

Adams County Board of Developmental Disabilities Incident Reporting Procedures

I. Subject: Unusual Incident Reports written by Adams CBDD Staff

II. Purpose: To report all Unusual and Major Unusual Incidents Involving Individuals

III. Procedures:

- A.** When there is an incident involving an Individual, whether it is an unusual incident or major unusual incident, staff must complete an unusual incident report (UIR). All sections of the incident form shall be filled out in detail and all notifications made shall be documented with date, time and name of the person who was contacted.
- B.** All staff will make verbal notification of the incident to the appropriate county board program as soon as possible after ensuring the individual is not at risk to their health and welfare. All incidents which are a 4 hour reporting Major Unusual Incident shall be reported within the 4 hour window from the time the incident is discovered. (Please refer to OAC 5123:17-02)
- C.** Upon completion of the report, staff will submit the UIR form to the appropriate county board program by 3 p.m. the following working day from the date of discovery of the incident.
- D.** MUI Coordinator/SSA will review all incident reports to determine immediate actions have been taken to ensure the health and welfare of the individual and to make determination if the incident meets the level of a major unusual incident.
- E.** MUI Coordinator/SSA will ensure that all required notification are made regarding the incident.
- F.** The Superintendent of the county board will be notified within two working days for all major unusual incidents filed in the categories of misappropriation, neglect, sexual and physical abuse. This notification will be documented with date and time of the notification.
- G.** The unusual incident report will become part of the individual's file.
- H.** SSA will ensure that both the Investigative Agent and MUI Coordinator are notified of all major unusual incidents and will provide all preliminary documentation available at the time of filing.
- I.** All investigations, follow-up, and case closures will be conducted in the manner outlined in OAC 5123:17-02.
- J.** MUI Coordinator will obtain any additional documentation needed for Prevention Plans.
- K.** The MUI Coordinator will review a representative sample of provider unusual incident logs on a quarterly basis for trends and patterns and missed MUI's.
- L.** The MUI Coordinator will notify the SSA of a person who meets trends and patterns and ensure that it is properly addressed.
- M.** All staff are required to prepare all UIR's in accordance with all federal, state, and local regulations; including, but not limited to, OAC 5123:17-02. Any staff, who fails to report in accordance to these regulations, may be subject to disciplinary action, up to and including termination; failure to report may also result in prosecution.

Revised: October 14, 2020