



# Oregon

Theodore R. Kulongoski, Governor

Department of Human Services  
State Operated Community Program Office

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DATE: August 22, 2008

TO: Program Managers  
Site Managers  
Brad Heath, Clinical Services Manager  
Pam Lovejoy, Vocational/Day Services Manager  
Karen Lamica, Nursing Supervisor  
Linda Fiegi, Nursing Supervisor



FROM: Laura Traeger, Program Administrator

SUBJECT: **Incident Reports (IRs) and Medical Incident Reports (MIRs)**  
**Current 2008 Process**

1. Originating House Staff will fill out an IR/MIR.
  - a) The House Staff will fax a copy of the IR/MIR to the county "Case Managers," with the notification date filled in, on the bottom of the IR/MIR.
  - b) The House will keep the "Pink IR/MIR" copy of the 3-ply set.
  - c) The House will send the "White and Yellow IR/MIR" copies to the Central Office "Program Managers" for signatures (i.e: Peggy, Glenn, Anne, and Faye)
2. The "Program Managers" will review, sign and date before giving to the "Program Administrator" Laura Traeger.
3. The "Program Administrator" (LT) initials and gives "White and Yellow IR/MIR" copies to Central Office Support Staff to assign a CORE ID number.
4. The Support Staff will open CORE and complete screen one to generate a Form ID number.
  - a) Document the ID Number on the "White and Yellow IR/MIR" copies.
  - b) Separate the "White and Yellow IR/MIR," immediately returning the "White" original copy (containing the signatures and ID number) to the originating House.
  - c) File the "MIR/IR Yellow" copy in the SOCP Central Office client files AFTER completion in CORE.
5. The House Staff upon receiving the "Original White IR" copy from SOCP Central will FAX the finalized copy containing signatures and the CORE ID number to the county "Case Managers."

c: Deanna Bathke, SOCP Director

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