ADMINISTRATIVE INVESTIGATION PROCEDURE FOR MAJOR UNUSUAL INCIDENTS IN CATEGORY B

(ATTEMPTED SUICIDE, DEATH OTHER THAN ACCIDENTAL OR SUSPICIOUS DEATH, MEDICAL EMERGENCY, MISSING INDIVIDUAL, PEER-TO-PEER ACT, 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.

Incident Specific Requirements – Medical Emergency Involving Choking

1. Provide a detailed description of the choking incident including the type, texture, dimension, consistency, preparation, and amount of the item or items upon which the individual choked.
2. Determine the source of the item or items and how obtained by the individual.
3. Provide a detailed description of the individual's dietary requirements, supervision, and meal preparation supports.
4. Provide a detailed accounting of what happened before, during, and after the choking incident.

5. Describe any prior history of choking or prevention measures implemented.

Incident Specific Requirements – Peer-to-Peer Physical Act, Peer-to-Peer Sexual Act, or Peer-to-Peer Verbal Act

1. Interview the individuals within three calendar days.
2. Review the individuals' level of supervision and support.
3. Provide a detailed description of the incident.

Incident Specific Requirements – Significant Injury Involving a Fall

1. Provide a detailed description of the individual's requirements, if any, for supervision, supports, or aid at the time of the incident.
2. Document the individual's past history of falls.
3. Provide a detailed accounting of the time period before, during, and after the fall and include, if any, relevant environmental factors that may have contributed to the incident.