



## Incident Response, Reporting and Review Procedures - MN

### I. Policy

It is the policy of Opportunity Services to respond to, report and review all incidents that occur while providing services in a timely and effective manner in order to protect the health and safety of and minimize the harm to persons receiving services.

“Incident” means an occurrence which involves a person and requires the program to make a response that is not part of the program’s ordinary provision of service:

- A. Serious injury of a person:
  - 1. Fractures
  - 2. Dislocations
  - 3. Evidence of internal injuries
  - 4. Head injury with loss of consciousness
  - 5. Lacerations involving injuries to tendons or organs and those for which complications are present
  - 6. Extensive second or third degree burns and other burns for which complications are present.
  - 7. Extensive second or third degree frostbite and other frostbite for which complications are present.
  - 8. Irreversible mobility or evulsions of teeth
  - 9. Injury to the eyeball
  - 10. Ingestion of foreign substances and objects that are harmful
  - 11. Near drowning
  - 12. Heat exhaustion or sunstroke
  - 13. All other injuries considered serious by a physician
- B. A consumer’s death
- C. Any medical emergency, unexpected serious illness or significant unexpected changes in an illness or medical condition of a person that requires Opportunity Services to call 911, physician treatment or hospitalization.
- D. Any mental health crisis that requires Opportunity Services to call 911 or a mental health crisis intervention team.
- E. An act or situation involving a person that requires Opportunity Services to call 911, law enforcement or the fire department.
- F. A person’s unauthorized or unexplained absence from Opportunity Services.
- G. Conduct by a person receiving services against another person receiving services that:
  - 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with a person’s opportunities to participate in or receive services or supports
  - 2. Places the person in actual and reasonable fear of harm
  - 3. Places the person in actual and reasonable fear of damage to property of the person, or
  - 4. Substantially disrupts the orderly operation of the program.
- H. Any sexual activity between persons receiving services involving force or coercion
  - “Force” means The infliction, attempted infliction or threatened infliction by the actor of bodily or commission or threat of any other crime by the actor against the complainant or

another, harm which (a) causes the complainant to reasonably believe that the actor has the present ability to execute the threat and (b) if the actor does not have a significant relationship to the complainant, also causes the complainant to submit.

- “Coercion” means words or circumstances that cause the complainant reasonably to fear that the actor will inflict bodily harm upon, or hold in confinement, the complainant or another, or force the complainant to submit to sexual penetration or contact, but proof of coercion does not require proof of a specific act or threat.
- I. Any Emergency use of manual restraint
  - J. A report of child or Vulnerable Adult maltreatment under sections 626.556 or 626.557 will be reported under procedures defined in Opportunity Services’ Vulnerable Adult Policy.
  - K. Opportunity Services has determined they will report above and beyond the above-described incidents to include any incident that has caused or is likely to cause a mark and/or any behaviors that are out of the ordinary or serious.

## II. Response Procedures

### A. Serious Injury

1. In the event of a serious injury, staff will provide emergency 1<sup>st</sup> Aid, following instructions received during training.
2. Summon additional staff, if immediately available, to assist in providing emergency 1<sup>st</sup> Aid or seeking emergency medical care.
3. Seek medical attention, including calling 911 for emergency medical care, as soon as possible.

### B. Death

1. If staff are alone, immediately call 911 and follow directive given to you by the emergency responder.
2. If there is another person(s) with you, ask them to call 911 and follow directive give to you by the emergency responder.

### C. Medical emergency, unexpected serious illness or significant unexpected change in an illness or medical condition.

1. Assess if the person requires Opportunity Services to call 911, seek physician treatment, or hospitalization.
2. When staff believes the person is experiencing a life threatening emergency the staff must immediately call 911.
3. Staff will provide emergency first aid as trained or directed until further emergency medical care arrives at Opportunity Services or the person is taken to a physician or hospital for treatment.

### D. Mental Health Crisis

1. When staff believes the person is experiencing a mental health crisis the staff must call 911 or the mental health crisis intervention team. Please see the emergency number list posted at each site for the number.

### E. Requiring 911, law enforcement or fire department

1. For incidents requiring law enforcement or the fire department, staff will call 911.
2. For non-emergency incidents requiring law enforcement, staff will call the non-emergency number. Please see the emergency number list posted at each site for the number.
3. For non-emergency incidents requiring the fire department, staff will call the non-emergency number. Please see the emergency number list posted at each site for the number.

4. Staff will need to explain the circumstances for the need for assistance to the emergency personnel.
5. Staff will answer all questions asked and follow instructions given by the emergency personnel responding to the call.

F. Unauthorized or unexplained absence

When a person is determined to be missing or has an unauthorized or unexplained absence, staff will take the following steps:

1. If the person has a specific plan outlined in his/her Coordinated Services and Support Plan Addendum to address strategies in the event of unauthorized or unexplained absences that procedure should be implemented immediately, unless special circumstances warrant otherwise.
2. An immediate and thorough search of the immediate area that the person was last seen will be completed by available staff. When two staff are available, the immediate area and surrounding neighborhood will be searched by one staff person. The second staff person will remain at the program location. Other persons receiving services will not be left unsupervised to conduct the search.
3. If, after no more than 15 minutes, the search of the facility (or job site) and neighborhood is unsuccessful, staff will contact law enforcement authorities.
4. After contacting law enforcement, staff will notify the Regional Manager for that site who will determine if additional staff are needed to assist in the search.
5. A current photo will be kept in each person's file and be made available to law enforcement.
6. When the person is found staff will return the person to the service site or make necessary arrangements for the person to return to the service site.

G. Conduct of the person

When a person is exhibiting conduct against another person receiving services that is so severe, pervasive, or objectively offensive that it substantially interferes with a person's opportunities to participate in or receive services or supports; places the person in actual and reasonable fear of harm; places the person in actual and reasonable fear of damage to property of the person; or substantially disrupts the orderly operation of the program, staff will take the following steps:

1. Summon additional staff, if available. If injury to person has occurred or if there is eminent possibility of injury to a person, implement approved therapeutic intervention procedures following the Emergency Use of Manual Restraint Policy.
2. As applicable, implement the Coordinated Services and Support Plan Addendum for the person.
3. After the situation is brought under control, question the person(s) as to any injuries and visually observe their condition for any signs of injury. If injuries are noted, provide necessary treatment and contact medical personnel if indicated.

H. Sexual activity involving force or coercion

If a person is involved in sexual activity with another person receiving services and that sexual activity involves force or coercion, staff will take the following steps:

1. Instruct the person in a calm, matter-of-fact and non-judgmental manner to discontinue the activity. Do not react emotionally to the person's interaction. Verbally direct each person to separate areas.

2. If the person does not respond to verbal redirection, intervene to protect the person from force or coercion, following the EUMR Policy as needed.
3. If the persons are unclothed, provide them with appropriate clothing. Do not have them redress in the clothing they were wearing.
4. Do not allow them to bathe or shower until law enforcement has responded and cleared the action.
5. Contact law enforcement as soon as possible and follow all instructions.
6. If the person(s) expresses physical discomfort and/or emotional distress, or for other reasons you feel it is necessary, contact medical personnel as soon as possible. Follow all directions provided by medical personnel.

I. Emergency use of manual restraint (EUMR)

Follow the EUMR Policy.

J. Maltreatment

Follow the Opportunity Services Abuse Prevention Policy for Vulnerable Adults

### III. Reporting Procedures

A. Completing a incident report

1. Incident reports will be completed as soon as possible after the occurrence, but no later than 24 hours after the incident occurred or after staff became aware of the occurrence.
2. The written report will include:
  - a. The name of the person involved in the incident
  - b. The date, time and location of the incident
  - c. A description of the incident
  - d. A description of the response to the incident and whether a person's coordinated services and support plan addendum or program policies and procedure were implemented as applicable.
  - e. The names of staff person(s) who responded to the incident
  - f. The results of the review of the incident (see section IV)
3. When the incident involves more than one person Opportunity Services must not disclose personally identifiable information about any other person when making the report to the legal representative or designated emergency contact and case manager unless this program has the consent of the person. The written report will not contain the name or initials of the other person(s) involved in the incident.

B. Reporting incidents to team members

1. All incidents must be reported to the person's legal representative or designated emergency contact and case manager:
  - a. Within 24 hours of the incident occurring while services were provided;
  - b. Within 24 hours of discovery or receipt of information that an incident occurred; or
  - c. As otherwise directed by the person's coordinated service and support plan or coordinated services and support plan addendum.
  - d. Opportunity Services will not report an incident when it has a reason to know that the incident has already been reported.
  - e. Any emergency use of manual restraint of a person must be verbally reported to the person's legal representative or designated emergency contact and case manager within 24 hours of the occurrence. The written report must be

completed according to Opportunity Services' Emergency Use of Manual Restraints Policy.

- C. Additional reporting for requirements for death and serious injury
  1. A report of the death or serious injury of a person must be reported to both the Department of Human Services Licensing Division and the Office of Ombudsman for Mental Health and Developmental Disabilities.
  2. The report must be made within 24 hours of the death or serious injury occurring while services were being provided or within 24 hours of the receipt of information that the death or serious injury occurred.
  3. Opportunity Services will not report a death or serious injury when it has reason to know that the death or serious injury has already been reported to the required agencies.
- D. Additional reporting requirements for maltreatment
  1. When reporting maltreatment, Opportunity Services must inform the case manager of the report unless there is reason to believe that the case manager is involved in the suspected maltreatment
  2. The report to the case manager must disclose the nature of the activity or occurrence reported and the agency that received the maltreatment report.
- E. Additional reporting requirements for emergency use of manual restraints (EUMR)  
Follow Opportunity Services Emergency Use of Manual Restraints

#### **IV. Reviewing Procedures**

- A. Conducting a review of incidents and emergencies  
Opportunity Services will conduct a review of all incidents.
  1. The review will be completed by the Compliance Manager.
  2. The review will be completed within 15 days of the incident.
  3. The review will ensure that the written report provides a written summary of the incident.
  4. The review will identify trends or patterns, if any, and determine if corrective action is needed.
  5. When corrective action is needed, a staff person will be assigned to take the corrective action within a specified time frame.
- B. Conducting an internal review of deaths and serious injuries  
Opportunity Services will conduct an internal review of all deaths and serious injuries that occurred while services are being provided if they were not reported as alleged or suspected maltreatment (refer to the Abuse Prevention Policy for Vulnerable Adults when alleged or suspected maltreatment has been reported).
  1. The review will be completed by the Compliance Manager.
  2. The review will be completed within 15 days of the death or serious injury.
  3. The internal review must include an evaluation of whether:
    - a. related policies and procedures were followed
    - b. the policies and procedures were adequate
    - c. there is a need for additional staff training
    - d. the reported event is similar to past events with the person or services involved to identify patterns
    - e. there is a need for corrective action by the program to protect the health and safety of the persons receiving services and to reduce future occurrences.

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4. Based on the results of the internal review, the program must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by staff or the program, if any.
  5. The internal review of all incidents of emergency use of manual restraints must be completed according to the requirements in the Emergency Use of Manual Restraints Policy.
- C. Conducting an internal review of maltreatment  
Follow the Abuse Prevention Policy for Vulnerable Adults.
  - D. Conducting a review of emergency use of manual restraints.  
Follow the Emergency Use of Manual Restraints Policy.

## **V. Record Keeping Procedures**

- A. The review of an incident will be documented on the incident review reporting form and will include identifying trends or patterns and corrective action if needed.
- B. Incident reports and incident review reports will be maintained in the person's record. The record must be uniform and legible.