

## Reporting Requirements Reference Sheet

In the event of a sentinel event, written or electronic reports are due to the following

1. **The Joint Commission (TJC)**

- Completed Root Cause Analysis within 45 business days from becoming aware of the event
- Corrective Action Plan within 45 business days from becoming aware of the event
- Sentinel Event Measure of Success (SE MOS) as mutually agreed upon documentation of sustained improvement and reduction of risk. SE MOS are due on the date mutually agreed upon by the agency and the Joint Commission Patient Safety Representative.

(The forms and instructions are available at [www.jointcommission.org](http://www.jointcommission.org))

2. **Nevada Division of Public and Behavioral Health Sentinel Event Registry**

SNAMHS' facility Code is the number (do not include letters) on SNAMHS' license from the Bureau of Health Care Quality and Compliance posted in each hospital building. **"661"**

The written report is due in the form of:

- Initial report within 13 days of being notified of the sentinel event
- Follow up report within 45 business days from becoming aware of the event
- An annual summary report of all sentinel events is to be submitted by March 1<sup>st</sup> of each year

(The forms and instructions are available at the DPBH [Website](#), Sentinel Event Registry )C.

3. **Center for Medicare and Medicaid**

In the event of a client death that occurred while a patient is in restraint (except 2-point soft wrist restraints) or seclusion, within 24 hours after the patient has been removed from restraint or seclusion or within one week after restraint or seclusion where it is reasonable to assume that the use of restraint or placement in seclusion contributed directly or indirectly to the patient's death, the following must be completed:

- Complete the electronic form CMS-10455, *Report of Hospital Death Associated with the Use of Restraint or Seclusion* found on this [link](#)
- Instructions on how to complete and submit the electronic form CMS-10455 form are found on this [instructional video: ElectronicFormCMS-10455TrainingSlides\\_12\\_09\\_19.pdf](#)

4. **Occupational Safety And Health Administration**

In the event of an employee related sentinel event, the following are required to be completed:

- Report work-related fatalities within 8 hours of becoming aware of the event
  - Report work-related inpatient hospitalization, amputation or eye loss within 24 hours of becoming aware of the incident
  - One of the 3 methods below may be used for reporting
    - i. By telephone, to the nearest OSHA Area Office during normal business hours
    - ii. By telephone, to the 24-hour OSHA hotline (1-800-321-OSHA or 1-800-321-6742)

- iii. Via OSHA's electronic reporting form found on this [link](https://www.osha.gov/pls/ser/serform.html):  
<https://www.osha.gov/pls/ser/serform.html>