

To: All concerned parties

From: Jodie Jones, Investigative Agent

Re: extended absence and incident reporting instructions

Date: 11-9-10



I have planned an extended vacation beginning Wednesday 11-10-10 until Monday 11-29-10. During this time, Elizabeth Moran will be managing all reports of Major Unusual Incidents. Please observe the following:

1. Elizabeth can be reached at 732-4831 or at emoran@clermontdd.org workdays.
2. All reports of abuse, neglect, exploitation, and misappropriation must be made within 4 hours of discovery TO A PERSON, followed up with a written report.
 - Remember, law enforcement must be notified of allegations of abuse, neglect, exploitation, or misappropriation. Please try to coordinate with Elizabeth, the individual's SSA, or the appropriate CCBDD supervisor (Sue Brenner, SSA; Dan Ottke, Adult Services; Jay Williams, Wildey School).
 - If this is not immediately possible, notify local law enforcement and make sure you take the name of the reporting officer so we can follow up.
3. After hours reports must be made to the CCBDD emergency number at 319-0170.
4. When leaving a voice report, please make sure that you include a description of the incident, immediate action taken, your name and contact information; whom you have notified of the incident and when.
5. Voice reports MUST be followed up with a written report by 3pm the next working day after discovery of the incident.
6. For all MUIs, the SSA and the guardian MUST be notified on the date of the incident. Please verify that you have done so on your verbal and written report.
7. Please follow up with Elizabeth to ensure your report has been received.
8. DO NOT make reports to my direct line or my email. You may make reports to the MUI line at 732-4828 or by fax at 732-5020.
9. Please keep the MUI process in mind and collect standard information such as:
 - Witness statements from every person involved in or witnessing an incident.

- Documentation of follow up with team or with medical appointments as necessary.
- Documentation of any staff training or plan changes related to the incident.
- Ensure that teams discuss incidents and determine preventative actions for the individual. (plus documentation showing implementation of any strategies).