State Operated Community Program
SOCP Policy Memorandum

Topic:	2.007.01 Non-Sexual Incident Reporting	Issue date:	12/01/10

Related policy:	2.007.01 Abuse (Non-Sexual) Incident Reporting procedure

Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or administrative rules, changes in existing policy or administrative rules, **policy clarifications** and manual updates.

Applies to:
(check all that apply)

- ☐ All employees includes:
- ☐ Nurses
- ☐ Cent. Office staff
- ☐ HR

- ☒ Prog. Managers
- ☐ BVS1s
- ☐ Direct Care Staff
- ☐ Modified workers

- ☒ Site Managers
- ☒ BVS2s
- ☒ Trainers
- ☒ Other: Brad Heath Linda Fiege

Implementation date: 12/01/10

FROM: Deanna Bathke, SOCP Director

SUBJECT: 2.007.01 Abuse (Non-Sexual) Incident Reporting Procedure clarification

This attached procedure is designed to provide the State Operated Community Program (SOCP) staff steps to follow for responding to abuse / exploitation of an adult with developmental disabilities as outlined in OAR 411-325-0020 and 407-045-0260 and for a child with developmental disabilities refer to OAR 407-045-0260 and ORS Chapter 163.

- **"Reporting"** contact number and procedure for children has been clarified.
- Securing of **"Evidence and documentation"** has been updated.

Attachment: 2.007.01 Abuse (Non-Sexual) Incident Reporting Procedure

If you have questions about this information, contact:

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Procedure Title:	Abuse (Non-Sexual) Incident Reporting				
Procedure Number:	2.007.01	Version:	4.0	Effective Date:	12/01/2010

Approved By: _Deanna Bathke_ Date Approved: _12/1/10_

Procedure

Step	Responsible Party	Action
1.	All Staff	This procedure is designed to provide the State Operated Community Program (SOCP) staff steps to follow for responding to abuse / exploitation of an adult with developmental disabilities as outlined in OAR 411-325-0020 and 407-045-0260 and for a child with developmental disabilities refer to OAR 407-045-0260 and ORS Chapter 163.
2.	**Reporting:** Site Manager Program Manager Services Coordinator Staff (when children are involved.)	If a report of abuse or neglect is suspected (there is reasonable cause to believe an individual has suffered abuse or neglect), **immediately report** and follow these steps: a) Immediately notify the Site Manager and Child Welfare (if under 18), who will notify the Program Manager, Case Manager, Office of Investigations and Training (OIT) and guardians if applicable. b) The Site Manager will notify local law enforcement, if applicable. <table><tr><td>**CHILDREN** • Staff will call the **Child Welfare Hotline 503-378-6704**, no child is involved in SIRP. • **Injury involved –** automatically goes to OIT (no SIRP system).</td><td>**ADULTS** • Check with **Program Manager** to confirm individuals identified on the SIRP list. • **Identified SIRP individuals** (see procedures 7.002.03). • **Injury involved –** automatically goes to OIT.</td></tr></table> c) Obtain immediate medical attention, if needed. Staff to accompany the client to the MD/hospital and support the client in anyway possible. d) Assure the completion of a **"DHS 4595 Incident Report."**

		e) If the incident involves a staff member, HR will be notified and the employee may be work stationed at home or given work restrictions.
	Evidence and documentation: Site Manager Program Manager Case Manager	After reporting suspected abuse or neglect, secure evidence and relevant documentation: f) A copy of **"DHS 4596 Progress Notes"** for one (1) month prior and one (1) week following will be stored in the Site Manager's locked file cabinet. g) Sign-in sheets for time in question, along with **"DHS 4628 Outing Log(s)"** and **"DHS 4574 Mileage Log"** and any additional evidence will be stored in the locked file cabinet. h) Release all related found items, evidence and documentation to OIT as soon as possible. • DHS 4596 Progress Notes • DHS 4628 Outing Log(s) • DHS 4574 Mileage Log(s)
3.	Program Manager	Will send documentation to OIT for their determination to investigate or not.
4.	Program Manager and Director	Will be notified if **OIT decides to investigate** – and the Site Manager will notify the case manager and guardian (if applicable), and make an entry in the **DHS 4596 Progress Notes** (noting the incident reported on date has been referred to OIT for investigation, case manager and the guardian notified). **If OIT decides NOT to investigate:** SM will receive and file OIT's justification for not investigating along with the original IR, SIRP checklist, and all supporting documentation and place it in a designated confidential file.
5.	Site Manager	The SM will assure that false allegations are noted on the **Risk Tracking Record** If applicable this behavior will be addressed in the client's **DHS 4588 Functional Assessment/ Behavior Support Plan (FA/BSP)** and also tracked on the **DHS 4615 Monthly Review.**
6.	Program Managers Business Manager	If a team identifies an individual for the (SIRP) list and/or needs to be removed from the list, the Program Managers will maintain the list and the Business Manager will notify OIT.

Policy that applies:

2.007 Abuse, OAR 411-325-0020(2)(3):411-325-160 (2,5); 411-345-0210(1)(2); OAR 407-045-0260; SOCP Code of Conduct; SPD-IM-09-042; 5.005 Incident Reports and Emergency Notification

Form(s) that apply:

DHS 4551 Abuse Investigation Follow-up: Attachment B
DHS 4574 Mileage Log(s)
DHS 4595 Incident Report, A, B, C, D
DHS 4595G Incident Report Guidelines
DHS 4596 Progress Notes
DHS 4619 SOCP Initial Review Procedure (SIRP) Checklist
DHS 4624A Mandatory Abuse Reporting Adults (OIT form 10/10 update)
DHS 4624C Mandatory Abuse Reporting Children (OIT form 10/10 update)
DHS 4626 Request for Investigation: Attachment A
DHS 4628 Outing Log(s)

Contact(s):

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Policy History:

Version 1.0:	Version 2.0:	Version 3.0:	Version 4.0:
11/23/1999	05/13/2002	03/01/2005	12/01/2010

Keywords:

Initial Review Procedure, SIRP, Allegations of Abuse, Documented persistent history