

## Completion of DDS Electronic Incident Reporting Forms Instructions for Use

### Accessing the forms

The forms are now accessible from the DDS Website. To access them go to the following:

1. Go to the link on the DDS website labeled “Provider Gateway” (see below)



2. From that link select the link labeled “Forms A-Z” (see below)



3. Click on “Incident Report Form 255” on the list (under “I”)
4. In addition to these instructions you will see the two incident reporting forms, as well as the Incident Follow-up Form
  - a. DDS Incident Report form 255 eVersion
  - b. DDS Medication Error Report form 255m eVersion
  - c. DDS Incident Report Follow-up Form
5. “Click” on these links to access these forms.
6. 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: Consumer Last NameFirstName\_IncidentType\_IncidentDate (YYMMDD format). Example: DoeJohn\_Restraint\_090701.doc.
4. Incident reports will either need to be encrypted and emailed, or faxed, to the appropriate Region to the email address or fax number below. It should also be sent to the respective case manager.

North Region E-mail: [DDS-NR.IncidentReports@ct.gov](mailto:DDS-NR.IncidentReports@ct.gov) ; FAX: 860-920-3037

South Region E-mail: [DDS-SR.IncidentReports@ct.gov](mailto:DDS-SR.IncidentReports@ct.gov) ; FAX: 860-920-3034

West Region E-mail: [DDS-WR.IncidentReports@ct.gov](mailto:DDS-WR.IncidentReports@ct.gov) ; FAX: 860-920-3033

**Do Not E-mail Electronic Incident Report forms without them being encrypted as this will be a HIPAA violation.**