

BENCO
24 Hour
POLICIES AND PROCEDURES

SUBJECT: IMMEDIATE NOTIFICATION AND GENERAL EVENT REPORTING
(GER)

OAR: 411-325-0190 (1) (a) (A) (i-iv) (B) (i-iii) (C) (A-C) (d) (A-B) (iii) (C) (2) (a-f) (3) (a-g) (4) (a) (A-E) (i-iii) (F) (b-d)

POLICY:

Benco will ensure there is immediate notification in all of the following circumstances:

- Immediate Notification
 - **(a) Abuse.** If an incident falls within the scope of abuse as defined in OAR 411-317-0000, Benco will immediately notify an individual's Service Coordinator. In addition, Benco will also immediately notify the following:
 - (A)** Local law enforcement if there is reason to suspect a crime has occurred.
 - **(b) Notification of a substantiated allegation of abuse.**
 - (A)** When Benco receives notification of a substantiated allegation of abuse, Benco will immediately provide written notification to all of the following:
 - (i)** The person found to have committed abuse;
 - (ii)** Individuals residing in the home;
 - (iii)** Individuals' Service Coordinator; and the
 - (iv)** Individuals' legal representative.
 - (B)** Benco's written notification of a substantiated allegation of abuse will include all of the following:
 - (i)** The type of abuse;
 - (ii)** When the allegation was substantiated; and
 - (iii)** How to request a public record copy of the Abuse Investigation and Protective Services Report.
- Benco will notify the County immediately of an incident or allegation of abuse falling within the scope of OAR chapter 407, division 045.
- **(c) Serious illness, injury, accident, death.** Benco will immediately notify all of the following (as applicable):

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- (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.
- **(d)** Unauthorized absence. In the case of an individual who is away from the residence without support beyond the time frames established by their ISP team, Benco 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.
- Benco will complete a GER for all of the following:
 - (A)** Any allegation of abuse as defined in OAR 411-317-0000;
 - (B)** Death or 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 safeguarding intervention or safeguarding equipment;
 - (F)** Unusual incident as defined in OAR 411-317-0000.
- 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 their position, title, and witnesses to the incident; and
 - (G)** Follow-up to be taken to prevent a recurrence of the incident.
The use of any emergency physical restraint must be reviewed by Benco's Executive Director or designee, within two hours of application.

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- GER reporting timelines.
- **(a)** Benco 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)** Abuse. A GER documenting abuse will be provided within five business days from the date of the incident;
 - (B)** Death, Serious Illness, Injury, or Accident. A GER documenting a death or serious illness, injury or accident will be provided within five business days from the date of the incident.
 - (C)** Unauthorized Absence. A GER documenting an individual's unauthorized absence will be provided within five business days from the date of the incident.
 - (D)** Emergency Physical Restraint. 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)** Temporary Emergency Safety Plans. If an individual has a Temporary Emergency 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)** Injury. 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)** No Injury. A GER documenting the use of a safeguarding intervention or safeguarding equipment, not resulting in an injury, will be

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provided within five business day from the date of the incident.

(F) Unusual Incident. 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 a 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.
- (d)** A copy of a GER will not be provided to an individual's legal representative when the report is part of an abuse investigation.

Approved By: Kristen Gregory
Kristen Gregory, Benco Board President

Date: 10/10/2019