

<b>Agency:</b>	
<b>Fiscal Year:</b>	
<b>Sample Date:</b>	
<b>Date of Validation:</b>	

<b>Type</b>	<b>Total Internally Reported</b>	<b># To Be Reported to IRAS/SEFBHN</b>	<b># Reported to IRAS/SEFBHN</b>	<b>% Compliant</b>
<i>Incident Reports</i>				#DIV/0!
<i>Grievances</i>				#DIV/0!

<b>Reportable Incidents (Not Reported)</b>

<b>Agency:</b>	
<b>Fiscal Year:</b>	
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<b>Incident Policy Review</b>	<b>Initial Review:</b>	

<i>The submitted policy and/or policies must contain the following (at a minimum):</i>			
<b>Policy Description &amp; Requirement</b>	<b>Y/N/Partial?</b>	<b>Revision Status</b>	<b>Date Accepted</b>
Incident Reporting Log was submitted for appropriate timeframe?			
Overview of reportable incidents according to CFOP 215-6 (or reference to CFOP 215-6)			
Identification of staff assigned to IRAS Reporting and communication with SEFBHN			
Upon notification and/or identification of the occurrence of a Critical Incident that meets criteria, the provider will create an IRAS report.			
If access to IRAS is not available, the provider shall e-mail the SEFBHN incident coordinator with details of the incident.			
Provider will make a phone call to dedicated phone for those Critical Incidents defined as Category A below.			
When the incident involves suspended abuse, neglect or exploitation, the employee must call the Florida Abuse Hotline to report the incident.			
Timeframes for incidents: Category A (12 hours) and Category B (24 hours)			

### Grievance Policy Review

<i>The submitted policy and/or policies must contain the following (at a minimum):</i>			
<b>Policy Description &amp; Requirement</b>	<b>Y/N/Partial?</b>	<b>Revision Status</b>	<b>Date Accepted</b>
Grievance Reporting Log was submitted for appropriate timeframe?			
Consumers shall have the opportunity to file a grievance at any reasonable time. The grievance process will be explained and Grievance Forms available in all areas of consumer access.			
Consumers shall be protected against having to file or present a grievance to the person complained about in the grievance.			
Consumers shall have access to their designated representative, if they choose to appoint one, and shall have the right to representation during each stage of the grievance procedure by their personal representative.			
Time limits shall be set for the completion of each step of the procedure with initial response to the grievance within 24 hours.			
The consumer and/or designee shall receive written acknowledgement of a filed grievance and explanation of the proposed resolution within 48 hours.			
Prompt steps shall be specified to insure the immediate physical safety of a consumer if the circumstances surrounding a grievance raise a reasonable belief that the consumer's safety is threatened.			
SEFBHN will review provider grievance log during on-site contract validations.			

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<b>Grievance Policy Review</b>	<b>Initial Review:</b>	

<i>The submitted policy and/or policies must contain the following (at a minimum):</i>			
<b>Policy Description &amp; Requirement</b>	<b>Y/N/Partial?</b>	<b>Revision Status</b>	<b>Date Accepted</b>
Grievance Reporting Log was submitted for appropriate timeframe?			
Consumers shall have the opportunity to file a grievance at any reasonable time. The grievance process will be explained and Grievance Forms available in all areas of consumer access.			
Consumers shall be protected against having to file or present a grievance to the person complained about in the grievance.			
Consumers shall have access to their designated representative, if they choose to appoint one, and shall have the right to representation during each stage of the grievance procedure by their personal representative.			
Time limits shall be set for the completion of each step of the procedure with initial response to the grievance within 24 hours.			
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Prompt steps shall be specified to insure the immediate physical safety of a consumer if the circumstances surrounding a grievance raise a reasonable belief that the consumer's safety is threatened.			
SEFBHN will review provider grievance log during on-site contract validations.			