

DMHAS Community Unusual Incident Reporting Process

Incident Occurs

Agency sends Initial Incident Report to DMHAS UIR Coordinator for all reportable incidents via email/fax as per Incident Reporting time frames.

Agency will call DMHAS UIR Coordinator immediately for all A+ level incidents. For after hours, call UIR Coordinator and leave a voice message.

DMHAS UIR Coordinator requests additional information from agency, if needed.

DMHAS UIR Coordinator receives and enters report into UIRMS & provides agency with UIR # & codes as assigned by UIRMS via email.

Incidents are auto routed by UIRMS to appropriate DHS entity for follow-up/investigation and/or closure.

Office of Investigations (OI)
Conducts investigations within 60 business days on identified abuse, neglect & exploitation incidents.

Critical Incident Management Unit (CIMU)
Reviews agency investigations on lower level of abuse, neglect & exploitation and operational and contraband incidents within 45 days.

DMHAS
Responsible for all other codes and all deaths for review and closure within 90 business days.

DMHAS Community Unusual Incident Follow-up/Closure Process

