



# A Center for Function and Creativity

## INCIDENT MANAGEMENT SYSTEM INSTRUCTION CARD FOR REPORTING

Report **ONLY** Abuse, Neglect, and Exploitation to:

**APS/CYFD Centralized Intake**

**APS Fax: (505)476-4913 APS Phone: 1-800-654-3219**

**CPS Fax: (505)505-841-6691 Phone: 1-800-797-3260**

Report Abuse, Neglect, Exploitation and Reportable Incidents to:

**DHI/Incident Management Bureau**

**Phone: 1-800-752-8649 Fax: 1-800-584-6057**

**Community Based Programs: 1-800-445-6242**

**Email: [incident.management@state.nm.us](mailto:incident.management@state.nm.us) or**

**Complete online at : [http://dhi.health.state.nm.us/imb/imb\\_irform.php](http://dhi.health.state.nm.us/imb/imb_irform.php)**

### **INCIDENT REPORTING PROCEDURE**

- 1. Ensure the health and safety of the individual**
- 2. Involve medical and law enforcement as needed**
- 3. You must immediately call Centralized Intake for any suspected abuse, neglect, or exploitation.**
- 4. Complete the Incident Report Form (you can find a form online at the links above or you can request one at any facility).**
- 5. As soon as safety is assured, submit the form to the fax numbers above or call in the incident to Centralized Intake at the number above. THIS MUST BE COMPLETED WITHIN 24 HOURS OF THE INCIDENT and is IN ADDITION TO THE INITIAL PHONE CALL.**
- 6. Fax the report to DHI at the number above within 24 hours or send the form to the email address above. You can also complete the form online at the Website listed above.**

**I HAVE READ (OR HAVE HAD READ TO ME) THIS PROCEDURE AND UNDERSTAND IT AS READ TO ME BY MY SERVICE COORDINATOR. I HAVE RECEIVED OR ALREADY HAVE A COPY OF THE INSTRUCTION CARD AND UNDERSTAND HOW TO USE IT.**

**SIGNED: (Individual or Guardian)** \_\_\_\_\_ **Date** \_\_\_\_\_