Completion of DDS Electronic Incident Reporting Forms

Instructions for Use

Accessing the Forms:
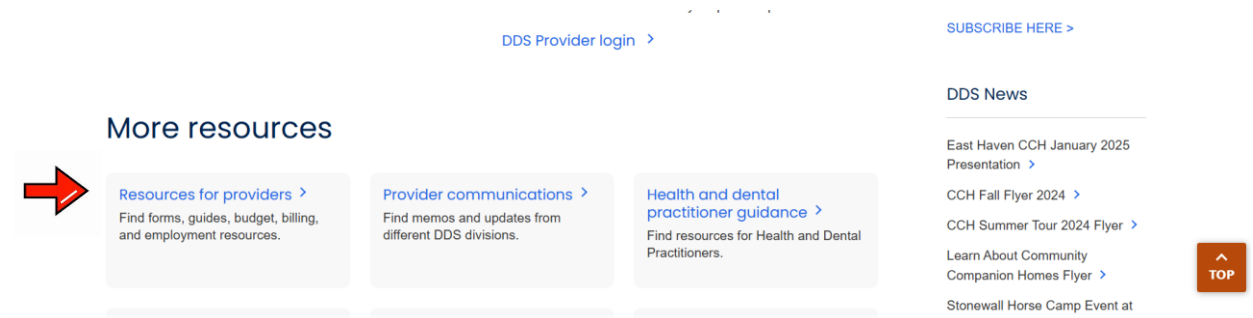
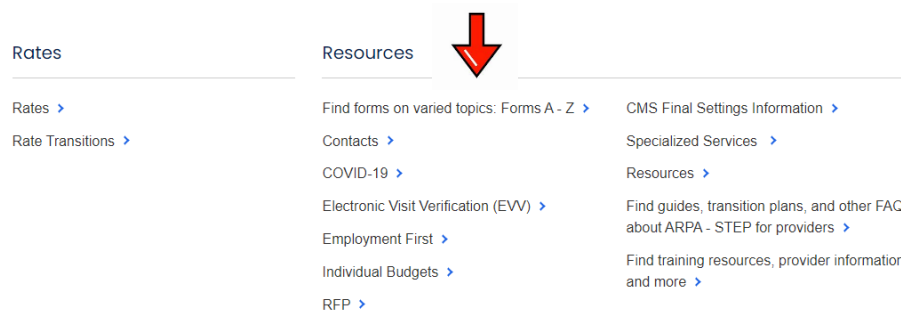1. Go to the link on the DDS website labeled "Provider Gateway- Resources for Providers" (see below)

2. Scroll down and click on "resources for providers."

3. Scroll down and click on "Find Forms on varied topics: Forms A-Z" under Resources:

4. Click on "Incident Report Form 255" on the list (under "I")
5. In addition to these instructions, you will see the two incident reporting forms (DOC and PDF), as well as the Incident Follow-up Forms (DOC and PDF), DDS Medication Error Report form 255M
6. Click on these links to access these forms.
7. Do a "Save As" from the File Menu to save them to your local computer.

Completing the Forms

1. Both the Incident Report 255 form and the Medication Error Report 255M form are set up as electronic "fillable" forms. You can use your tab keys on your computer to navigate from one field to the next to complete the forms. Many items such as Injury Type, Injury Cause, Restraint Types, etc. are able to be selected by clicking on the respective check boxes next to the choices.
2. Make sure in filling out the forms to fill in all of the required information completely.
3. To save the form with the completed information do a "Save As" and "rename" the saved document as follows: "Individual's Last Name First Initial DDS # Incident Date (MM-DD-YYYY format). Example: Doe J 11223 01-01-2025
4. Incident reports need to be emailed to the appropriate Region to the email address below. The respective case manager should be copied on the email.

North Region E-mail: DDS-NR.IncidentReports@ct.gov

South Region E-mail: DDS-SR.IncidentReports@ct.gov

West Region E-mail: DDS-WR.IncidentReports@ct.gov