Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

To: Division of Disability and Rehabilitative Services providers
From: Anne Davis, Director, Bureau of Quality Improvement Services
Re: Incident Reporting webinar – Save the date
Date: October 21, 2015

The Bureau of Quality Improvement Services (BQIS), within the Division of Disability and Rehabilitative Services (DDRS), is hosting a webinar on Incident Reporting. Organizations that provide services to individuals served by the Bureau of Developmental Disabilities are invited to attend.

Those attending this webinar will:
- Develop an understanding of a well-written incident report
- Develop an understanding of the criteria for a Sentinel
- Develop an understanding of how incidents are coded

To accommodate schedules, and offer this information to the greatest number of providers, there will be three separate sessions held on different dates and times. In addition, the webinar will be recorded posted to the BQIS website, shortly after the last webinar concludes, to accommodate those that could not attend a session.

Due to limited login availability, each provider organization is limited to one login. If you would like multiple staff members to be a part of the live webinar, we recommend gathering in a central location to participate as a group. It is recommended that your login to the webinar a few moments early as it can fill up and you would need to attend a different session.

Webinar dates and information

- Option 1 - Tuesday, November 10, 2015 at 1 p.m. EST

- Option 2 - Thursday, November 12, 2015 at 9 a.m. EST

- Option 3 - Monday, November 16, 2015 at 11 a.m. EST

In advance of the webinar, verify your organization's connection to ensure it has latest updates and add-ins. Please do not wait until the webinar day to verify. To verify your connection please click the following link: http://www.webinar.in.gov/common/help/en/support/meeting_test.htm.

When participating in the actual webinar, logon to the URL below using your organization's name: http://webinar.isl.in.gov/bqis. A username and/or password are not required.

If you have any questions, please contact Shelly Thomas at Shelly.Thomas@fssa.in.gov or (317) 234-2764.