

## Developmental Pathways Critical Incidents Quick Guide

### How to submit a Critical Incident Report (CIR) to Developmental Pathways:

- Please email all written CIRs to [criticalincidents@dpcolo.org](mailto:criticalincidents@dpcolo.org) and Cc the DP Case Manager
- We ask that PASAs use the DP CIR template located on the [Provider Team's webpage](#).
  - **Why?** We have created this template to outline all the required information needed when submitting a written CIR. This helps PASAs and CCBs submit Critical Incidents within timelines and decreases the amount of follow up questions/information requested by HCPF.
  - Can a PASA use their own incident report form when submitting a CIR?
    - Yes, but please ensure it has all the same required information that is outlined on the DP/HCPF CIR template. HCPF's template can be found on their website. [HCPF Template](#)
    - Example: The GERs from Therap usually have all the required info needed for CIRs
- If you have questions about an incident, unsure if it meets Critical Incident definitions, please feel free to call 303-858-2170 or email the Critical Incident email. We can assist PASAs in determining if the incident should be submitted as a CIR or regular IR.

### Important Requirements for Critical Incidents

1. Critical Incidents must be **reported** to the CCB/CMA ***within 24 hours*** of the incident occurring. This includes the full written report with all required information needed to submit the report to HCPF.
  - a. The CCB then has 24 hours to submit the incident to HCPF
2. For all incidents that meet Mistreatment definitions (abuse, neglect, exploitation), please ensure Mandatory Reporting requirements are being followed.
3. Please ensure all required details are included when submitting a CIR. We ask for these details because they are required when we enter the CIR into the State database.
  - a. Information often missed:
    - i. Full names (and titles if applicable) for everyone involved in the incident
    - ii. Incident location address (we do need the full address)
    - iii. Hospital name

### CIR Resources

1. Need the full definitions and other CI information: [Critical Incident Reporting Requirements](#)
2. Need a copy of the Developmental Pathways CIR template: [DP CIR Template](#)
3. Want to review or need a copy of the HCPF CIR template: [HCPF Template](#)
4. Need more CIR resources? Visit HCPF's website: [HCPF's CIR website](#)
5. Who is the **Critical Incident contact** at Developmental Pathways?
  - a. Dani McCann, Investigations & CIR Manager, and HRC Liaison [d.mccann@dpcolo.org](mailto:d.mccann@dpcolo.org) or 720-412-4231
  - b. OR just email [criticalincidents@dpcolo.org](mailto:criticalincidents@dpcolo.org) (this email is monitored Mon.-Fri 8am-5:30pm).