

## LEVEL TWO INCIDENT INTAKE SUMMARY

INSTRUCTIONS: The organization must prepare a summary for the central office clinician to review prior to initiating a full investigation for Root Cause Analysis This worksheet is provided to aid the central office clinician in determining if this is a Level 2 event that requires a full Root Cause Analysis and Conference Call. PO's should include all elements listed below and submit an email to [pace@cms.hhs.gov](mailto:pace@cms.hhs.gov) within **2 working days** of the events occurrence.

**Enrollment date:**

**Type of incident:**

**Location of incident:**

**Participant's current status:**

**Significant diagnoses:**

**Summary of the care history:**

**Summary of the event:**