

SUBMISSION
Of
INCIDENT, ACCIDENT, AND DEATH REPORTS

Which Incident, Accident, and Death Reports are the T/RBHAs Required to Send to DBHS?

All Incident, Accident, and Death Reports that pertain to the following:

- Sexual or physical abuse to a recipient that occurred in an OBHL licensed **Level 1, Level 1 RTC or a Level 1 Sub-acute** facility/setting by a staff member or to a recipient that was discharged from a OBHL licensed facility within the past 90 calendar days and reports a sexual or physical abuse while in that facility;
- All deaths;
- Incidents or accidents that require medical intervention at an emergency room or other medical/psychiatric health care facility;
- Recipients who were AWOL (Absent without Leave) from a **Level 1, Level 1 RTC or a Level 1 Sub-acute facility**; and
- Medication errors that resulted in an adverse outcome (increased symptomology, decompensation or needed treatment in an emergency room or admission to a psychiatric hospital).

Incident, Accident, and Death Reports Submission Days

The T/RBHAs shall submit the Incident, Accident, and Death Reports meeting the above categories by 9:00 AM on the days assigned below:

- Monday Magellan
- Tuesday NARBHA
- Wednesday CPSA
- Thursday Cenpatico
- Friday TRBHAs

**In the event that the T/RBHA's scheduled day falls on a holiday, the T/RBHAs are required to submit the Incident, Accident, and Death Reports on the following business day.*

How to submit the Incident, Accident, and Death Reports

All IAD Reports must be separated by behavioral health category (SMI, Non-SMI and Children) and zipped in the appropriate folders under the following titles using the prescribed naming convention (**last name, first name, date of incident**).

RBHA Name

- **Natural Deaths**
SMI
Non-SMI
Child
- **Accidental Deaths**
SMI
Non-SMI
Child
- **Suicides**
SMI
Non-SMI
Child
- **Homicides**
SMI
Non-SMI
Child

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- **Unknown Cause of Death**
SMI
Non-SMI
Child
- **Sexual-Physical Abuse**
SMI
Non-SMI
Child
- **Incident-Accident Requiring Medical Intervention**
SMI
Non-SMI
Child
- **AWOLS**
SMI
Non-SMI
Child
- **Medication Errors with Adverse Outcomes**
SMI
Non-SMI
Child

Send the Incident, Accident, and Death Reports To

Please send the above documents via e-mail or to the Sherman Server to:

Janet Betts
Bettsj@azdhs.gov
602-364-4646

If submitting to the Sherman Server, please email Janet Betts of such.

The Subject Line must contain the T/RBHA name, Subject- IADs, and Total Number Submitted.

Example- CPSA IADs, Total 30