





**COMPLETION INSTRUCTIONS FOR DD-191  
INCIDENT REPORT - PART I**

- A. Purpose. To record and notify Department of Economic Security (DES) personnel of an incident or emergency measure.
- B. Completion. Part I should be completed by the person observing the incident indicating whether the report is an Incident Report or an Emergency Measure Report of Article 9 only.
  - 1. Whether or not the reporting person believes the incident warrants an Unusual Incident Report (UIR), he/she calls the designated district staff person as soon as possible, but no later than 24 hours after occurrence.
  - 2. Describe the incident clearly and objectively. Describe only what you saw and not opinion. Add continuation sheets if necessary.
  - 3. Do not reference other clients by name. Use initials if necessary.
  - 4. Complete and route the Incident Report within 24 hours of occurrence.
- C. Distribution. If the District elects to use Part I as the Article 9 Emergency Measures Report, a copy of the Emergency Measure Report (Part I only) is to be forwarded within one (1) working day to the Program Review Committee chairperson, support coordinator, Human Rights Committee chairperson, and responsible person.
- D. Retention. The original is retained in the client's case file until the file is destroyed.