

DMHAS EQMI

New Update to the Critical Incident Reporting Application

November 24, 2020

Effective immediately, the Critical Incident reporting application (in DDaP) can accept text information under the category of *Medical Event – Other*. This means that if you select this category/subcategory (Medical Event – Other), you can now add brief text to the field next to ‘Other’ to label the event.

The *Medical Event- Other* category is used to report positive COVID tests. In addition to including the COVID details in the incident summary, **please type ‘COVID’ into this text box to make it easier to identify incidents that are COVID related**. To be most useful, please only type ‘COVID’ into this box and report all other details in the incident description.

This text option is available for both the initial report as well as for the closure report and should be used in both places as appropriate.

This update does not affect other incident categories. If you are reporting a COVID-related death, that event would still be reported under the *Death* category and pertinent details should be provided in the incident description.

Below is an example of data entry for an incident that involves a positive COVID test.

INCIDENT		
Date of Report:	<input type="text" value="11/24/2020"/>	Incident ID: <input type="text"/>
Contact Person:	<input type="text"/>	Contact Phone: (<input type="text"/>) <input type="text"/> - <input type="text"/>
Reporting Agency:	--- Select Agency --- <input type="button" value="v"/>	
Date of Incident:	<input type="text"/> <input type="button" value="calendar"/>	Time of Incident: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM
Location of Incident:	--- Select Location --- <input type="button" value="v"/>	
Location Type:	--- Select Location Type --- <input type="button" value="v"/>	
Incident Category:	<input type="text" value="Medical Event"/>	Other: <input type="text"/>
Sub-Category:	<input type="text" value="Medical event - other"/>	Other: <input type="text" value="COVID"/> <input type="button" value="x"/>