

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Score: \_\_\_\_\_  
 (passing score is 80%)

**Incident Reporting Test**

**I. Definitions: Match the word to the definition (5 points each = 25 points)**

<b>1. Incident Report</b> _____	<b>A.</b> These incidents require internal and external investigations
<b>2. Serious Reportable Incident</b> _____	<b>B.</b> Significant event or situation that requires a review and internal investigation
<b>3. Reportable Incidents</b> _____	<b>C.</b> The format used to accurately report all of the details regarding an incident
<b>4. Incident Management Coordinator</b> _____	<b>D.</b> A form used to document reportable occurrences at the agency
<b>5. Four W and H</b> _____	<b>E.</b> The person to whom the Incident Form is submitted at your agency

**II. True or False: Answer whether 'True' or 'False' (5 points each = 25 points)**

6. **T or F:** Death is a reportable incident \_\_\_\_\_
7. **T or F:** It is okay to report your own opinions on a report if you know the person really well \_\_\_\_\_
8. **T or F:** The Incident Date is the day when the incident was discovered \_\_\_\_\_
9. **T or F:** Direct support professionals are responsible for entering the incident information into the MCIS \_\_\_\_\_
10. **T or F:** Mandatory reporting is the responsibility of all staff who witness an incident \_\_\_\_\_

**Multiple Choice: Answer the question with the correct choice  
(10 points each = 50 points)**

11. Who is not a mandatory reporter?

- a. Staff
- b. Supervisors
- c. Service Coordinators
- d. All are mandatory reporters

**Answer:** \_\_\_\_\_

12. Level One investigations are handled by the Provider and what DDS department?

- a. Service Coordination
- b. Quality Assurance
- c. IMEU
- d. Waiver Services

**Answer:** \_\_\_\_\_

13. Which level of incidents do not have to be reported

- a. Level 1
- b. Level 2
- c. Level 3
- d. All must be reported

**Answer:** \_\_\_\_\_

14. Which of the following is a serious reportable incident?

- a. Physical injury
- b. Medication errors
- c. Neglect
- d. Property Damage

**Answer:** \_\_\_\_\_

15. The Incident Management Coordinator must enter the incident into MCIS:

- a. within 8 hours
- b. within 24 hours
- c. within 48 hours
- d. immediately

**Answer:** \_\_\_\_\_