

**DMR INCIDENT REPORT – Own or Family Home**  
**(Form 255 OH/Fam)**  
**DEFINITIONS**

**INJURY (2a on Form 255 OH/Fam)**

<b>Cause of Injury</b>	<b>Definition</b>
Adaptive Equipment	Device prescribed/ordered by a physician, PT, OT, SLP (Speech & Language Pathologist)
Assault	Injury sustained due to aggression by another individual
Bumped into	Injury sustained due to individual bumping into an object
Clothing	Individual's clothing was the cause of the injury (e.g., tight belt or underwear, tight elastic band, zippers)
Eating Behavior	Individual's behavior caused the injury (e.g., stealing food, stuffing food, eating too fast)
Environment	Individual was injured due to exposure to environmental hazards such as household cleaners, toxins, slippery floors, broken window, etc.
Exposure	Individual was injured due to exposure to natural elements such as cold, heat, sun, rain, etc.
Fall	Individual was injured due to any type of fall.
Food Consistency	Individual was injured (e.g., choking, airway obstruction) while eating or attempting to eat food in the consistency provided.
Ingestion of foreign material	Individual was injured due to swallowing or attempting to swallow an inedible object/item.
Insect Bite	Individual was injured due to an insect bite. Any symptom resulting from the bite (e.g., swelling, abrasions, etc.) should be documented here and not under the symptom presented.
Medical Procedure	Any injury caused during or as the result of a medical procedure such as swelling or bruise after a blood test.
Motor Vehicle	Any injury incurred as the result of a motor vehicle accident.
Restraint	<b>Any injury</b> caused by a physical or mechanical restraint <b>and/or</b> received during the application or implementation of <b>any physical or mechanical restraint</b> . Exclude: <b>Any injury that occurred prior to the restraint caused due to the individual's behavior prior to the restraint, or caused in some other manner</b> . <b>NOTE: Be sure to check "YES" box in previous section indicating "injury caused by restraint" (middle section of form)</b>
Scratching/picking	Injury caused as a result of the individual scratching or picking at a previous injury such as a cut, abrasion, dressing, etc. <b>Exclude:</b> injuries caused as a result of behavior associated with a person's known/diagnosed SIB.
Seizure	Injury caused as the result of an individual's seizure activity (just before, during or after a seizure).
Self Caused	Injury caused by an individual's behavior, either accidentally or intentionally (if intentionally, record under <i>SIB</i> in the <i>Injured by whom</i> area)
Shaving	Any injury sustained during shaving.
Undetermined	An injury that was Not Observed and/or in which the cause is unknown at the time of the completion of the #255 form.
<b>Other</b>	<b>Use this field only for injuries not listed. Describe the injury in the comment field.</b>

**INJURY (Cont.)**

<b>Injury Type</b>	<b>Definition</b>
Abrasion/Scrape	A scraping away of a portion of skin or of a mucous membrane.
Airway obstructed	Blockage of the natural passageway for air to and from the lungs resulting in loss of consciousness. Airway obstruction requires immediate intervention such as use of the Heimlich maneuver or other medical procedures
Bite	Puncture or tearing of the skin by the teeth by an animal or a person. Bites that do not break or tear the skin shall also be documented under this section.
Bleeding	Blood flowing from an injured body part, includes hemorrhage – severe bleeding, externally or from internal organs.
Bruise	An injury with diffuse (spreading) effusion (escape of fluid/blood into a part) into subcutaneous (under the skin) tissue and in which the skin is discolored but not broken (i.e., black & blue mark)
Burn	Tissue injury resulting from excessive exposure to thermal (heat), chemical (e.g., acid), electrical, or radioactive agents. (Sunburns shall be documented under this category.)
Choking	Inability to clear the airway. Differentiated from <i>Airway Obstruction</i> in that individual is able to clear airway him/herself with no medical intervention.
Cut	A wound or irregular tear of the skin/flesh.
Dislocation	The displacement of any part, especially the temporary displacement of a bone from its normal position in a joint (e.g., shoulder, knee).
Fracture	A broken bone (any bone, any severity)
Indication of Pain	Person expresses pain with no other injury observed (e.g., no burn, no cuts)
Poison	Ingestion of toxic substance (e.g., soap, lye, cleaning fluids, etc.)
Puncture	A hole or wound made by piercing with a sharp object/instrument.
Rash/hives	Any eruption of the skin that is usually red, may be raised, and may be itchy. Hives: very itchy wheals (round, raised areas) caused by contact or ingestion of an allergic object or food.
Other	Any injury type not listed. Describe in comments field.
Sprain/strain	<b>Sprain:</b> Trauma to a joint that causes pain and disability depending on the degree of injury to ligaments (strong fibrous tissue connecting the ends of bones) – e.g., ankle, knee, shoulder <b>Strain:</b> Trauma to a muscle from violent contraction or excessive forcible stretch, usually less severe than a sprain.
Swelling/edema	<b>Swelling:</b> An abnormal temporary enlargement, especially one appearing on the surface of the body. (Often appears following an injury to a body part.) <b>Edema:</b> A local or generalized condition in which the body tissues contain an excessive amount of tissue fluid, often due to a medical condition rather than an injury

**NOTE: When at all possible, wait until the injury is diagnosed before completing the form. This will ensure the highest level of accuracy.**

**INJURY (Cont.)**

<b>Severity of Injury</b>	<b>Definition</b>
Minor	No treatment or minimal (first aid) treatment required
Moderate	More than first aid – assessment and/or treatment by RN or MD is required. (Does not include treatment provided by a LPN solely because LPN is working in direct-care capacity or RN/MD who happens to be present – Injury <b>must require</b> assessment by RN or diagnosis by MD.) Includes a broken finger or toe
Severe	Treatment required hospital or ER admission – <b>Includes all fractures (except broken fingers or toes that are considered moderate injuries) even if treated in MD office or clinic and includes injuries requiring sutures</b>
Death	Death was the direct result of the injury (caused by the injury)

<b>Treatment Provided</b>	<b>Definition</b>
None	No treatment needed
Self	Individual did own first aid
Family	Family member provided first aid
Staff/LPN	Staff or LPN provided treatment
RN	RN assessment and treatment required and provided
Physician/other medical	Treatment was required and provided by MD – either in facility, in MD office or in medical facility/clinic (other than hospital/ER)
ER/Hospital	Treatment in hospital was required – either in hospital ER or hospital admission

**Body Part:**

Choose the most appropriate body part (up to three), be sure to circle **L** or **R** when needed.

**UNUSUAL INCIDENT (2b on Form 255 OH/Fam)**

Type of Unusual Incident	Definition
AWOL (Missing Person)	An individual whose whereabouts is unknown and whose supervision or pattern of behavior is cause for concern for reasons of safety and well being (i.e., absent without leave, AWOL, beyond a time normally expected for that individual as defined by the individual's interdisciplinary team and/or agency policy) and the individual's absence has been reported to the police as a missing person.
Fire caused by or attempted by person - Emergency Response	Fire was caused by the individual either intentionally or accidentally OR, individual attempted to initiate fire and emergency personnel (i.e. Fire or Police) responded to this incident
Medical ER, Admit	Individual was admitted to a hospital (through ER or direct admission)
Police – arrest	Police have arrested the individual
Victim, Aggravated Assault	<b>Core Indicator Definition:</b> A crime that was reported to a law enforcement agency. Aggravated assault is defined as an unlawful attack on a victim using a firearm, knife or cutting instrument; other dangerous weapon; or hands, fist, feet, etc.
Victim, Forcible Rape	<b>Core Indicator Definition:</b> A crime that was reported to a law enforcement agency that includes rape and attempts to commit forcible rape.
Victim, Theft/Larceny	<b>Core Indicator Definition:</b> A crime that was reported to a law enforcement agency. Larceny theft is defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person, except for motor vehicles.

**RESTRAINT (2c on form 255 OH/Fam)**

Restraint	Definition
Chemical	Medications (usually psychotropic) administered on a STAT or immediate/emergency basis, usually after other interventions including physical or mechanical restraints have failed to result in calm behavior and the individual is still in danger of harming himself or others <b>Exclude:</b> Medications used for pre-sedation for medical/dental procedures shall not be documented as chemical restraint.
Floor control – Prone (on stomach, face down)	Individual is held on floor in a prone ( <b>facedown</b> ) position by at least two and up to five staff holding the person's arms and legs, and head if needed to protect the person from injury. Special approval process is required unless the agency/facility has trained staff PART-R crisis management training (prone is taught as part of this curriculum).
Floor control-Supine (on back, face up)	Individual is held on floor in a supine ( <b>face-up</b> ) position by at least two and up to seven staff holding the arms and legs, and head if needed to protect the person from injury. Special approval is required if more than seven people are involved in applying the restraint.
Four Point	Use of four safety cuffs (padded wrist cuffs with Velcro closures attached to long pieces of fabric) to restrain both arms and legs of the individual. These are always used with the person in a face-up position, always on a bed, and always with one arm upward (over the head) and the other arm downward (at the person's side). Any variation in this positioning requires special approval. Additionally, this procedure shall be administered using approved procedures for use of four-point restraint (e.g., release, exercise, monitoring, etc.)
Held by Arms	Individual is held in a standing or seated position by one or two people holding the upper arms and/or wrists.

Lifted & carried	Individual is lifted from behind by one to three staff holding the upper arms and/or wrists and legs if necessary and carried from one place to another.
Physical Isolation	An individual is separated from other individuals, usually in a room by him/herself, and is physically not allowed to leave (prevented through physical means such as physically blocking the door) until defined criteria are met. <b>Exclude:</b> do not report as restraint is person is asked/told to go into room alone and there is nothing physical to prevent his/her leaving, even if a period of time or other criteria are given (i.e., if there is only verbal direction for person to remain in room with no physical force or blocking occurred as part of the process)
Safety Cuffs (2-point restraint)	Use of less than four safety cuffs (padded wrist cuffs with Velcro closures attached to long pieces of fabric) to restrain both arms of the individual to protect the individual from harming self or others.
Non-Standard – Commissioner OK	Use of either physical or mechanical restraint that is not currently identified as a department approved restraint and that has been submitted and approved for the individual by the commissioner review process.
Non-Standard – Commissioner Not Approved	Temporary/emergency use of either physical or mechanical restraint that is not currently identified as a department approved restraint that has been submitted but has not yet received approval by the commissioner review process.

### RESTRAINT (Cont.)

Type of Behavior	Definition
ADL completion	Restraint required to assist individual in completing activities of daily living that involve hand-over-hand <b>physical assist against resistance</b> , to accomplish the task(s) such as tooth-brushing, bathing, toileting, etc. ( <i>Held by Arms</i> is usually the type of restraint used).
Aggressor to Client	Individual has been aggressive towards another client.
Aggressor to staff	Individual has been aggressive towards staff.
Disruptive behavior	The individual disrupted the routine functioning of his/her social environment (e.g., screaming enough to disturb house, neighbors, inappropriately removing clothing, etc.)
Property Destruction	To prevent or stop behaviors that result or may result in physical destruction of property (e.g., break windows, punch walls, smash furniture)
Running away	Used to prevent individual from escaping necessary supervision
Self-endangering	Used to prevent or stop unusual, potentially dangerous behavior to (e.g., hitting/punching walls, windows with no property damage; running around with a knife; running out of the house when supervision is required)
<b>SIB</b>	Used to prevent physical aggression to self that risks self-injury