

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Prevention and Management of Incidents

**Chapter:****Effective Date:**

7/1/1992

**Revision Date:**

11/25/2008

**Policy Number:**

Executive Director

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. Prevention – Prevention of incidents involves taking those actions necessary to ensure that conditions under which incidents occurred are eliminated. Those actions include, but are not limited to: staff education and training, proper supervision of consumers, careful scheduling of consumer activities, and correction of circumstances that constitute a high probability of unusual incidents occurring based on previous experience. All employees are trained upon hire and annually thereafter in policies and procedure for:
  - Prevention, detection, investigation and reporting of incidents
  - Corrective action for staff who are responsible for the occurrence of an incident and for staff who fail to report an incident
2. Management – Management of incidents includes, but is not limited to: prompt medical treatment of consumers when necessary; timely and accurate notification of family, relatives, advocates, law enforcement agencies, and legal representatives; through investigation and documentation of the incident; staff disciplinary action; evaluation, program intervention, and monthly corrective action to preclude the occurrence of similar incidents. A monthly monitoring system is in place to identify trends, preventative measures, and corrective actions against recurring incidents.
3. A written semi-annual evaluation of unusual incidents is reviewed by the President and the Incident Report Review Committee. If this evaluation identifies an existing problem, necessary corrective changes shall be made to reduce or prevent occurrence of similar incidents. Documentation of the semi-annual evaluation is maintained.

## DISCUSSION: