

BENCO
Supported Living Program
POLICY AND PROCEDURE

SUBJECT: IMMEDIATE NOTIFICATION AND GENERAL EVENT REPORTING (GER)
OAR: 411-328-0700 (1) (a-b) (A-C) (c) (A-C) (2) (a-f) (3) (a-g) (4) (a) (A-F) (i-iii) (b-d)

POLICY:

(1) IMMEDIATE NOTIFICATION.

PROCEDURE:

▪ General Event Report (GER):

- (a) If an incident falls within the scope of abuse as defined in OAR 411-317-0000, the program will immediately notify an individual's Service Coordinator. In addition to immediately notifying the Service's Coordinator, the program will also immediately notify local law enforcement if there is reason to suspect a crime has occurred.
- (b) In the case of a serious illness, injury, accident, or death of an individual, the program will immediately notify all of the following (as applicable):
 - (A) The individual's legal or designated representative, parent, next of kin, and designated contact person.
 - (B) The individual's Service Coordinator.
 - (C) Any other agency responsible for, or delivering services to, the individual.
- (c) In the case of an individual who is missing beyond the time frames established by his or her ISP team, the program will immediately notify all of the following (as applicable):
 - (A) The individual's legal or designated representative and nearest responsible relative.
 - (B) The local police department.
 - (C) The individual's Service Coordinator.

(2) TYPES OF INCIDENTS.

- The program will complete a GER for all of the following:
 - (a) Any allegation of abuse as defined in OAR 411-317-0000.

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- (b) Death or a serious illness, injury, or accident, requiring inpatient or emergency hospitalization.
- (c) An individual is away from the residence without support beyond the time frames established by his or her ISP team.
- (d) Use of an emergency physical restraint.
- (e) Use of a safeguarding intervention or safeguarding equipment.
- (f) Unusual incident as defined in OAR 411-317-0000.

(3) GER REQUIREMENTS.

- A GER will include all of the following information:
 - (a) Name of the individual who is the subject of the incident.
 - (b) Date, time, duration, type, and location of the incident.
 - (c) Conditions prior to, or leading to, the incident.
 - (d) Detailed description of the incident, including employee response.
 - (e) Description of injury, if injury occurred.
 - (f) Name of employee, including his or her position title, and witnesses to the incident.
 - (g) Follow-up to be taken to prevent a recurrence of the incident. The use of any emergency physical restraint will be review by the Executive Director or designee, within two hours of application.

(4) GER REPORTING TIMELINES.

- (a) The program will place a GER in the individual's record and provide a copy to the individual's Service Coordinator, and as applicable their legal representative, in accordance with the following timelines:
 - (A) A GER documenting abuse will be provided within five business days from the date of the incident.

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- (B) A GER documenting a death or a serious illness, injury, or accident, will be provided within five business day from the date of the incident.
 - (C) A GER documenting an individual's unauthorized absence will be provided within five business days.
 - (D) A GER documenting the use of an emergency physical restraint will be provided within one business day from the date of the incident.
 - (E) SAFEGUARDING INTERVENTION AND SAFEGUARDING EQUIPMENT.
 - (I) If an individual has a Temporary Emergency Safety Plan, a GER documenting the use of a safeguarding intervention or safeguarding equipment will be completed in accordance with the requirements outlined in the individual's Temporary Emergency Safety Plan.
 - (II) A GER documenting the use of a safeguarding intervention or safeguarding equipment, resulting in an injury, will be provided within one business day from the date of the incident.
 - (III) A GER documenting the use of a safeguarding intervention or safeguarding equipment, not resulting in an injury, will be provided within five business days from the date of the incident.
 - (F) A GER documenting an unusual incident will be provided within five business days.
- (b) An individual's Service Coordinator will receive complete copies of all GER's.
 - (c) A copy of the GER provided to an individual's legal representative or other service providers will have confidential information about other individuals removed or redacted as required by federal and state privacy laws.

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- (d) A copy of the GER may not be provided to an individual's legal representative when the report is part of an abuse investigation.

Approved by: Julie Hansen
Julie Hansen, Benco Board President

Date: 1/30/24