

SIMS Training

Frequently Asked Questions

***PRINT and READ the SIMS Training Manual for Nursing Facilities before attempting to enter an Incident.**

***Be sure to have read the SIMS Training Manual for Nursing Facilities before contacting the SIMS Program Manager, or designee for assistance.**

Where do I register for SIMS account?

How do I access the SIMS webpage to register for a SIMS account?

<https://ldh.la.gov/index.cfm/page/3730> (SIMS webpage)

<https://ldh.la.gov/index.cfm/page/3798> (Nursing Facilities link)

Is there training information on how to use SIMS?

Yes, training information is located on the SIMS webpage.

<https://ldh.la.gov/index.cfm/page/3730> (SIMS webpage)

Who do I call when my SIMS password has expired or my credentials are deactivated when they are supposed to be active?

Contact the OTS Helpdesk at (225) 219-6900. The SIMS Program Manager or designee cannot reset or change your SIMS credentials or passwords.

What are the Reporting Requirements?

Reporting Requirements

Reference F600-F610 of the State Operations Manual (SOM) – latest revision

Reference the Minimum Licensing Standards for Nursing Facilities – latest revision

What information is required when submitting an initial SIMS self-report?

Where can I find the data that is required for initial reporting to ensure that I am in compliance?

Required Data for Initial Reporting

Review the *Minimum Licensing Standards for Nursing Facilities (Chapter 97) state regulations set for the REQUIRED Data to be submitted in an initial report.*

Discovery Date & Time,

Occurrence Date and Time (if known),

Accused's name,

Victim's name,

Brief Description of the incident from the Victim and/or Reporter,
Immediate Protective Action, and
Other pertinent info.)
<https://ldh.la.gov/index.cfm/page/3798>

What are some examples of brief descriptions that are not acceptable?

Examples of Brief Descriptions that are not acceptable:

“Resident in Room”
“Resident to Resident altercation”
“Resident alleged verbal abuse”
“Resident fell in room resulting in injury”
“Donald Duck hit Mickey Mouse”
“Res to Res”
“Fall in resident’s room”
“Injury of Unknown”

“Examples of a Brief Description”

John Doe had eloped from the facility. John Doe was immediately located by the staff and returned back inside the facility. A head to toe was performed by S. Claus, RN, no injuries reported. All staff were immediately in-serviced on the NF’s elopement protocol, abuse and neglect policy. John Doe was placed on 1:1 supervision until placement on a dementia unit place is found. The physician was and RP were notified.

On 11/25/2018 at 6:19pm, M. Lewis, RN called to inform the Administrator that she had witnessed resident Rico Suave (BIMS 15) hit resident Willie Wonka (BIMS 6) in the mouth while in their room. Mr. Suave was angry at Mr. Wonka for eating all of his chocolate. M. Lewis, RN reported that there were no injuries sustained. Mr. Wonka was afraid of Mr. Suave would hit him again. Residents were separated- RP/ MD were notified. LAPD was contacted. File #2020-187. The residents involved were roommates at the time of the incident and victim will be moved into a different room for safety. Investigation initiated.

What information is requested in the SIMS self-report to ensure a thorough investigation has been conducted?

Investigation Summary needs to contain the details of the investigation including but not limited to:

BIMS of resident
Victim’s interview (if cognitive)
Pertinent diagnoses related to the incident.
Accused interview
Staff interviews
Life rounds
Specific details surrounding the incident

Corrective measures post incident
Law enforcement agency and File #
Other pertinent information

****This will help reduce the number of requests for additional information****

What web browser should I use when completing a SIMS report?

SIMS is a web-based system that is accessed specifically from Internet Explorer (version 11 or higher).

Reference page 4 of the SIMS Training Manual

How do I enter a Victim when the data fields are all greyed out?

Victim Entry

Reference pages 17 – 21 of the SIMS Training Manual

Where I do enter the Allegation category and Allegation Findings?

Allegation category and Allegation findings

Reference pages 22 – 23 of the SIMS Training Manual

How do I submit a SIMS self-report if I haven't received access to SIMS?

WHEN to FAX INCIDENT REPORTS to State Office (Fax # 225-342-5073)

When NO ONE has credentials access to SIMS

SIMS is offline for maintenance

Faxed reports will still need to be entered into SIMS (per the state regulations)

****Please DO NOT email PHI via regular email, must email SECURED if fax is unavailable****

How many SIMS Users are allowed at each facility?

SIMS User License

Each facility is allotted 2 SIMS licenses per facility. (Take advantage)

How do I request deactivation of a former SIMS user?

Deactivation of a SIMS User

Email the SIMS Program Manager, or designee, the former SIMS user's name and the replacement person's name.

How do I request a 3rd SIMS User?

Request for an Additional License

First, the User must register for a SIMS account. Then, the Administrator or designee will

Complete the Request for Additional licenses e-form (at the bottom of the SIMS Webpage),

(Approvals are not guaranteed, pending on license availability)

Where can I find the Mandated Reporting Memo and Flowsheet?

Mandated Reporting Memo (rev. 10/4/2018)

Mandated Reporting Flowsheet (rev. 10/4/2018)

The following information can be found on the Nursing Facilities webpage:

<https://ldh.la.gov/index.cfm/page/3798>

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