

Adult Foster Care Incident Report 9555.6245, Subp. 5

The resident’s records must contain all incident reports. Incident reports must be written when a resident requires emergency care, when a police report of an incident involving a resident has been made, or when a complaint has been filed under the Vulnerable Adults Act. Incident reports must be entered into the resident’s personal record by the operator within eight hours after knowledge of the occurrence. 9555.6175 also requires that the licensing authority be notified immediately after the occurrence of any serious injury or death of a resident. “Serious injury” is one that requires treatment by a physician.

Name of Resident: _____

Date: _____ Time of awareness: _____

Licensed home: _____ Address: _____

Referral source: _____ Phone #: _____

Date of incident: _____ Time of incident: _____

Person reporting information: _____

Case manager: _____

Report of details given (who, what, where, when): _____

Agency response: _____

Resolution (what and when): _____

Incident reported to:

- Licensor
- Case manager
- Law enforcement
- Ombudsman
- Common entry point
- Consolidated standard's licensor
- Guardian/conservator/family
- Reported internally to primary or secondary person as per facility's VA reporting policy