

**Office of Long Term Living (OLTL) Enterprise Incident Management (EIM)  
Critical Incident Report Extension Request**

Participant's Name	Participant's Master Client Index (MCI) Number
EIM Incident ID	Incident Discovery Date
Incident Original Due Date	Incident Primary Category
Reason for Extension Request ( <b>must be clearly documented in incident report</b> )	Submission date ( <b>at least 5 business days prior to report due date</b> )
Person submitting Request (name and title)	Agency/MCO Name

**OLTL USE ONLY:**

APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_

Reason for rejection

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of OLTL Decision \_\_\_\_\_

OLTL Staff \_\_\_\_\_

- Requests must be submitted to OLTL at least 5 business days prior to incident report due date, via email at [RA-PWOLTLEIMSpecReq@pa.gov](mailto:RA-PWOLTLEIMSpecReq@pa.gov).
- The Subject line on the email request must include **the program the participant is enrolled in (CHC, OBRA, Act 150)**.
- Reasons for prior extensions must be clearly documented in the incident report.
- The reason for an extension request must be detailed, valid, and clearly documented in the incident report. For non-CHC participants, the reason for extension must also be documented in the Home and Community Services Information System (HCSIS) case notes.
- Incident report extensions will be approved for 30 days from previous report due date.
- OLTL staff will respond to request within 3 business days.