

## **Guidelines for Reporting Incidents To Family Members or Legal Guardians**

1. Unless otherwise instructed by the \*Primary Responsible Person (see below), the following incidents shall be immediately reported:
  - a. All *Critical Incidents*
    - i. Severe Injury
    - ii. Death (See Death Reporting Procedure I.D.PR.001)
    - iii. Vehicle accident involving injury
    - iv. Missing Person (as defined in procedure)
    - v. Fires requiring emergency response and/or involving a severe injury
    - vi. Police arrest
    - vii. Victim of aggravated assault or forcible rape
  - b. Injuries that require treatment by a physician regardless of location (MD office, ER, Hospital, Clinic, etc.) including the following:
    - i. Medication Errors that required medical treatment by a physician
    - ii. Restraint that results in an injury
  - c. Restraint use that has not been approved for the individual by the PRC and/or the parent has not been informed of the procedure (excludes emergency restraint)
  - d. Emergency restraint
  
2. At the individuals' Annual Planning Meeting, Case Managers shall:
  - a. Inform parents/guardians that, unless otherwise requested, they shall be informed immediately when an incident occurs that meets the reporting criteria listed in Section 1 above.
  - b. Identify and document family/guardian decision regarding the types of incidents of which they wish to be informed if different from the reporting criteria listed in Section 1 above.
  - c. Document family/guardian decisions regarding reporting of incidents in the individual's master file.

NOTE: Severe injuries of unknown origin shall be reported for abuse/neglect investigation

\*Primary Responsible Person in the following order:

- The individual, if 18 or older and who in the judgment of their case manager is able to sign his or her own consents
- Parent of a minor (Under age 18)
- Person or state agency given custody of a minor
- Plenary Guardian or Conservator of Person
- Limited Guardian, if guardianship includes ability to sign consents
- The parent or close relative of a person age 18 or older, who in the judgment of their case manager is NOT able to sign his or her own consents