

# Incident Report Compatibility Checklist

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## Intended Audience

This tool is used to assess the compatibility of an organization's incident report form with the data to be collected using the Putnam Incident Report Excel Program

## Description

The Compatibility Checklist is an available tool for ensuring that all necessary categories are being documented on an incident report form.

**Procedure for Documenting Incident Reports  
Compatibility Checklist**

Organization \_\_\_\_\_

Date \_\_\_\_\_

Compatibility Question	Date	Date
1. Does a form exist that is compatible for data entry using the Putnam Excel Program that includes the following categories?:	Yes No	Yes No
a. Person's name?	Yes No	Yes No
b. Program area?	Yes No	Yes No
c. Age?	Yes No	Yes No
d. Gender/Ethnicity/Race?	Yes No	Yes No
e. Referring staff member?	Yes No	Yes No
f. Date of incident?	Yes No	Yes No
g. Time of incident?	Yes No	Yes No
h. Location of incident?	Yes No	Yes No
i. Problem behavior?	Yes No	Yes No
j. Perceived motivation?	Yes No	Yes No
k. Others involved?	Yes No	Yes No
j. Action Taken?	Yes No	Yes No
l. Other comments?	Yes No	Yes No
m. No more than 3 extra info.	Yes No	Yes No
2. Does a set of definitions exist that clearly defines all categories on the incident report form?	Yes No	Yes No
3. Does a clear distinction between problem behaviors that are minor versus major exist? Is it documented and available for staff reference?	Yes No	Yes No
<b>Next review date:</b> _____	-	

**Redesign your process, form and definitions until answers to all questions are "Yes."  
When answers to all questions are "Yes", readiness requirements 4 & 5 are complete.**