

Government of Alberta ■

Reportable Incident Form

Alberta Seniors and Community Supports (ASCS)

Fax: 780-644-8729

Alberta Health and Wellness (AHW)

Email: asal@gov.ab.ca

Fax: 780-643-1527

Email: ContinuingCareReportableIncidents@gov.ab.ca

Alberta Health Services (AHS) (please check appropriate zone)

North Central South

Edmonton Calgary Other (specify) _____

Instructions: PLEASE REFER TO BACK OF THIS PAGE FOR SUBMISSION CRITERIA.

Date of Incident (yyyy/mm/dd) _____		Time of incident (24 hour clock) _____	Type of incident _____
Details of incident 			
Accommodation/Program name _____		Accommodation/Program address _____	
Number of person(s) involved in the incident _____ Client/resident(s) _____ Staff member(s) _____ Visitor(s) _____ Other _____			
Status of person(s)/accommodation 			
Action taken or planned 			
Has disclosure of this incident occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, to whom (category/group) _____ <small>(e.g. family, public guardian)</small>	

Accommodation/Program contact name _____

AHS contact name _____

Date (yyyy/mm/dd) _____

AHS contact phone number _____

For non-health funded supportive living accommodations accountable to Accommodation Standards ONLY (e.g. private funded accommodations, PDD funded homes, group homes, lodges) - Incident reports are to be submitted directly from the accommodation to Alberta Seniors and Community Supports (see below).

For health funded accommodations or programs accountable to Accommodation Standards and/or Health Service Standards (e.g. long-term care, auxiliary hospitals, nursing homes, designated assisted living, family/personal care homes, home living services) - Accommodations/programs are to notify their designated Alberta Health Services zone by phone immediately. The accommodation/program are then to submit the completed incident report form via email to the designated Alberta Health Services zone contact. The Alberta Health Services zone contact will direct the form to Alberta Seniors and Community Supports or Alberta Health and Wellness within two business days of the incident occurring.

For accommodations with Home Care Services - Incidents occurring as a result of or during the delivery of home care services are reported through the designated Alberta Health Services zone (follow health funded accommodation or program). Incidents that occur as a result of the operation of the accommodation or the provision of accommodation services are to be reported directly to Alberta Seniors and Community Supports (follow non-health funded accommodation).

ALBERTA SENIORS AND COMMUNITY SUPPORTS (ASCS)

Incident reports are to be submitted to the Director of Accommodation Standards and Licensing within **two business days** of the incident occurring.

Fax: 780-644-8729 or email: asal@gov.ab.ca

Reportable Incidents: an event related to the **Accommodation Standards** that has occurred; causing death or serious harm to a resident, resident unaccounted for, activation of a continuation of services plan, or extensive damage to the accommodation. These may include (but are not limited to) events that have occurred as a result of:

- errors or omissions in the provision of accommodation services;
- accommodations, grounds or equipment that are in disrepair or unsafe;
- failures of communication, emergency call, security or daily accounting systems;
- severe weather, fire, flood, or failure of the accommodations structure or equipment; or
- a loss of utilities or a staff disruption

Further information and definitions of reportable incidents can be found in the Accommodation Standards and Licensing Information Guide located at www.seniors.alberta.ca/ContinuingCare/Licensing/InformationGuide.pdf.

ALBERTA HEALTH AND WELLNESS (AHW)

Incident reports are to be submitted to Health Standards Compliance Branch within **two business days** of the incident occurring.

Fax: 780-643-1527 or email: ContinuingCareReportableIncidents@gov.ab.ca

Reportable Incidents: an event related to the **Continuing Care Health Service Standards** that has occurred; causing death or serious harm to a client/resident, or a client/resident unaccounted for. These may include (but are not limited to) events that have occurred as a result of:

- errors or omissions in the provision of health services;
- equipment (facility or resident owned) malfunction or operator error;
- failures of communication and daily accounting process;
- severe weather, fire, flood, or failure of the facility or equipment; or
- unknown/unforeseen causes.

Questions on reportable incident submissions to Alberta Health and Wellness can be directed via email at ContinuingCareReportableIncidents@gov.ab.ca.