



Oregon

Theodore R. Kulongoski, Governor

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DATE: May 22, 2009
TO: SOCP Program Managers
SOCP Site Managers
FROM: Laura Traeger, SOCP Program Administrator
SUBJECT: Incident Reports (IRs) and Medical Incident Reports (MIRs)
Process Update

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)
 - d) For all MIR's, as a result of a direct care staff's error, MIR's will be given to the Site Manager for review and to determine corrective / preventative measure, and they will go through the process the same as the IR, sending them directly to the Program Manager.

For all MIR's as a result of LPN / RN error or where an LPN / RN is responsible for the care or distribution of the medication; the MIR will be given to the Site Manager for review and then forwarded to the Nursing Supervisor, who will sign and determine corrective / preventative measure, and then forward to the Program Manager.

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 Program Director.
4. **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
Brad Heath, SOCP Clinical Services Manager
Sandy Rowell, SOCP Vocational/Day Services Manager
Linda Fiegi, SOCP Nursing Supervisor

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