

INVESTIGATION FOLLOW-UP

Date of Incident _____ Date of Investigation _____

INSTRUCTIONS: Review criteria provided on the back of this form as you conduct this investigation. Provide as much factual information as possible. Do not record hearsay or personal opinions.

DESCRIPTION OF INCIDENT UNDER INVESTIGATION

SUMMARY OF INVESTIGATION

PAST INTERVENTIONS ATTEMPTED (Include Dates)

RECOMMENDATIONS/NEW INTERVENTIONS

Care Plan Updated _____
(Date)

NOTIFICATION SUMMARY

Reviewed by QA/QAPI Committee No Follow-up needed Follow-up needed _____

Family/representative notified _____ By _____ Date _____ Time _____

Physician notified _____ By _____ Date _____ Time _____

Follow-up with family/representative on revisions to the Care Plan: _____

_____ Family Follow-up Date _____

Signature of person completing form _____

DON Signature _____ Date _____ Administrator Signature _____ Date _____

NAME-Last

First

Middle

Attending Physician

Record No.

Room/Bed

INVESTIGATION FOLLOW-UP GUIDE

Consider these questions as applicable to the incident and as is necessary to come to a reasonable conclusion.

- WHO:**
- may have contributed to the occurrence of the incident?
 - is the alleged victim?
 - spoke to the alleged victim regarding the incident?
 - witnessed the incident?
 - may have information related to the incident?

- WHAT:**
- is the incident?
 - is the chronological order of events leading up to the alleged incident?
 - are the injuries?
 - information does the alleged victim have regarding the incident?
 - did the discovering person or witness see, hear or smell?
 - did people do in relation to first discovering the incident?
 - information do other staff members have of the incident or factors leading up to the incident?
 - was the functional, mental and cognitive status of the alleged victim before and after the incident?
 - is known about the alleged suspect or person who may have contributed to the occurrence of the incident?

- WHEN:**
- did the incident occur?

- WHERE:**
- did the incident occur?

Summarize the facts to establish reasonable cause for the incident or the need for further investigation before a reasonable cause for the incident can be established.