

INCIDENT REPORT
LANE COUNTY DEVELOPMENTAL DISABILITIES
ADULT FOSTER HOMES

Please see reverse side for description of situations where an incident report is required to be completed.

Resident's Name: _____ Provider: _____

Date incident occurred: _____ Time: _____ Location: _____

Duration of Incident: _____

Name(s) of others present or involved: _____

Provider's description of activities prior to incident: _____

Description of incident (use specific behavioral terms and include actions taken by providers/staff):

How long before the resident returned to the normal flow of the home? Describe process of restoring normal activities: _____

Was resident taken to a medical doctor/facility? Yes No N/A Was doctor called? Yes No N/A

Name of doctor (if contacted): _____

*** Notify DD case manager within 24 hours or on the next business day.**

SITUATIONS WHERE AN INCIDENT REPORT IS REQUIRED TO BE COMPLETED

A written incident report is required whenever a resident:

1. Has an illness or injury requiring emergency hospitalization
2. Has a significant injury, the origin of which is unknown
3. Has been involved in any criminal activity or has been contacted by the police or initiates contact with the police, regarding an alleged incident
4. Has been missing for a period of time and an incident occurred where their safety was placed in jeopardy
5. Has possibly been the victim of abuse, neglect, or exploitation by others
6. Has had a significant problem or conflict while staying at the home without supervision after a variance to the Oregon Administrative Rules was obtained to permit the resident to be home without supervision
7. Has been involved in a behavioral incident where he or she has
 - destroyed property and the provider is requesting that the resident pay for the repair or replacement of the item
 - threatened to use or used force against others
8. Has been physically restrained by a provider or an employee of a provider in an emergency to prevent physical harm to self or others. (See handout on "Expectations of Foster Providers Regarding Behavior Problems with Residents" for guidelines on the use of emergency physical restraints and a more detailed form for documenting such incidents).

Completion of an incident report is also recommended when a resident exhibits any behaviors which are unusual for themselves, including acts of self-abuse, seizure-like activity occurring for the first time, or behavioral outbursts that involve loud yelling or screaming. By writing incident reports on these situations, foster home providers will be able to keep the case manager better informed of the behaviors of the resident and the case manager can then assist the provider in developing strategies to insure more effective support to the resident.