

Significant Incident Investigation Report Extension Request Form

TO: DBHIDS Significant Incidents DBHIDS.SignificantIncidents@phila.gov
FROM:
DATE:
RE: Request for Significant Incident Investigation Report Extension Regarding
CASE NAME: CASE NUMBER:

The completion of the final DBHIDS Investigation Report regarding the above-referenced individual will be delayed beyond the allotted timeframe. I am requesting an extension to submit the completed investigation report by _____ to ensure that all necessary information is thoroughly reviewed and accurately documented.

Please choose one format to access the form: DBHIDS Investigation Report – Print Version, Fillable PDF Version, or Online Form (Microsoft Forms) at DBHIDS.org/QMaC.

Identify and list the evidence still needed. Select all that apply.

Acquire additional information:

Interview additional witnesses:

Complete research:

Receive pertinent documentation:

Other:

If applicable, explain how the information above will impact the investigation:

Reviewed by DBHIDS Investigator:

For questions, comments, or technical assistance related to Significant Incidents, please contact the DBHIDS Compliance Program:

888-686-6332 or 215-253-4315

215-685-5564 (fax)

DBHIDS.SignificantIncidents@phila.gov

**DBHIDS, Quality Management and Compliance, Significant Incidents
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