SIGNIFICANT EVENTS REPORTING GUIDE

Significant Events are categorized as serious events relating to the care or protection of children.

Standards 1.12 and 1.13

DFCS RBWO Minimum Standards 1.12 and 1.13 states the following in regards to Significant Event reporting:

1.12 Providers must notify OPM whenever there is a Significant Event relating to the provider's operation or to the care or protection of children in its care. Notification must be made as soon as possible but within one business day via GA Score (www.gascore.com). Additionally, based on circumstances and the severity of situations, providers should use good judgment in determining which Significant Events should also be reported verbally to OPM.

1.13 Providers must notify OPM immediately when there has been a significant injury or death of any child placed in any facility, group home, or foster home operated by the provider, whether or not the injured or deceased child is in the custody of the Department. Notification must be reported verbally to OPM followed by input into the GA Score system.

Reportable Significant Event Categories include but are not limited to:

Automobile Accident
Child on Child- Sexual acting out
Child on Child- Physical confrontation
CPS investigation initiated
Death
Emergency Safety Intervention (10+) more than 10 times in one month for all children in the agency
Emergency Safety Intervention (3+) 3 or more times in one month on the same child
Emergency Safety Intervention (Injury)- any ESI resulting in injury
ER visit or other hospitalization, injuries requiring more than First Aid

ESI (3+ times in 1 month with same child and/or more than 10 ESI for all)
Good News
Impact from Natural Disaster, Fire, or Flood
Inappropriate Discipline/Corporal Punishment
Legal Action-Federal state or local litigation against agency or staff member
Media coverage
Medical Care
ORCC Investigation Initiated
Police Intervention-Assault
Police Intervention- Community or school issue
Police Intervention- Runaway
Police Intervention- Theft
Police Intervention- Drugs
Psychiatric Emergency (1013)
Serious injury
Staff to Child- Other Confrontation
Staff to Child- Physical confrontation
Suicide/Homicide- Attempt
Suicide/Homicide- Threat
Other

Please note the use of *"other"* should not routinely be used as a Significant Event reporting type. In addition, under-reporting could significantly impact your agencies Comprehensive Review score.

To Add a Significant Event

Click on the "Add Significant Event" link at the bottom of the Significant Events screen (1). **Providers must have the date, event type, and narrative to add a significant event.** You may select multiple types by holding down the Ctrl key while selecting each type. Once an event has been added, click on the links to indicate which children (1a) and staff or foster parents (1b) were involved in the event.

GA SCORE: Provider: Audit: Incidents - Windows Internet Explorer

https://www.gascore.com/db/providers/audit/   Google

File   Edit   View   Favorites   Tools   Help   X   Convert   Select

Favorites   Suggested Sites   Free Hotmail   Get More Add-ons

GA SCORE: Provider: Audit: Incidents   Page   Safety   Tools

Profile   Audit   Services   Rosters   Permanency Initiative   Resources

Incidents | Investigations | Monitoring

Incidents

Please ensure the Incident Information Form (available at www.ors.dhr.ga.gov and on the Resources tab, PBC screen) is submitted to OPM at dfcsprovi@dhr.state.ga.us and that the incident is reported on this screen within 24 hours of the incident. Click Help for further details.

Incident Date	Incident Type	RBWO Children Affected		Date Submitted to OPUOM	Date Documented in GA SCORE
02/07/2011	Other	0	Manage Children	02/07/2011	02/07/2011

Save

Add an Incident

Incident Date:
Incident Type:
Date Submitted to OPUOM: vi@dhr.state.ga.us)

Physical Abuse
Sexual Abuse or Exploitation
Serious Accident
Serious Injury
Death
Hospitalization
Emergency Safety Intervention
Other
Emergency Room Visit

Site develo   nding from The Department of Human Services,
   ler Management.
   , Inc. All rights reserved.

Internet   100%

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Profile	Audit	Services	Rosters	Reports

Significant Events

Significant Events

Event Date	Type	RBWO Children Affected	Staff / Foster Parent
📝 06/12/2011	ESI (3+ times in 1 month with same child and/or more than 10 ESI for all)	📝 0	📝 2
📝 06/06/2011	Police Intervention - Other	📝 0	📝 1

Save

📋 Add Significant Event

Event Date: [   ]

Event Type:

    Automobile Accident
    Child on Child - Sexual acting out
    Child to Child - Physical confrontation
    CPS investigation initiated
    Death
    Emergency Safety Intervention (10+) - more than 10 times in one month for all children in the agency

Narrative:

Provider Response or Action:

Other Comments:

Add

To Edit a Significant Event

Click on the event link (2), make your changes, and click the Save button.

Significant Event Trend Reports

Significant Events reporting is a key factor in OPM's risk management process. So accurate and timely reporting is critical.

Providers do not have access in GA+SCORE in developing monthly trend reports with counts of specific significant events. However, providers can see their history of significant event reports. Click on *Audit* tab and click the *"Significant Events History"* link at the bottom of the page to display the significant events that have been previously entered.

In addition, OPM encourages our providers to create their own significant event tracking reports to analyze specific details such as significant event reports that include the same child, staff or foster parent, and also which significant event types may repeatedly occur within your agency.
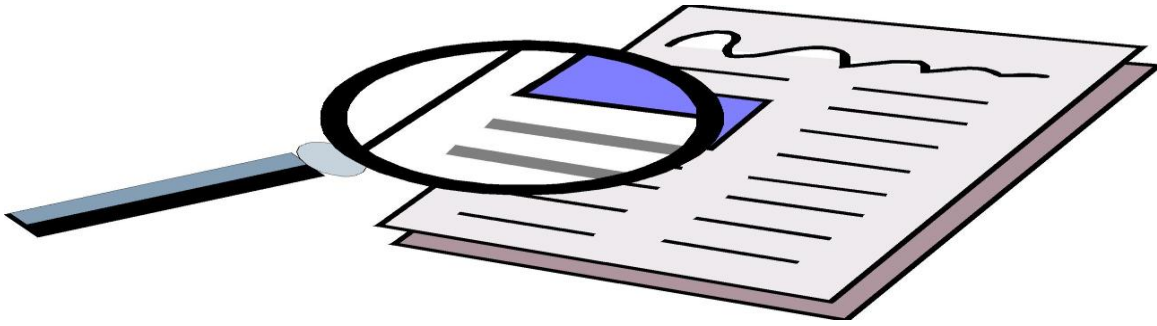
SIGNIFICANT EVENTS ACTIVITY

How to complete:
- Click www.gascore.com
- Type in your username and password.
- Click on *Audit* tab and then scroll down and click the *"Significant Events History"* link at the bottom of the page to display the significant events that have been previously entered for your agency
- Review the previous 6 months of your agencies significant event reports entered into GA+SCORE
- Based on the reports entered, answer the questions below
- Print out Significant Event Activity and maintain a copy in your records for proof of completion
- Document completion on your Block Supervision form

1.) How would you characterize your agencies compliance with significant events reporting?

2.) What type of significant event reports did you see entered into GA+SCORE?

3.) Were there any trends in the type of reports you observed? Same child, same event, same staff or foster parent?

4.) What has your agency put in place to help decrease this trend from occurring?

5.) Was a Correction Action Plan required? If so, what were the results?

6.) What changes do you think your agency should implement in its current reporting procedures?

7.) Are you personally responsible for reporting Significant Events into GA SCORE?

8.) If not who is and what is the process for ensuring that they are documented timely?

Supervisors Signature _____   Date: _____

Staff Signature_____   Date: _____