

Incident Report Instructions

Lane County Developmental Disabilities Services

Notification Guidelines

- Mandatory Abuse Reporters must **immediately** report any suspected abuse or neglect.
- Completing an IR does not substitute the mandatory reporting of abuse or neglect.
- **Adult Protective Services: 541-682-3884** **DHS Child Welfare: 1-855-503-SAFE (7233)**
- Immediately notify local law enforcement if you have reason to suspect a crime has occurred.
- Immediate notification for incidents involving an individual missing without support beyond the timeframe identified in the individual's ISP must be made to: local law enforcement, Services Coordinator, and the individual's legal or designated representative (if applicable.)
- Immediate notification (no more than 1 business day) for incidents involving Serious Injury, Serious Illness, or Death must be reported to the Services Coordinator, family (if known), the individual's legal or designated representative (if applicable), other agencies responsible for providing services to the individual, and any other significant person identified by the individual to be notified under these circumstances
- Immediate notification (no more than 1 business day) for incidents involving an emergency physical restraint or the use of safeguarding interventions or equipment that results in injury must be reported to the Services Coordinator.
- All Incident Reports must be submitted to the Services Coordinator within 5 business days of incident

Additional Incident Report Definitions

- **Missing Person** does not include an individual's choice to not attend a service (or to depart early from the service) when no safety risks are present.
- **Psychiatric Hospitalization** does not include "holds", which are not admissions, short term "observation" ordered by a doctor or court. A "hold" is recorded under emergency medical care.
- **Suicide Attempt** does not include self-injurious behavior that is not intended to result in suicide. It is up to an individual's support team in conjunction with a medical professional's DX to determine intent.
- **Emergency Medical Care** includes care from an urgent care center, emergency room, EMT, a psychiatric intervention team regardless if the individual is transported (CAHOOTS.) "Serious Illness" is a physical condition which, if left untreated, is likely to result in hospitalization or bodily injury.
- **Medication Error** means medication prescribed to address a condition or illness that, left untreated, could result in hospitalization or bodily injury that is not given within an hour of the time the dose was to be taken; or taken in the wrong dosage; or administered by the wrong route. It may also include medication given to someone for whom it was not prescribed.
- **Medication Error with Adverse Consequences** means any medication error that results in direct harm or jeopardizes an individual's health and safety resulting in emergency treatment or a required call to prescriber.

Injury Severity Definitions

- "No Injury" means there is no known injury at the time of the incident or after assessment
- "Undetermined Injury" means at the end of the report, the severity is unknown to the reporter.
- "Minor Injury" means at the time of the report, the severity of bodily harm appears to be limited to abrasions, minor bruising, and other similar non-life threatening injury
- "Moderate Injury" means at the time of the report, the severity of bodily harm appears to be limited to first aid and second-degree burns, soft tissue, fractures, and other injuries that appear to be non-life threatening.
- "Severe Injury" means at the time of the report, the severity of bodily harm, appears to pose a risk of imminent threat to life or limb; without intervention, the individual would be at risk of death or potential permanent lifelong injury.

Incident Report

LANE COUNTY DEVELOPMENTAL DISABILITIES

**** Mandatory Abuse Reporters must *immediately* report any suspected abuse or neglect of an adult****
Abuse Reporting Line: 541-682-3884

Individual's Name: _____ **Date incident occurred:** _____

Person Completing Report: _____ **Time / Duration:** _____

Select an Incident Category:

Act of Physical Aggression: Any incident in which an individual engages in physical aggression towards another person or themselves that results in physical injury.

Emergency Medical Care: Any serious illness, injury accident, or mental health crisis requiring emergency medical care. Serious injuries include but are not limited to, a break in the skin requiring sutures, bruising accompanied by swelling or extreme pain, broken bones, internal injury; any injury requiring medical treatment beyond routine first aid. This does not include response by the paid I/DD provider or accessing routine healthcare

Emergency Physical Restraint: A manual physical restraint that is not a safeguarding intervention authored into a positive behavior plan or not agreed to within an individually based limitation. Please note the restraint must still be OIS-approved and delivered by a designated person trained to deliver the intervention.

Safeguarding Intervention: Authored into a PBSP and agreed to within an individually-based limitation.

Medication Error with Adverse Consequences: Any incident in the medication administration process that results in harm, discomfort, or jeopardizes an individual's health or safety.

Missing Person: Individual has been reported as missing and their whereabouts are unknown. An individual is considered missing when they are absent from the supports necessary to keep them healthy and safe beyond the timeframes identified in the individual's ISP.

Psychiatric Hospitalization: Admission for any length of time for psychiatric treatment

Safeguarding Intervention or Equipment Use Resulting in Injury: Any use of a safeguarding intervention or use of safeguarding equipment that results in an injury.

Use of an Emergency Crisis Strategy: When the individual has Temporary Emergency Safety Plan authored by a Behavior Professional and implemented by the ISP team.

Suicide Attempt: Any incident in which an individual actively engages in a non-fatal, self-directed, potentially injurious action with an intent to die because of that action; which may or may not result in injury.

Fire: Requiring the services of a fire department

Death: Under any circumstances

Other: Such as an incident of suspected abuse or neglect that doesn't fit into the incident types above.

A. What was occurring before the incident?
