

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-033

SUBJECT: Incident Report

EFFECTIVE DATE: January 1984

Policy:

An incident report will be completed within one working day of the occurrence of an incident and submitted to the staff's supervisor for review and consultation or alternative documentation. An incident may be defined as any situation significant enough to warrant being brought to the immediate attention of supervisory staff. Possible incidents include: medication errors that result in injury, injury requiring staff intervention, aggression or violence, use and unauthorized possession of weapons, wandering & elopement, unauthorized use and possession of legal or illegal substances, abuse, neglect, or exploitation, suicide or attempted suicide, sexual assault, and biohazard exposure. The report will be routed and placed in the case record. Review is accomplished by routing the incident to management and designated team members with opportunities for feedback and follow-up.

Procedures:

1. Follow the directions on the form, obtained via the Incident Reporting database. The form is designed to capture as much information as possible to assist in the appropriate follow-up.
2. The form helps to analyze behavior incidents by breaking down behavior into Antecedents, Behavior and Consequences or "ABC". It serves two functions. It serves as a data collection method and as a tool for analyzing the function of the behavior. The analysis is key to developing an intervention plan in order to prevent further incidents.
3. Once the form has been reviewed by all persons involved, it will be routed back to the case manager for filing in the case record. In certain instances, in the process of routing, the coordinator or case manager can determine that the report should be "routed for information only" and should not be placed in the file. In this case the author will be contacted to inform them of that decision.
4. Feedback regarding an incident should be communicated directly with reporter/staff involved whenever possible. Documentation that feedback has been given should be noted to the right of the routing signature. At times if the incident is of a critical nature and requires multiple team members input for clarity, a team meeting or debriefing may be scheduled by the case manager or department coordinator to facilitate timely response.

5. An Adverse Incident Report (AIR) is required to be completed and submitted to KDADS within 24 hours of knowledge of the required category of incident. In most cases the assigned case manager will complete this form, print it, and upload the form to BCI for CDDO review. When individuals other than the case manager complete an AIR, they are to forward a copy to the case manager for processing noted above. A hard copy will be filed in the case record. AIRs are required for the following events:
 - A. Abuse
 - B. Elopement
 - C. Exploitation
 - D. Law Enforcement Involvement
 - E. Natural Disaster
 - F. Chemical Restraint
 - G. Physical Restraint
 - H. Serious Injury
 - I. Suicide Attempt
 - J. Suicide
 - K. Death
 - L. Emergency Medical Care
 - M. Fiduciary Abuse
 - N. Misuse of Medications
 - O. Neglect
 - P. Self-Neglect
 - Q. Seclusion
 - R. Other

6. For incidents that involve injuries/falls/choking, seizures, or skin irregularities staff are to document these types of incidents on specific forms designed for each type. The directions on the form guide the reporter.