

**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH**
Chapter 32 of Title 22 DCR

3232 INCIDENT REPORTING

3232.1 Each facility shall maintain and keep for three (3) years, from the date of the incident, summaries and analyses of unusual incidents within the facility or on the premises with regard to a resident, visitor or employee, including but not limited to accidents, injuries, drug errors, abuse, neglect and misappropriation of resident funds.

3232.2 A summary and analysis of each incident shall be completed immediately and reviewed within forty-eight (48) hours of the incident by the Medical Director or the Director of Nursing and shall include the following:

- (a) The date, time and description of the incident;
- (b) The name of the witnesses;
- (c) The statement of the victim;
- (d) A statement indicating whether there is a pattern of occurrence; and
- (e) A description of the corrective action taken.

3232.3 Summaries and analyses of incidents shall be reviewed at least monthly by the Administrator or designee in order to identify and correct health and safety hazards and patterns of occurrence.

3232.4 Each incident shall be documented in the resident's record and reported to the licensing agency within forty-eight (48) hours of occurrence, except that incidents and accidents that result in harm to a resident shall be reported to the licensing agency within eight (8) hours of occurrence.

3232.5 Incidents of abuse or neglect resulting in injury to a resident, or incidents of misappropriation of a resident's funds, shall be reported immediately to the appropriate agencies, including the Department of Health, the Metropolitan Police Department, the Long-Term Care Ombudsman and Adult Protective Services.