

5123:2-17-02

APPENDIX B

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ADMINISTRATIVE INVESTIGATION PROCEDURE FOR
MAJOR UNUSUAL INCIDENTS IN CATEGORY B

(ATTEMPTED SUICIDE, DEATH OTHER THAN ACCIDENTAL OR
SUSPICIOUS DEATH, MEDICAL EMERGENCY, MISSING
INDIVIDUAL, AND SIGNIFICANT INJURY)

Steps for Investigating Major Unusual Incidents in Category B

1. Determine that the major unusual incident is properly coded.
2. Review relevant documents which may include recent medical history, individual service plan, progress notes, nursing notes, hospital records, police report, and behavior support documentation.
3. Interview witnesses as necessary to determine the cause or resolve conflicting information.
4. Interview others with relevant information as necessary.
5. Maintain a summary of each interview conducted.
6. Identify the causes and contributing factors to the incident.
7. Review past related incidents as appropriate, including but not limited to, prior immediate health and welfare measures taken and other preventive measures.
8. Verify that preventive measures have been implemented.