

Policy Title:	Abuse				
Policy Number:	2.007	Version:	0.0	Effective Date:	mm/dd/2010

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

Description:

The State Operated Community Program (SOCP) will not tolerate abuse or neglect concerning the developmentally disabled adults or children we serve.

Applicability: All employee(s), volunteer(s), respite provider(s), advisor(s), trainer(s), or any individual(s) who has contact with a resident of the program, must have an approved criminal record. Employees will identify types of abuse/neglect and state the mandatory reporting process during New Employee Orientation (NEO) and Oregon Intervention System (OIS) Training. As **Mandatory Reporters** employee(s) must immediately report abuse/neglect and follow the programs policies and procedures to ensure the victim’s safety.

Failure to comply may result in disciplinary action. If alleged abuse is substantiated the agency may utilize discipline up to and including dismissal.

Policy

1. The State Operated Community Program (SOCP) will take immediate action on all reports of abuse to assure the safety of the individual(s). This may include immediate administrative leave/suspension, increased supervision or other appropriate action.
 - a. Complete the **Investigation Request Form** DHS 4626 (Attachment A) on the alleged abuse and submit to the Office of Investigations and Training (OIT).
 - b. Assure **Abuse Investigation Follow-up** DHS 4551 (Attachment B) is completed after the conclusion of the OIT investigation if necessary.
 - c. If the alleged abuse is substantiated the agency may utilize discipline up to and including dismissal. Documentation of the substantiation will also be included in the employees house file, retained at the SOCP Central Administrative office.

Procedure(s) that apply:

- 2.007.01, Incident Reporting of Abuse (Non-Sexual)
- 2.007.02, Incident Reporting of Alleged Sexual Activity
- 2.007.03, SOCP Initial Review Procedure (SIRP)

Form(s) that apply:

- DHS 4551 Abuse Investigation Follow-up: Attachment B
- DHS 4595 Incident Report, A, B, C, D
- DHS 4619 SOCP Initial Review Procedure (SIRP) Checklist
- DHS 4624A Abuse Reporting Notice DD Comprehensive Services for Adults: Mandatory
- DHS 4624C Abuse Reporting Notice DD Comprehensive Services for Children: Mandatory
- DHS 4626 Request for Investigation: Attachment A

Reference(s):

OAR 411-325-0160 (2, 5); 411-345-0210 (1) (2); OAR 407-045-0260
State Operated Community Program (SOCP) Code of Conduct; SOCP 5.005 Incident Reports

Definition(s):

SOCP Initial Review Procedure (SIRP)

Contact(s):

SPD/SOCP Business Manager **Phone:** 503-378-5952 ext. 239 **FAX:** 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Policy History:

Version 1.0:	Version 2.0:	Version 3.0:	Version 4.0:
11/23/1999	05/13/2002	03.01/2005	XX/XX/XXXX

Keywords:

Abuse, Neglect, Allegations of Abuse or Neglect, Initial Review Procedure

State Operated Community Program SOCP Policy Memorandum

Topic:	2.007.01 Non-Sexual Incident Reporting	Issue date:	12/01/10
Related policy:	2.007.01 Abuse (Non-Sexual) Incident Reporting procedure		
<p>Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or administrative rules, changes in existing policy or administrative rules, policy clarifications and manual updates.</p>			

Applies to:
(check all that apply)

- All employees includes:
 Nurses
 Cent. Office staff
 HR

- Prog. Managers
 BVS1s
 Direct Care Staff
 Modified workers

- Site Managers
 BVS2s
 Trainers
 Other:

*Brad Heath
Linda Fiegi*

Implementation date: 12/01/10

FROM: Deanna Bathke, SOCP Director

SUBJECT: 2.007.01 Abuse (Non-Sexual) Incident Reporting Procedure clarification

This attached procedure is designed to provide the State Operated Community Program (SOCP) staff steps to follow for responding to abuse / exploitation of an adult with developmental disabilities as outlined in OAR 411-325-0020 and 407-045-0260 and for a child with developmental disabilities refer to OAR 407-045-0260 and ORS Chapter 163.

- “Reporting” contact number and procedure for children has been clarified.
- Securing of “Evidence and documentation” has been updated.

Attachment: 2.007.01 Abuse (Non-Sexual) Incident Reporting Procedure

If you have questions about this information, contact:

Contact(s):	Deanna Bathke	Elaine M. Stauffer
Phone:	503 378-5952 ext. 241	503 378-5952 ext. 239
Email:	Deanna.Bathke@state.or.us	Elaine.M.Stauffer@state.or.us

Procedure Title:	Abuse (Non-Sexual) Incident Reporting		
Procedure Number:	2.007.01	Version:	4.0
		Effective Date:	12/01/2010

Neanna Butke
Approved By: _____

12/1/10
Date Approved _____

Procedure

Step	Responsible Party	Action				
1.	All Staff	This procedure is designed to provide the State Operated Community Program (SOCP) staff steps to follow for responding to abuse / exploitation of an adult with developmental disabilities as outlined in OAR 411-325-0020 and 407-045-0260 and for a child with developmental disabilities refer to OAR 407-045-0260 and ORS Chapter 163.				
2.	<p>Reporting: Site Manager Program Manager Services Coordinator</p> <p>Staff (when children are involved.)</p>	<p>If a report of abuse or neglect is suspected (there is reasonable cause to believe an individual has suffered abuse or neglect), immediately report and follow these steps:</p> <p>a) Immediately notify the Site Manager and Child Welfare (if under 18), who will notify the Program Manager, Case Manager, Office of Investigations and Training (OIT) and guardians if applicable.</p> <p>b) The Site Manager will notify local law enforcement, if applicable.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">CHILDREN</th> <th style="text-align: left;">ADULTS</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Staff will call the Child Welfare Hotline 503-378-6704, no child is involved in SIRP. • Injury involved – automatically goes to OIT (no SIRP system). </td> <td> <ul style="list-style-type: none"> • Check with Program Manager to confirm individuals identified on the SIRP list. • Identified SIRP individuals (see procedures 7.002.03). • Injury involved – automatically goes to OIT. </td> </tr> </tbody> </table> <p>c) Obtain immediate medical attention, if needed. Staff to accompany the client to the MD/hospital and support the client in anyway possible.</p> <p>d) Assure the completion of a "DHS 4595 Incident Report."</p>	CHILDREN	ADULTS	<ul style="list-style-type: none"> • Staff will call the Child Welfare Hotline 503-378-6704, no child is involved in SIRP. • Injury involved – automatically goes to OIT (no SIRP system). 	<ul style="list-style-type: none"> • Check with Program Manager to confirm individuals identified on the SIRP list. • Identified SIRP individuals (see procedures 7.002.03). • Injury involved – automatically goes to OIT.
CHILDREN	ADULTS					
<ul style="list-style-type: none"> • Staff will call the Child Welfare Hotline 503-378-6704, no child is involved in SIRP. • Injury involved – automatically goes to OIT (no SIRP system). 	<ul style="list-style-type: none"> • Check with Program Manager to confirm individuals identified on the SIRP list. • Identified SIRP individuals (see procedures 7.002.03). • Injury involved – automatically goes to OIT. 					

		e) If the incident involves a staff member, HR will be notified and the employee may be work stationed at home or given work restrictions.
	Evidence and documentation: Site Manager Program Manager Case Manager	After reporting suspected abuse or neglect, secure evidence and relevant documentation: f) A copy of " DHS 4596 Progress Notes " for one (1) month prior and one (1) week following will be stored in the Site Manager's locked file cabinet. g) Sign-in sheets for time in question, along with " DHS 4628 Outing Log(s) " and " DHS 4574 Mileage Log " and any additional evidence will be stored in the locked file cabinet. h) Release all related found items, evidence and documentation to OIT as soon as possible. <ul style="list-style-type: none"> • DHS 4596 Progress Notes • DHS 4628 Outing Log(s) • DHS 4574 Mileage Log(s)
3.	Program Manager	Will send documentation to OIT for their determination to investigate or not.
4.	Program Manager and Director	Will be notified if OIT decides to investigate – and the Site Manager will notify the case manager and guardian (if applicable), and make an entry in the DHS 4596 Progress Notes (noting the incident reported on date has been referred to OIT for investigation, case manager and the guardian notified). If OIT decides NOT to investigate: SM will receive and file OIT's justification for not investigating along with the original IR, SIRP checklist, and all supporting documentation and place it in a designated confidential file.
5.	Site Manager	The SM will assure that false allegations are noted on the Risk Tracking Record If applicable this behavior will be addressed in the client's DHS 4588 Functional Assessment/ Behavior Support Plan (FA/BSP) and also tracked on the DHS 4615 Monthly Review .
6.	Program Managers Business Manager	If a team identifies an individual for the (SIRP) list and/or needs to be removed from the list, the Program Managers will maintain the list and the Business Manager will notify OIT.

Policy that applies:

2.007 Abuse, OAR 411-325-0020(2)(3):411-325-160 (2,5); 411-345-0210(1)(2); OAR 407-045-0260; SOCP Code of Conduct; SPD-IM-09-042; 5.005 Incident Reports and Emergency Notification

Form(s) that apply:

DHS 4551 Abuse Investigation Follow-up: Attachment B
DHS 4574 Mileage Log(s)
DHS 4595 Incident Report, A, B, C, D
DHS 4595G Incident Report Guidelines
DHS 4596 Progress Notes
DHS 4619 SOCP Initial Review Procedure (SIRP) Checklist
DHS 4624A Mandatory Abuse Reporting Adults (OIT form 10/10 update)
DHS 4624C Mandatory Abuse Reporting Children (OIT form 10/10 update)
DHS 4626 Request for Investigation: Attachment A
DHS 4628 Outing Log(s)

Contact(s):

SPD/SOCP Business Manager Phone: 503-378-5952 ext. 239 FAX: 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Policy History:

Version 1.0:	Version 2.0:	Version 3.0:	Version 4.0:
11/23/1999	05/13/2002	03/01/2005	12/01/2010

Keywords:

Initial Review Procedure, SIRP, Allegations of Abuse, Documented persistent history

Procedure Title:	Incident Reporting for Alleged Sexual Activity		
Procedure Number:	2.007.02	Version:	1.0
Effective Date:	mm/dd/2008		

Approved By: *(Authorized Signer Name)*

Date Approved

Procedure

Step	Responsible Party	Action
1.	All Staff	This procedure is designed to provide the State Operated Community Program (SOCP) staff steps to follow for responding to non-consensual sexual activity between clients and/or incidents that involve a client that is incapable of giving consent. All incidents will be reported, maintaining confidentiality as able. SOCP seeks to promote timely responses to incidents to include immediate notification procedures, medical treatment and ongoing counseling/support if warranted.
2.	All Staff Site Manager Program Manager Case Manager	<p>If a report of sexual assault or non-consensual sexual activity is made the following steps will be taken:</p> <ol style="list-style-type: none"> a) Immediately notify the Site Manager and Child Welfare (if under 18), who will notify the Program Manager, Case Manager, Office of Investigations and Training (OIT) and guardians if applicable. <ul style="list-style-type: none"> • Non-SIRP cases, the Site Manager will notify local law enforcement. • Known SIRP cases (see procedures 7.002.03) depending on circumstances law enforcement notification may wait until after medical exam. b) <u>Do not allow</u> the "victim" to shower until medical exam is completed. c) Obtain immediate medical attention. Staff to accompany the client to the MD/hospital and support the client in anyway possible. d) Take digital photos and collect items that may be a bearing in an OIT investigation(s). e) Assure the completion of a DHS 4595 Incident Report. f) Place all clothing and/or other evidence worn at the time of the incident in a bag for evidence. Place each clothing item in a separate paper bag, taped shut, and signed with the staff's initials on the bag. Do not recycle paper bags. g) Place all items found and bagged in the Site Manager's locked file cabinet until arrival of OIT investigator.

		<ul style="list-style-type: none"> h) If the incident involves a staff member, HR may be notified and the employee may be work stationed at home. i) A copy of “DHS 4596 Progress Notes” for one (1) month prior and one (1) week following will be stored in the Site Manager’s locked file cabinet. j) Sign-in sheets for time in question, along with “DHS 4628 Outing Log(s)” and “DHS 4574 Mileage Log” and any additional evidence will be stored in the locked file cabinet. k) Keep digital photos in locked file cabinet. l) Release all related found items and documentation to OIT as soon as possible. <ul style="list-style-type: none"> ▪ Found item(s) bagged, taped and signed ▪ Digital photos ▪ DHS 4596 Progress Notes ▪ DHS 4628 Outing Log(s) ▪ DHS 4574 Mileage Log(s)
--	--	---

Policy that applies:

2.007 Abuse, OAR 411-325-0020(2)(3):411-325-160 (2,5); 411-345-0210(1)(2); SOCP Code of Conduct; SPD-IM-09-042; 5.005 Incident Reports and Emergency Notification

Form(s) that apply:

DHS 4551 Abuse Investigation Follow-up: Attachment B
DHS 4574 Mileage Log(s)
DHS 4595 Incident Report, A, B, C, D
DHS 4595G Incident Report Guidelines
DHS 4596 Progress Notes
DHS 4619 SOCP Initial Review Procedure (SIRP) Checklist
DHS 4624A Mandatory Abuse Reporting Adults
DHS 4624C Mandatory Abuse Reporting Children
DHS 4626 Request for Investigation: Attachment A
DHS 4628 Outing Log(s)

Contact(s):

SPD/SOCP Business Manager Phone: 503-378-5952 ext. 239 FAX: 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Policy History:

Version 1.0:	Version 2.0:	Version 3.0:	Version 4.0:
11/23/1999	05/13/2002	03.01/2005	XX/XX/XXXX

Keywords:

Initial Review Procedure, SIRP, Non-consensual sexual activity, Allegations of Abuse, Documented persistent history

Emergency Reporting

SOCP Chain-of-Command / Procedure

Situation	Staff report to Site Manager	Site Manager, reports to Program Manager, Service Coordinator / Guardian	Program Manager reports to Director	Program Manager reports to OIT
◆ Death	→	→	→	→
Abuse / neglect	→	→	→	→
*AWOL (serious = immediate call)	→	→	→ Serious	
*Suicide attempts serious	→	→	→ Serious	
*Emergency Restraints / Psych Med.	→	→		
*911 Fire/Medical/Police	→	→	→	
ER Visits	→	→	→ Admits	
*Hospitals / Jail	→	→	→ Admits	
Neighbor or Community complaints	→	→	→ Serious	
Incidents involving the Public	→	→	→ Serious	
Serious staffing issues (inclement weather, etc.)	→	→	→	
◆ Vehicle Accidents	→	→	If injuries	

***Contact Clinical Services Manager** (jail, 911, Serious suicide attempt, AWOL and supine or prone PPI).

◆ **Safety Manager** (Vehicle accidents and Death)

Cross over policies: 2.007 Abuse, 3.001 Behavioral Support, 5.001 Safety Committee & Program, 5.003 Emergency Plan, **5.005 IRs & Emergency Notification**, 5.006 Individual Summary Sheets