

WV INCIDENT MANAGEMENT SYSTEM (IMS)

HOW TO AVOID INCIDENT NONCOMPLIANCE

ENTERING THE INCIDENT

1. Entering an incident within one business day of learning of it.



1 Day

INCIDENT FOLLOW-UP

2. **ENTER NOTES IN FOLLOW UP SECTION:** Completing incident follow up in the “Follow-up section” within 14 days (simple incidents do not need follow-up).



14 Days

3. **CLICK THE BOX:** If you do not **click the “completed” box** on the “Follow up section” within 14 days.



14 Days

REMINDER OF TIMELINESS

- Make all attempts to be timely. ADW data must be reported to Center for Medicare and Medicaid Services (CMS).
- Incidents are important aspects of the ADW participant’s health and welfare.



Timely

MAINTAINING COMPLIANCE

- You must request an Incident Modification in the IMS if the incident follow-up is not entered in the follow-up box or the “completed” box is not checked. Any further action on the incident may be documented in the participant’s chart.
- When modification is approved, the user has 1 day to enter the information in the incident.



1 Day