

Client Incident Report Instructions

MCO Policy 9-321 indicates that any contracted provider's employees, individual contractors, volunteers, and interns who become aware of or witness a recipient suffer a physical injury, illness, or other adverse event shall complete an incident report for any critical incident by the end of the individual's work shift and submitted to the appropriate agency or program (MCCMH-SUD).

In an effort to better align with our PIHP policy, MCCMH-SUD is requesting that any treatment provider or recovery home provider working directly with MCCMH-SUD funded clients complete and submit incident forms to MCCMH-SUD for review.

Incident reports should be completed when a Macomb County resident with any MCCMH-SUD funding (Block Grant, PA2, Healthy Michigan or Medicaid) is involved in an incident as defined below:

- death of a client
- serious illness requiring admission to hospital
- alleged cause of abuse or neglect
- accident resulting in injury to client requiring emergency room visit or hospital admission
- behavioral episode
- arrest and/or conviction
- medication error

In addition, also submit any situations in which an MCCMH-SUD funded client was involved in a vehicle or building issue.

Incident reports should be completed as soon as possible, or before the end of the staff's shift and submitted to MCCMH-SUD. Please find the attached client incident report form and complete it as necessary. Forms may be securely emailed to mcosa@mccmh.net.