ evidence of internal injuries;				
	▪ head injuries with loss of consciousness;				
	▪ lacerations involving injuries to tendons or organs, and those for which complications are present;				
	▪ extensive second-degree or third-degree burns, and other burns for which complications are present;				
▪ extensive second-degree or third-degree frostbite, and others for which complications are present;					

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	<ul style="list-style-type: none"> <li>▪ irreversible mobility or avulsion of teeth;</li> <li>▪ injuries to the eyeball;</li> <li>▪ ingestion of foreign substances and objects that are harmful;</li> <li>▪ near drowning;</li> <li>▪ heat exhaustion or sunstroke; and</li> <li>▪ all other injuries considered serious by a physician.</li> </ul>				
245B.02, subd. 10, (2)	A consumer's death;				
245B.02, subd. 10, (3)	Any medical emergencies, unexpected serious illnesses, or accidents that require physician treatment or hospitalization;				
245B.02, subd. 10, (4)	A consumer's unauthorized absence;				
245B.02, subd. 10, (5)	Any fires or other events that require the relocation of services for more than 24 hours, or circumstances involving a law enforcement agency or fire department related to the health, safety, or supervision of a consumer;				
245B.02, subd. 10, (6)	Physical aggression by a consumer against another consumer that causes physical pain, injury, or persistent emotional distress, including, but not limited to, hitting, slapping, kicking, scratching, pinching, biting, pushing, and spitting;				
245B.02, subd. 10, (7)	Any sexual activity between consumers involving force or coercion as defined under section 609.341, subdivisions 3 and 14; or				
245B.02, subd. 10, (8)	A report of child or vulnerable adult maltreatment under section 626.556 or 626.557.				

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245B.05, Subd. 7	<b><u>Incident Reporting</u></b> The license holder reported all incidents as required.				
245B.05, Subd. 7, (a)	<p><u>Information Maintained</u> The license holder maintained information about incidents; and</p> <ul style="list-style-type: none"> <li>▪ Refer to the record keeping system requirement under section 245B.08, (a), (4).</li> </ul>				
	<p><u>Reporting Timeline</u> reported incidents within 24 hours of the occurrence, or within 24 hours of receipt of the information unless the incident has been reported by another license holder, to the:</p>				
	<p><u>Report Recipients</u> consumer's legal representative;</p>				
	<p>other licensed caregiver, if any; and</p>				
	<p>case manager;</p>				
245B.05, Subd. 7, (b)	<p><u>Privacy</u> When the incident involved more than one consumer, the license holder did not disclose personally identifiable information [this includes initials of consumer names] about any other consumer when making the report to each consumer's legal representative, other licensed caregiver, if any, and case manager unless the license holder has the consent of a consumer or a consumer's legal representative.</p>				

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245B.05, Subd. 7, (c)	<u>Maltreatment Reporting</u> Within 24 hours of reporting alleged or suspected maltreatment of a minor or a vulnerable adult as required under sections 626.556 or 626.557, the license holder informed the:				
	consumer's legal representative; and				
	case manager of the report unless there was reason to believe that the legal representative or case manager was involved in the suspected maltreatment.				
	The information the license holder disclosed was the nature of the activity or occurrence reported;				
	the agency that received the report; and				
	the telephone number of the DHS Licensing Division.				
245B.05, Subd. 7, (d)	<u>Death &amp; Serious Injury Reporting</u> Death or serious injury of the consumer must also be reported to the DHS Licensing Division and				
	the Ombudsman for Mental Health and Developmental Disabilities, as required under sections 245.91 and 245.94, subdivision 2a. <ul style="list-style-type: none"> <li>▪ The report to DHS and the Ombudsman must be made within 24 hours after a death or serious injury.</li> </ul>				

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245B.07, Subd. 8, (a), (4)	<p><b><u>Emergency and Incident Record Keeping System</u></b> The license holder implemented a record keeping system for incidents and emergencies.</p>				
	<p>The license holder implemented a system of record keeping for both individuals and the organization, for review of incidents and emergencies, and corrective action if needed.</p>				
245B.07, Subd. 4	<p><b><u>Evaluation of Emergencies &amp; Incidents</u></b> The license holder ensured that the delivery and evaluation of services provided by the license holder to a consumer was coordinated by a designated person.</p>				
245B.031, Subd. 2	<p>245B license holders licensed to provide day training and habilitation or supported employment services that are CARF accredited and approved by DHS Licensing for an alternative inspection status are exempt from the requirements of section 245B.07, subdivision 4.</p>	/	/	/	
245B.07, Subd. 4, (b), (4)	<p>The coordinator provided supervision, support, and evaluation of activities that included the review of incident and emergency reports,</p>				
	<p>identification of incident patterns, and</p>				
	<p>implementation of corrective action as necessary to reduce occurrences.</p>				
	<ul style="list-style-type: none"> <li>▪ Emergency uses of controlled procedures are subject to this review process which requires that the designated coordinator be a QDDP.</li> </ul>				