

ADULT PROTECTIVE SERVICES
168 North 1950 West, Salt Lake City, Utah 84116
Fax: (801) 715-3429
Phone: (801) 538-3567 (Salt Lake County)
(800) 371-7897 (Statewide)

- **NOTE THE PHONE AND FAX NUMBERS HAVE CHANGED!**

**INSTRUCTIONS FOR RESIDENT TO RESIDENT INCIDENT SUMMARY
REPORT**

PLEASE NOTE: This form is only to be used to report non-serious resident to resident incidents. A non-serious incident is one in which there are no injuries or minor injuries that do not require medical attention and in which the facility has taken steps to protect the residents. If there is a serious injury between residents, or if a resident is still at risk, the incident will immediately be reported to Adult Protective Services Intake by telephone. Incidents involving residents who are abused, neglected, or exploited by family members, facility staff, strangers, etc. will also be immediately reported to Adult Protective Services according to state statute.

- Collect the information you will need to complete the form. This may include the resident's file and/or the facility's incident report.
- Printing clearly will save time and phone calls for clarification.
- Document the facts of the incident as requested on the form, including: your name, residents' and witnesses' names, residents' diagnoses, birthdates, and social security numbers. Describe the incident, including the date and time it occurred, and any injuries incurred. Be sure to include steps the facility has taken to prevent the incident from happening again.
- On Wednesday of each week, fax all of the Resident to Resident Incident Summary Reports to Adult Protective Services at: (801) 715-3429.

If you are not sure whether an incident is serious enough to require immediate reporting, report the incident to Adult Protective Services and APS intake will make the decision.

**PLEASE DO NOT MAKE ANY CHANGES TO THE RESIDENT TO RESIDENT
INCIDENT SUMMARY REPORT**