

PATHWAYS, INC. DD SERVICES	DATE ISSUED	DATE REVISED 10/14	PAGES 1 of 2	TOPIC NO. 2.80
POLICIES AND PROCEDURES MANUAL	<u>FUNCTION:</u> INCIDENT REPORTING			
<u>SOURCE/REFERENCE:</u> NYCRR – Part 624 section 491 of the social services law	<u>SUBJECT:</u> Irregular Situation			
	<u>TOPIC:</u> Processing of an Irregular Situation			

Duty to report events or situations under the auspices of another agency.

If a reportable incident or notable occurrence is alleged to have occurred while a person was under the auspices of another agency (e.g., day habilitation staff allege that a situation occurred at a residence), the discovering agency shall document the situation and shall report the situation to the agency under whose auspices the event or situation occurred.

Note that mandated reporters (e.g. custodians) are required to make reports to the VPCR pursuant to section 491 of the social services law. This means that mandated reporters at the discovering agency must report to the VPCR upon discovery of a reportable incident that occurred in another program or facility which is certified or operated by OWPDD.

It shall be the responsibility of the agency under whose auspices the situation is alleged to have occurred to report, investigate, review, correct, and monitor the situation.

Note: Similarly, when a person receives two or more services from the same provider agency, and one program or service environment discovers an incident that is alleged to have occurred under the supervision of another program or service environment operated by the same agency, the discovering program/service environment must document the situation and report it to the program/service environment where the situation or event is alleged to have occurred. The program or service environment where the incident is alleged to have occurred is responsible for reporting and managing the incident, in accordance with this Part and agency policy.

If the agency suspecting or alleging the incident or occurrence is not satisfied that the situation will be or is being investigated or handled appropriately, it shall bring the situation to the attention of OPWDD.

For All Irregular Situations:

The discovering staff member will immediately notify their Supervisor of the situation.

The discovering staff member will then fill out a supporting statement to be attached to the Irregular Situation form

The Supervisor / Manager of the program will immediately notify the Administrator on Call (AOC)

When applicable the discovering staff member will then call in the incident to the VPCR.

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The Supervisor / Manager will fill out the Pathways Inc. Irregular Situation form and make all necessary notifications to the agency whose auspices the alleged incident occurred.

Forward the completed Irregular Situation form and all supporting documentation to the QA Department.

The Executive Vice President of Quality Assurance or designee will then notify via fax and or phone call the responsible agency and report the findings. The Irregular situation form will then be faxed to the responsible agency.

A completed incident packet for Irregular Situations will include;

- Completed Irregular Situation form
- Supporting staff statements
- Fax verification that the Irregular was sent and received