



*Changing with the tides in harmony with
our people, land and heritage."*

QUTEKCAK NATIVE TRIBE

Care Coordination Program

Policy for Harm and Incidence Reporting

The Qutekcak Native Tribe (QNT) maintains the honoring of elders as a core organizational value. Developing additional capacity to support the enhancement of elder services is further maintained as a key organizational goal. QNT further believes that all recipients of Medicaid home and community-based waiver services should be safe and healthy in their homes and communities. Accordingly, QNT will fully comply with State of Alaska regulations regarding Adult Protective Services (AS 47.24.010-.900, as amended), and for Incident Reporting.

Adult Protective Services are intended to prevent or stop harm from occurring to vulnerable adults, including elders and those with physical and mental disabilities. All QNT employees, including those delivering certified Home and Community Based Care Coordination Waiver Services, are mandated to immediately report any suspected or actual incidence of harm per standardized reporting format, either directly to the State of Alaska Division of Protective Services, or to their supervisor for organizational reporting.

Critical incident reporting involves circumstances that may occur during the provision of services. Incident reporting will occur within 24 hours of, or 1 business day after observing or learning of an incident involving a recipient for whom services are provided under a current service plan. These incidences include, but are not limited to:

- ✓ Safety concerns
- ✓ Missing person, when a law enforcement agency is notified
- ✓ Recipient behavior that results in harm to self or others, requiring attention beyond the services specified in the current service plan
- ✓ Medical events
- ✓ Death of a plan recipient
- ✓ Accident or incident, including medical errors, which results in injury or change in condition that requires medical intervention and which occurs during the provision of services
- ✓ Law enforcement issues
- ✓ Sexual assault

Standardized State of Alaska reporting forms for both Harm and Incidence reporting (attached) are included in QNT Care Coordination program files to be maintained by the Program Administrator.