

Green Apple Counseling

1500 10th Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

POLICY: INCIDENT REPORTS

PURPOSE: To provide Employees of Green Apple Counseling procedures to follow to maximize the quickest time for care with the minimal damage.

PROCEDURE:

Employee/Provider Training:

Green Apple Counseling, LLC will ensure that employees and providers receive training on incident reporting prior to working unsupervised with individuals receiving services. The scope of training should include, at a minimum:

- How to identify an incident,
- When an incident report is required,
- How and when an incident is to be reported,
- How to complete an incident report,
- How the report is to be routed.

Writing Incident Reports will be required for at minimum the following:

- Injury to person receiving services
- Lost or missing person receiving services
- Medical Emergencies
- Hospitalizations
- Errors in medication administration
- Unusual reports or actions
- Use of Safety Control Procedures
- Use of Emergency Control Procedures
- Stolen property

Incident reports will include at minimum:

- The name of the person reporting the incident
- The name of the person receiving services who was involved in the incident

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- If more than one person was involved in the incident, separate incident reports will be written for each person to ensure confidentiality.
- The name(s) of persons involved or witnessing the incident.
 - If the witness is an individual in services, the author of the incident report will ensure confidentiality of the witness.
- An objective description of the incident
- Date and place the incident occurred
- An indication if the incident was directly observed or was reported to the author.
- The name(s) of those notified of the incident
- Follow-up action taken in response to the incident, as needed.
 - If follow-up is needed but not indicated on the incident report itself, the report should indicate where follow-up is documents
- Name(s) and job title, if applicable, of the person responsible for follow-up.

Timelines for Writing and Routing Incident Reports:

In general, incident reports are to be written as soon as is possible (no more than 24 hours) after an incident is reported or witnessed. Incident reports are to be reviewed and routed to the Office Manager within seventy-two (72) hours.

Routing of Incident Reports:

Incident reports should be reviewed by a at least 2 directors within the organization withing 7 days.

Filing:

Incidents will be filed in the client's file, employee's file, administration file and with the client/family.

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Incident Report

Name and role of reporter:
Date of Report:
Directly Observed or Reported to:

Incident:

Date and time of Incident:
Location of Incident:
Name of person involved in incident:
Description of Incident:

Witnesses and phone Numbers:

Names of those Notified:

Follow up including filing:

Reporter Signature: _____ Date: _____