# Bureau of Quality Improvement (BQIS)

As part of the state's risk management initiative, several checklists are available for use as proactive risk management and/or educational tools for teams.  These checklists can also be utilized when addressing specific incidents.

The checklists currently available address issues related to:
- An incident resulting in a fracture,
- An incident of a decubitus ulcer,
- An incident related to a dislodged/displaced tube, and
- An incident of choking.

Each checklist follows a similar format and includes sections of General Questions, After the Incident, Staffing Issues/Staff Training Issues, Monitoring and Documentation, Monitoring by Management, and Request for Documentation.

## When Would a Team Use a Checklist?
**As a proactive risk management tool:**
- If a person receiving services/supports has an identified risk factor, the applicable checklist can be utilized when developing and/or reviewing/revising a risk plan.

**As an educational tool:**
- Training curriculum, both general and individual-specific, can incorporate the information on the appropriate checklist.

**To address specific incidents:**
- As an incident occurs, the team can use the applicable checklist to work through the variables that could have been contributing factors and ensure appropriate actions are taken to reduce the likelihood of a future incident of a similar manner.

## Who Should Complete a Checklist?
The checklist should be completed by a member of the person's Individual Support Team (IST).

## How Will the Checklists Address an Individual's Risk Area(s)?
As noted above under the section *When Would a Team Use a Checklist*, the checklist is useful when developing and/or reviewing/revising a risk plan for an identified risk area.  In addition, individual-specific training regarding this risk area can incorporate pertinent information from the checklist.  For example, if a person has a history of decubitus ulcers, staff training should address decubitus care/prevention (e.g., positioning plans, adaptive devices to use, type of dressing, etc.).  If a person has an incident, the items on the checklist provide a good base for information that could/should be included in the incident report.

## When Checklists are Used, is the Expectation that Teams Will Send BQIS Information?
As of 3/1/2011, the checklists are available for use on a voluntary basis.  Depending on the information that is initially provided in the narrative and plan to resolve sections of the incident report, some of the questions that might be asked as an incident report is processed could be questions from the pertinent checklist.

The checklists are available at http://www.in.gov/fssa/ddrs/2635.htm.

Please contact BQISRM.FSSA@fssa.IN.gov if you have questions.