

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0054 (AD)
Effective Date: 08-13-86
Person Responsible: Director of Service and Support Administration

Subject: Unusual Incident Report
Last Revision: 04-25-2024

Approvals/Date:

Signature of Brent Urban, Superintendent, WCBDD, dated 4/29/24

Signature of Mary Brinkman, Department Director/Coordinator, dated 4/25/24

The following definitions will apply:

Unusual Incident - An event or occurrence involving an individual that is not consistent with routine operations, policies and procedures, or the individual's care or individual service plan, but is not a major unusual incident. Unusual incident includes, but is not limited to: dental injuries; falls; an injury that is not a significant injury; medication errors without a likely risk to health and welfare; overnight relocation of an individual due to a fire, natural disaster, or mechanical failure; an incident involving two individuals served that is not a peer-to-peer act major unusual incident; rights code violations or unapproved behavioral supports without a likely risk to health and welfare; emergency room or urgent care treatment center visits; and program implementation incidents.

Major Unusual Incident - Means the alleged, suspected, or actual occurrence of an incident described in paragraph (C)(16)(a), (C)(16)(b), or (C)(16)(c) of 5123-17-02 when there is reason to believe the incident has occurred. There are three categories of major unusual incidents that correspond to three administrative investigation procedures delineated in appendix A, appendix B, and appendix C to 5123-17-02.

Abuse - All employees are required to report Abuse/Neglect pursuant to section 5123.61 of the Revised Code.

- Physical Abuse - Means the use of physical force that can reasonably be expected to result in physical harm to an individual. Such physical force may include, but is not limited to, hitting, slapping, pushing, or throwing objects at an individual.
Sexual Abuse - Means unlawful sexual conduct or sexual contact as those terms are defined in section 2907.01 of the Revised Code and the commission of any act prohibited by Chapter 2907. of the Revised Code (e.g., public indecency, importuning, and voyeurism) when the sexual conduct, sexual contact, or act involves an individual.
Verbal Abuse - Means the use of words, gestures, or other communicative means to purposefully threaten, coerce, intimidate, harass, or humiliate an individual.

Individual - Means a person with a developmental disability.

Neglect - Means when there is a duty to do so, failing to provide an individual with medical care, personal care, or other support that consequently results in serious injury or places an individual or another person at risk of serious injury. Serious injury means an injury that results in treatment by a physician, physician assistant, or nurse practitioner. All employees are required to report Abuse/Neglect pursuant to section 5123.61 of the Revised Code.

Others Involved - Include witnesses or other persons involved (e.g., visitor(s), law enforcement, family member(s), store clerks, co-workers, other individuals, etc.).

Primary Person Involved (PPI) - Means the person alleged to have committed or to have been responsible for the accidental or suspicious death, exploitation, failure to report, misappropriation, neglect, physical abuse, prohibited sexual relations, rights code violation, sexual abuse, or verbal abuse.

Principle Respondent - Staff person/volunteer who is first on the scene and/or most involved with the incident (author of UIR).

1. All agency/independent providers and the county board as a provider shall ensure that all staff are trained and knowledgeable regarding the UIR procedure. This training will occur during initial orientation and annually thereafter.

2. Any time an unusual incident occurs the principle respondent shall complete a UIR, within Brittco, on the Incidents module. This should be completed ASAP/prior to the end of the staff person's shift.

3. Any persons who shall disagree and/or wish to provide additional information to the UIR shall complete an additional UIR, within Brittco, on the Incidents module, or add a Note to the original UIR that was written in Brittco. This should be completed ASAP/prior to the end of the staff person's shift.

4. Upon completion of the UIR in Brittco, the writer will click the Submit button, which will automatically send the UIR to UIR@woodcountyydd.org and to the principle respondent's supervisor. Any employee injury, accident or potential injury requires completion of Wood County's Worker's Compensation/PERRP Accident/Injury Investigation Report. If there is not individual involvement in the incident, no UIR is needed. If there is individual involvement and an employee injury, accident, or potential injury a UIR and Wood County's Worker's Compensation/PERRP Accident/Injury Investigation Report is needed. Staff will ensure that all appropriate actions are taken to protect the health and safety of any at-risk individuals.

The provider shall immediately, but no later than four hours after discovery of the incident, notify the county board through means identified by the county board of the following incidents or allegations: (a) Accidental or suspicious death; (b) Exploitation; (c) Misappropriation; (d) Neglect; (e) Peer-to-peer act; (f) Physical abuse; (g) Prohibited sexual relations; (h) Sexual abuse; (i) Verbal abuse; and (j) When the provider has received an inquiry from the media regarding a major unusual incident.

Should the principal respondent be a county board employee, they shall make the notification to the Investigative Agent and/or the SSA

<p>Director immediately, but no later than 4 hours.</p> <p>For all major unusual incidents, all providers shall submit a written incident report to the county board contact or designee no later than three p.m. the next working day following initial knowledge of a potential or determined major unusual incident. The report shall be submitted in a format prescribed by the department.</p>
<p>5. All accidents and incidents will be reported to parents, guardians, and when appropriate, residential, and other providers. Such notification can be made via telephone call, in-person contact, and/or hand delivery of a copy of the report in question. The Investigative Agent will review all unusual incident reports, as they are received.</p>
<p>6. Any incident defined as a Major Unusual Incident shall immediately be: 1) Given in email report to the SSA Director and Superintendent. 2) Given in email report to the Service & Support Administration staff. (Refer to MUI procedure 02-ALL-ALL-0452 (SS); 3) In all cases of a Major Unusual Incident, the parent/legal guardian and/or person/agency responsible for providing personal care to the individual will be notified, as directed by the Department Director.</p>
<p>7. In the absence of any person who routinely reviews UIRs, the SSA Director or designee will appoint another individual to review and continue the routing process of UIRs, 1 week prior to planned absence or ASAP.</p>
<p>10. Service & Support Administration reviews all individual related UIRs, as they are received.</p>
<p>12. Each agency/independent provider and the county board as a provider shall review all unusual incidents as necessary, but no less than monthly, to ensure appropriate preventative measures have been implemented and trends and patterns identified and addressed as appropriate.</p>
<p>13. The unusual incident reports, documentation of identified trends and patterns, and corrective action shall be made available to the county board and department upon request.</p>
<p>14. Each agency provider and independent provider shall maintain a log of all unusual incidents. The log shall contain only unusual incidents as defined in paragraph (C)(25) of 5123-17-02 and shall include, but is not limited to, the name of the individual, a brief description of the unusual incident, any injuries, time, date, location, cause and contributing factors, and preventive measures.</p>
<p>15. The county board shall review, on at least a quarterly basis, a representative sample of provider logs, including logs where the county board is a provider to ensure that major unusual incidents have been reported, preventive measures have been implemented, and that trends and patterns have been identified and addressed in accordance with 5123-17-02. The sample shall be made available to the department for review upon request.</p>
<p>16. Members of an individual's team shall ensure that risks associated with unusual incidents are addressed in the individual plan or individual service plan of each individual affected.</p>

References: 02-ALL-ALL-0452 (SS)
5123-17-02
Wood County's Worker's Compensation/PERRP Accident/Injury Investigation Report

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