Eric Holcomb, Governor
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To: Bureau of Developmental Disabilities Services providers
From: Jessica Harlan-York, Director, Bureau of Quality Improvement Services
Re: Incident Reports in BDDS Portal
Date: September 5, 2019

The Bureau of Developmental Disabilities Services, in collaboration with the Bureau of Quality Improvement Services, is pleased to announce an enhancement to the BDDS Portal. As of August 21, 2019, copies of initially processed incident reports and closed incident reports (which includes all follow-up reports) will be available in each individual's document library as a downloadable PDF document within 24 hours of submission.

In the individual's document library, the IRs will be listed under the category 'BQIS' and sub-type 'Incident Reports'. The incident report will fall under one of the following three categories:

1. Closed upon initial processing: only one copy of the IR will be in the document list. The document name will follow the nomenclature: IR_XXXXXX_Closed_Date.
2. Initial IR processed, all follow-up received, and IR closed: two copies of the IR will be in the document list.
   a. The initially processed IR document name will follow the nomenclature: IR_XXXXXX_Processed_Date.
   b. The closed IR document name will follow the nomenclature: IR_XXXXXX_Closed_Date.
3. Initial IR processed, all follow-up received, and IR closed – Same IR re-opened by BQIS, processed again, and IR closed again: four copies of the IR will be in the document list – two for the original processed/closed dates and two for the re-opened processed/closed dates.
   a. The initially processed IR document name will follow the nomenclature: IR_XXXXXX_Processed_Date.
   b. The initially closed IR document name will follow the nomenclature: IR_XXXXXX_Closed_Date.
   c. The re-opened processed IR document name will follow the nomenclature: IR_XXXXXX_Processed_Date.
   d. The re-opened and closed IR document name will follow the nomenclature: IR_XXXXXX_Closed_Date.

Since IRs will now be available in the BDDS Portal, requests made for copies of IRs will be redirected to the individual's document library in the BDDS Portal.

IRs processed or closed prior to August 21, 2019, will not be available in the BDDS Portal.