

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:

Reporting Unusual Incident

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. All staff shall receive training in identifying and reporting incidents and unusual incidents at the time of employment and annually thereafter.
2. Unusual incident reports shall be completed, an investigation initiated, and a copy sent to the county mental retardation office, the regional office of mental retardation, the funding agency and the family or guardian of the individual, within 72 hours after the Unusual Incident occurs. The Executive Director or his/her designee is responsible for organizing the Unusual Incident investigation and receiving and approving all associated correspondence.
3. The facility will orally or by FAX notify the individual's family or guardian, the county MR office, Regional Office and funding agency with 24 hours after abuse or suspected abuse of an individual or an incident requiring the services of a fire department or law enforcement agency.
4. The facility will send a copy of the final unusual incident report to the individual's family or guardian, the County and Regional offices and the funding agency at the conclusion of the investigation. This final report is not necessary if the initial written report is marked "Final Report".
5. If an unusual incident involves a death, the individual's family or guardian shall be immediately notified. The agency will orally notify the County and Regional offices and the funding agency within 24 hours after the death occurs. The agency will complete and send copies of a death report to the County and Regional offices, funding agency and family or guardian with 24 hours.

6. A copy of all unusual reports shall be kept in the consumer's record.

DISCUSSION: